



**AMITY UNIVERSITY**  
HARYANA

*Established vide Government of Haryana Act No.10 of 2010*

**(Accredited with Grade 'A' by NAAC)**

### **Supporting Documents Metric No- 6.3.1**

*6.3.1 The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff.*

- ❖ AUH- HR- Staff Orientation and Training Guidelines
- ❖ AUH -HR Manual



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### Supporting Documents Metric-No- 6.3.1

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#### **HR- Staff Orientation and Training**

The Staff Orientation and Training system at the AUH aims at improving the productive capacity of both teaching and non-teaching staff by not only enabling them to realize their full potential in the roles they play but also by helping them enhance their own professional calibre. The staff orientation and training programs have become almost a ritual in many other Universities today. However, at AUH, it is used as an important tool to train new staff in university policies and procedures, leading to programs that could otherwise leave the new employees dispirited. **Invariably, such programs result in lowering productivity and retention rates affecting the bottom line.** Forthcoming success and a sustainable competitive advantage are exclusively gained through well-trained talent who are dedicated to the organization. Universities should consider Staff Orientation and Training Programme as part of their learning and knowledge transfer processes.

The AUH Staff orientation and training programs have the following elements in common:

- a) Employee engagement
- b) Involving Senior Leaders
- c) Building a shared vision
- d) Feeling of feeling welcomed so that they enfold
- e) Making them part of a talent value chain

Well-structured Staff Orientation and Training programs are regularly being organized by the HR department at AUH. The major practices followed here are in conformity with DHE (Department of Higher Education) and are as follows:

- a) Establishment of effective communication system with employees.
- b) Assessing the training needs of Teaching and Non-Teaching Staff.
- c) Organizing in-house training programs.
- d) Organizing workshops/awareness programs/orientation/ skill-oriented/technical/ FDPs/ Conferences/ Seminars/ Symposia/ Expert talks/ training programs at the University/Institution/Department level.
- e) Faculty incentive scheme.
- f) Concession in fee for higher education and study leave.
- g) Providing financial assistance for attending conferences, seminars etc.
- h) Building confidence in organisational leadership.
- i) Providing professional development opportunities.
- j) Providing flexible learning options.
- k) Creating a more autonomous working environment.



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- l) Fully furnished accommodation.
- m) Institution Loan facility.
- n) Mediclaim facility.
- o) Assistance for the education of children of faculties and staff.
- p) Regularly acknowledging and rewarding employees for their hard work and extra-ordinary achievements.
- q) Strong feedback system for hearing and implementing the suggestions of employees.
- r) Collecting feedback and taking follow up action.
- s) Maintaining records for future reference.



## EMPLOYEE WELFARE





### **FOREWORD**

**This book is compiled by the Office of Human Resources and it showcase various Welfare Measures that AUH is providing to its employees.**

**However, these policies may undergo change from time to time, as per the requirements of the University.**

**VERIFIED BY:  
Rear Admiral Kishan K. Pandey  
AVSM, VSM (Retd.)  
DIRECTOR HR**

**Date: 05<sup>th</sup> January 2021**



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### **6.3.1 The institution has effective welfare measures for teaching and non-teaching staff.**

All Teaching and non-teaching staff of Amity University Haryana (AUH) has the highest living and working standards at the campus. The following facilities have been provided towards the welfare of the teaching and non-teaching staff.

1. **SINGLE/ FAMILY ACCOMMODATION** – Amity University Haryana provides concessional/ free, limited Family/ Single accommodation at campus on demand for both faculty and staff.

#### **ACCOMMODATION CHARGES – AUH**

- 1 BK – Rs. 2,720/- p.m.
- 1 BHK Faculty Flats – Rs. 3,830/- p.m.
- 1 BHK Hostel Blocks – Rs. 5,780/- p.m.
- 2 BHK – Rs. 6,800/- p.m.
- 2 BHK Hostel Blocks – Rs. 5,360/- p.m.
- 3 BHK – Rs. 11,140/- p.m.
- Suites (On Sharing Basis 2 persons per room) – Rs. 940/- p.m.

#### **GUEST HOUSE CHARGES – AUH**

- For Official Person/ Dignitaries – Free of Cost
- For Faculty/ Staff – Rs. 300/- per room per day
- For Students/ Parents – Rs. 300/- per person per day



2. **TRANSPORT FACILITY** – AUH provides concessional, air-conditioned transport for people living outside the campus.



