

## **GOOD LABOUR PRACTICES FOLLOWED**

1	Welfare and Health of Contract Labour	Maintenance of canteen, rest rooms, First Aid facilities, washrooms, drinking water and availability of required tools & accessories to perform the duty. No recovery on a/m facilities made from employees.
2	Accurate and Timely disbursement of wages	Wages revised twice a year immediately on receipt of GOI, Min of Labour & Emp notification.
3	Establishment of Crèche For Kids	Crèche facilities are created and fully functional in the Institute for the kids.
4	Maintenance of Books & Registers	As per contract labour Act 1970 and Rules 74 to 77, maintenance of Registers, cards, forms and release certificates is ensured and reviewed from time to time.
5	Maintenance of Notice Boards	Notice boards are maintained and regularly updated with latest update and institute bulletins for information and applicability.
6	Suggestion Boxes	Suggestion boxes are maintained and placed at all important places including hostels and academic campus. Prompt action is taken on any valuable suggestion received from the employees.
7	Employees Provident Fund Contributions	EPF's applicability benefits contribution rates and penal provisions described in details and explained to the employees on regular intervals. EPF updates are provided to all employees.
8	ESI Contritructions	Coverage of Employees, contribution rates, manner and time limit for making payment contribution, benefits, contribution period and penalties are promulgated to all employees on regular intervals.
9	Leave Entitlements	Leave entitlements intervals, encashment, accumulations and awards, record maintenance etc are promulgated to all employees from time to time.
10	Formulation of Standard Operating Procedures (SOPs)	SOPs on classification of workers/labours working hours, holidays, shift working, attendance and late arrivals, leave/off grants, individuals search liability at gates, extension/terminatins of Jobs, suspensions/dismissal for misconduct, redressal means etc are covered in SOPs.