

POLICY ON THE EMPLOYEE WELFARE PRACTICES

(Including National and International Faculty Members,
Specially Abled Persons & Women etc.)

(Version 2.0)



**Chandigarh Patiala National Highway (NH-7), Village-
Jhansla, Rajpura, Punjab- 140401**

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Chitkara University, Punjab
Policy on the Employee Welfare Practices
(Including National and International Faculty Members,
Specially Abled Persons & Women etc.)

Introduction:

At Chitkara University, we are committed to foster fair, inclusive, and compliant work environment that respects and upholds the fundamental rights of all employees. As a progressive institution, we recognize the importance of empowering our workforce through freedom of association, equitable employment practices, as per our country and aligned with international standards laid by the International Labour Organisation.

1. Purpose

To establish a framework for fair, inclusive, and transparent employment practices that recognize employee rights, including freedom of association for all University employees, consistent with Indian laws and international standards.

2. Compliance to International Standards:

The University respect the basic human- values and adopt the international standards laid by the International Labour Organization that are vital to our social and economic lives, such as:

- the elimination of all forms of forced or compulsory labour;
- the effective abolition of child labour;
- the elimination of discrimination in respect of employment and occupation; and
- a safe and healthy working environment.

3. Key Provisions (Common for Both, National and International Employees):

- **Fair Hiring:** University ensures that the recruitment and employment decisions are made without regard to nationality, gender, or other discriminatory characteristics.
- **Equal Opportunity:** International and female employees are provided with equal opportunities during hiring, career advancement, representation, and participation in workplace matters.
- **Workplace Safety:** University is committed to provide a safe, harassment-free work environment, supported by anti-harassment policies and a grievance redressal system.
- **Gender Equality and Anti-Discrimination:** The University commits to providing equal pay for equal work, without discrimination based on gender. This commitment extends to all employment-related decisions, including hiring, promotions.
- **Grievance Redressal Mechanism:** A structured grievance redressal system is established in compliance with the University policy, allowing all employees, including international and female staff, to address issues related to association rights, and

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workplace equality. All grievances will be addressed in a timely, transparent, and impartial manner by the University's Grievance Committee.

- **Monitoring and Compliance:** The Human Resources Department, in partnership with the Legal Aid Centre, will monitor compliance with this policy. Regular audits will ensure adherence to both national and international labour standards.

4. Special Provisions for International Faculty Members

University provides some additional facilities to International faculty members, as under:

4.1 International Faculty Visting During the Global Week:

Global Week is a one-of-a-kind event hosted by the Office of International Affairs annually. It is a truly philanthropic initiative of the University in the genre of Internationalization at Home. It has been instrumental in instilling cross-cultural competence, knowledge transfer, and networking among students and faculty. This globally coveted event provides guest professors with an excellent yet life-changing opportunity to become intimately acquainted with India's rich culture and diversity. Global Week is an exemplary manifestation of Chitkara University's dedication to cultivating an intellectually invigorating atmosphere.

Global Week was initiated by Chitkara University in 2013. An endeavour that began in the spring of 2013 with approximately six professors of various nationalities delivering lectures to engineering students has since expanded to the following astounding magnitudes, thus, enhancing student mobility across campuses and expanding faculty exchange opportunities. This occasion not only fosters a sense of academic distinction but also cultivates in its participants an inclination towards inquisitiveness, originality, and cooperation.

Under our Academic Mentorship from our International partner institutions, we expose our students to accomplished international faculty who co-teach at Chitkara University and share their expertise in delivering an applied education for a particular discipline in which students are enrolled at Chitkara University.

Employee Welfare Practices for International Faculty Members During the Global Week:

- **Accommodation and Meals:** International faculty are provided with complimentary, high-quality accommodation for the duration of their stay, along with all meals covered. This ensures they have a comfortable and worry-free experience, allowing them to focus on the event and their engagements.
- **Ground Transportation Logistics:** All ground transportation needs are fully taken care of. This includes airport transfers, daily travel to and from event venues, and any other required local transportation. Faculty members can enjoy seamless travel without the need to arrange their own logistics.
- **Complimentary Tour to Nearby Places:** A free, organized tour to local tourist spots and cultural landmarks is offered, giving faculty members the opportunity to explore the region and immerse themselves in its unique history and culture. This provides a memorable experience beyond their academic participation.

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- **Work-Related Support:** At Chitkara University, International faculty have access to a full range of technological and administrative support. We provide high-speed internet, office supplies, printing services, and dedicated workspaces equipped for their needs. Event coordinators and technical staff are available to assist with any logistical or technical issues to ensure a seamless work experience.
- **Health and Safety Services:** Chitkara University prioritizes the well-being of its guests. We provide access to healthcare services, including first aid and information on local hospitals or clinics. Health insurance coverage is also offered during their stay, ensuring faculty members have peace of mind. Additionally, we brief our visitors on safety protocols and emergency services to address any concerns they may have.
- **Cultural and Social Engagement:** To make their stay memorable, we organize cultural and social events that introduce international faculty to India's rich heritage. These include a welcome dinner, cultural performances, and networking opportunities with other participants. Additionally, a complimentary guided tour to nearby attractions allows faculty to explore the local area and experience its unique culture.
- **Honorarium and Reimbursement:** As a token of appreciation for their valuable contributions, Chitkara University provides an honorarium to international faculty members. We also ensure transparency by offering clear guidelines for reimbursement of expenses such as visa fees, travel insurance, and any incidental costs incurred during their stay.
- **Library and Computing Facilities:** Full access to the university's main library and computing facilities for research and academic support.
- **Research Facilities:** Use of the faculties or department's research facilities, providing necessary tools and resources for academic research.
- **Research Support :** Guidance and advice will be offered on preparing research grants and papers for publication, assisting with academic development.

4.2 Employee Welfare Practices for Regular International Faculty Members:

Chitkara University host distinguished international faculty who enrich our academic environment with global perspectives and innovative teaching methodologies. Our international faculty play an essential role in advancing the academic and intellectual vibrancy of our institution by contributing to interdisciplinary learning and fostering cross-cultural exchange.

Recognizing the unique challenges that international faculty may face while adapting to a new academic and cultural setting, this policy is designed to ensure their well-being and support throughout their full- semester stay. We are committed to providing a welcoming, inclusive, and professionally fulfilling environment for faculty, ensuring that their time with us is productive, enjoyable, and in line with global standards of academic welfare.

- **Free Transport**

All employees can avail the free Bus Facility for commuting to the University Campus. The bus facility is available from the selected cities. We run a fleet of buses to safely transport our employees to work, and back.

- **Contributory Provident Fund**

All employees are covered under C.P.F. scheme adopted by the University. Chitkara University contributes a sum as per the norms towards the Employee's share of Provident Fund each month.

- **Accidental Insurance**

All employees are covered under accidental insurance policy adopted by the University for the Welfare of employees. The policy covers for the following:

- Accidental Dismemberment
- This will be paid for Permanent Total Disability or Permanent Partial Disability.
- Accidental Death
- Emergency Accident Medical
- Expenses incurred by you for the medical services and supplies which are recommended by the attending physician.

- **Paid Vacation and Holidays**

Paid vacation days are time off work provided to the employees as a benefit. The number of paid vacation days is generally accrued by employees based on years of service to the organization and the level of their position.

- **Wellness Programs**

Wellness programs are organized and coordinated programs that have the goal of enhancing the physical, mental, and emotional status of individuals. It helps to minimize tensions in the workplace, create more of a team spirit among employees and also enhance productivity while reducing absenteeism.


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