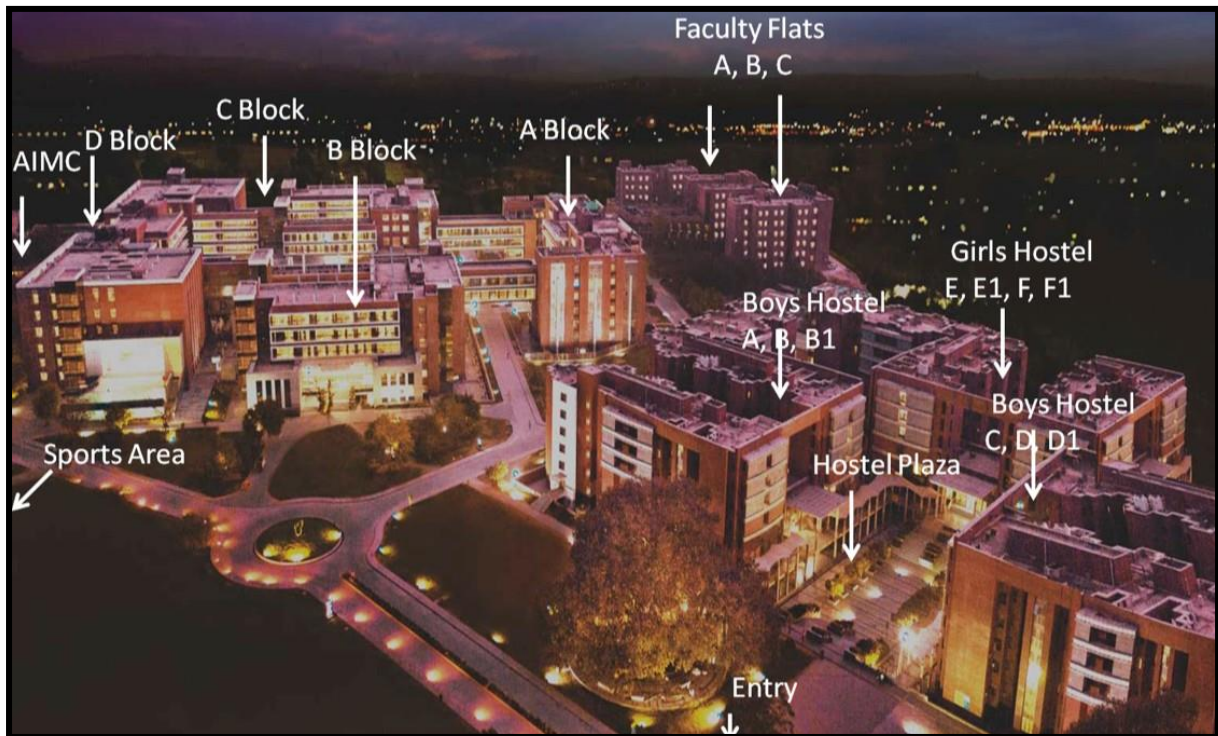
### TRANSPORT CHARGES – AUH

Route	Salary ≤30,000	Salary >30,000≤60,000	Salary >60,000≤100,000	Salary >100,000
	A	A x 3	A x 4	A x 6
<b>Route No. 1 - 1,2,6,7,8,9,12,14,16,Dronacharya, Kendriya Vihar, Palam Vihar, Sushant Lok (Gurugram)</b>	800	2,400	3,200	4,800
<b>Route No. 1 &amp; 7A - Manesar</b>	800	2,400	3,200	4,800
<b>Route No. 2 – 2, 4, 15, 11, 11A, 11B (Delhi)</b>	1000	3,000	4,000	6,000
<b>Route No. 3 – 3 &amp; 17 (Rewari)</b>	800	2,400	3,200	4,800
<b>Route No. 3 – 3 &amp; 18 (Bhiwadi/ Dharuhera)</b>	1000	3,000	4,000	6,000
<b>Route No. 4 - 4 &amp; 19 (Faridabad)</b>	1000	3,000	4,000	6,000
<b>Route No. 5 - 5 &amp; 20 (Palwal)</b>	1000	3,000	4,000	6,000
<b>Emp Ward List</b>	800	2,400	3,200	4,800
<b>Sumo</b>	1000	3,000	4,000	6,000





**3. CENTRALIZED AIR-CONDITIONED CAMPUS** – AUH Campus is centrally air-conditioned.





4. **PHONE & LAPTOP FACILITY** – Phone & Laptop facility at work and home to the faculty and staff members is being provided as per the requirements of the job.
  
5. **LAPTOP & DESKTOP FACILITY** – All Faculty Members and Staff Directors on Joining are issued with Amity Laptops for use during their tenure at Amity. One can also opt to use his/ her personal laptop in which case a monthly sum is reimbursed to the individual faculty/ staff. Amity provides Desktop to all the Staff Members.





**6. Ph.D. CONCESSION** – All the non-doctoral faculties and staff are encouraged to get enrolled for Ph.D. program with considerable fee concession.



Faculty/ Staff members who have **completed less than three years at AUH, whilst enrolling for Ph.D. at Amity University Haryana** shall be provided a **waiver of 20% in Ph.D. fees.**

Whereas an employee with an experience of **more than three years at AUH** shall be provided a **waiver of 50% in Ph.D. fees.**

The approved revised fee structure for Ph.D. programmes (**for an Indian National Candidate**) is appended below: -

- |       |                         |                             |
|-------|-------------------------|-----------------------------|
| (i)   | <b>Registration Fee</b> | - Rs. 10,000/-              |
| (ii)  | <b>Security Deposit</b> | - Rs. 10,000/-              |
| (iii) | <b>Academic Fee</b>     |                             |
|       | a. <b>Full Time</b>     | - Rs. 42,000/- per Semester |
|       | b. <b>Part Time</b>     | - Rs. 27,000/- per Semester |

The approved revised fee structure for Ph.D. programmes (**for Foreign National/ NRI Candidate**) is appended below: -

- |      |                         |                             |
|------|-------------------------|-----------------------------|
| (iv) | <b>Registration Fee</b> | - Rs. 10,000/-              |
| (v)  | <b>Security Deposit</b> | - Rs. 10,000/-              |
| (vi) | <b>Academic Fee</b>     |                             |
|      | a. <b>Full Time</b>     | - Rs. 75,000/- per Semester |
|      | b. <b>Part Time</b>     | - Rs. 50,000/- per Semester |

Academic Fee can be paid in monthly instalments to be deducted from salary.

Security Deposit will be refunded on completion of Ph.D.

*\*Fee is subject to revision from time to time as decided by the University.*



7. **MEDICAL ASSISTANCE & INSURANCE** – AUH provides its faculty & staff members concessional medical assistance from top medical hospitals of Gurugram.

All Faculty and Staff members on regular rolls are covered under **Group Mediclaim Policy** (Subject to a limit of Rs. 1 lakh for Officer Grade and Rs. 25,000 for Support Staff Grade).

### **Group Mediclaim Policy**

I. The management has taken Group Mediclaim Policy for members of the Management Faculty, staff and students. Details of the coverage and procedure for submitting Mediclaim are appended in the succeeding paragraphs.

II. **Coverage Limits** – Coverage limits per annum for different categories are as follows:

- |                                      |   |
|--------------------------------------|---|
| (a) Management & Faculty<br>(letter) | - Rs. 100000/- to 300000/- (as mentioned in the appointment letter)           |
| (b) Staff (Salary above Rs. 15000/-) | - Rs. 30000/-   |
| (c) Student                          | - Rs. 25000/- (Normal Hospitalization)<br>- Rs. 75000/- (In case of Accident) |

### III. **Insurance Company**

National Insurance Company Limited  
DAB-Palika Bhawan,  
1<sup>st</sup> Floor, R.K Puram,  
New Delhi-110066

### IV. **TPA Company**

Park Mediclaim TPA Private Limited  
702, Vikrant Tower,  
Rajendra Place, New Delhi-110008  
Phone No. - 011-25747454, 011-25747455  
E-mail – [parkmediclaim@parkmediclaim.com](mailto:parkmediclaim@parkmediclaim.com)  
Website – [www.parkmediclaim.com](http://www.parkmediclaim.com)

V. **Procedure for Hospitals on Network.** For the purpose of getting treatment under Mediclaim Policy by Members of the Management, Faculty, Staff and Students, the procedure for lodging the claim is appended below :-



- (a) For any sickness or treatment the admission in the Hospital/Nursing Home for minimum period of 24 hours is pre-requisite. In the case of admission in the Nursing Home, it should be ensured that the Nursing Home is properly registered with the Local Authorities or should have at least 15 in-patient beds, fully equipped Operation Theatre of its own, fully qualified Doctors & Nursing Staff available round the clock.
- (b) The photocopy of Amity ID card to be produced to the Hospital on network.
- (c) The information of admission must be sent to Finance Officer or Addl. Finance Officer through respective HoD/HoI within 24 hours of hospitalization.
- (d) Confirmation for coverage to be issued by the respective Accounts Office to the TPA, to the individual, to the HoI/HoD for availing cashless benefit.
- (e) Any bill over and above the covered amount as advised above will have to be paid by the patient/employee. The management, however, does not take any liability in case of rejection or deduction of claim by the Insurance Company.
- (f) A list of hospitals on network is available on [www.parkmediclaim.com](http://www.parkmediclaim.com).

#### **VI. Procedure For Non-Network Hospitals**

- (a) All actions as per paragraphs 5(a), (b) &(c) above.
- (b) The claim in prescribed format (Copy Enclosed) to be submitted along with following documents to the respective Accounts Office for reimbursement from insurance company:
  - (i) Summary of Expenses incurred
  - (ii) All Doctors Prescriptions
  - (iii) All Investigation reports including X-Rays along with prescriptions.
  - (iv) All Bills of Hospital & Medical stores
  - (v) Discharges summary of the hospital
  - (vi) Copy of Amity ID Card
  - (vii) Copy of Registration Certificate of Hospital
- (c) The settlement with the TPA may take some time. The management, however, does not take any liability in case of rejection or deduction of claim by the Insurance Company.



### **VII. Period of Coverage**

- (a) Coverage for Members of the Management, Faculty, Staff and Students will be available as stipulated in the Appointment letter and till association with Amity.
- (b) Coverage for Students will be available for the duration of the course, effective from the date of registration till the date of last semester examination.

### **VIII. Disclaimer**

- (a) The above guidelines are subject to other general conditions as applicable to General Mediclaim Policy.
- (b) Insurance cover would not be available in case the validity of the insurance does not remain in force because of whatsoever reasons.



**8. ON CAMPUS FREE MEDICAL FACILITIES** – 24 x 7 On Campus free medical facilities are available for all faculty & staff members. A doctor and medical assistants are available all the time in medical room.

### **Amity Medical Clinic**

Amity Clinic is in **Hostel, A-Block, Ground Floor**, which is headed by a Resident Doctor. The clinic is equipped to provide basic medical facilities. Patients with serious medical conditions are referred to the nearest hospital. An ambulance is available on 24 x 7 basis.

The Clinic remains open as follows:-

- (a) Monday to Friday : 08:30 AM to 07:00 PM
- (b) Saturday : 09:00 AM to 05:00 PM





### **COVID-19 PROTOCOLS AT AUH:**

With the ongoing Pandemic and substantial increase of employees coming to the Campus the chances of infections within the Campus have increased manifold. Therefore, it is the duty of all the employees to undertake the following actions:-

- (a) Religiously sanitize your hands while entering the Campus.
- (b) Wear masks at all times during your stay within the Campus.
- (c) Maintain proper social distancing of a minimum of 2 meters while attending conferences and other functions in the Campus.
- (d) Preferably carry your personal sanitizers and sanitize your hands after using the toilet, entering and exiting public spaces i.e. conference halls, auditoriums, lifts, laboratories, library etc. Alternatively, use sanitizers placed at the entrance of all foyers.
- (e) Cooperate with the Marshals and security staff who point out anomalies of any kind i.e. actions by employees contrary to laid down protocols.
- (f) While the body temperature of employees entering the Main Gate is being monitored by the security staff, HOI/ HODs are requested to be vigilant in monitoring the health of the employees working directly under them, those showing any COVID-19 related symptoms should be immediately isolated and examined by the Campus doctor. Further these employees should be instructed to remain home and not come to the Campus. This information should also be immediately shared with the Dir Security and Director HR at the earliest, so that further movement of potential COVID cases is closely monitored. Also, where required employees recovering from fever cold and coughs may even be instructed by you to get their COVID-19 tests before re-entering the Campus.
- (g) Those using University transport to come to the Campus must maintain social distancing while travelling. Transport department is requested to ensure this aspect.
- (h) Those allotted with residential accommodation on Campus and go to stay outside the Campus for a length of time, must get their COVID-19 test done before re-entering the Campus. Also, such residents will be directed by the Main Gate security staff to be further screened at the medical room before entering their residences.
- (i) HOI/HODs are requested to monitor and only permit those employees to come to the Campus who are involved in NAAC preparations. It is also requested that HOI/ HODs must share a list of such employees coming regularly to the Campus for this purpose, so that their movement/ entry is monitored at the main gate.
- (j) The Campus doctor while examining the health of employees, must immediately inform Security, Admin. and HR Departments of those exhibiting COVID-19 related cases.





### **Other Measures:**

- a) Administrative department is requested to have adequate COVID 19 awareness posters placed in adequate quantities at prominent places within the Campus.
- b) **Monitoring By CCTV:** There are approximately 450 cameras placed at all vantage points within the Campus. Wearing of masks and maintaining social distancing is being monitored 24x7, by the IT Department, security staff and also by the Central IT team at NOIDA. Defaulters will therefore be identified and penalized for not adhering to laid down protocols.
- c) **Security Staff:** Marshals and security staff have been posted at various important places in the Campus to monitor movement of employees.

Controlling the spread of the COVID -19 virus is a collective responsibility and is contingent on all employees, by imposing self-discipline and adhering to laid down protocols. While tremendous efforts are ongoing to ensure a successful NAAC Inspection, it will be rather ironic, should these efforts be derailed due to the spread of the virus on Campus.



9. **24 x 7 AMBULANCE FACILITY** – Two Ambulances are available at campus 24 x 7 for all faculty & staff members.





# AMITY UNIVERSITY

## HARYANA

*Established vide Government of Haryana Act No.10 of 2010*

**10. ADMISSION OF WARDS IN AMITY INTERNATIONAL SCHOOLS** – Priority of admission to the wards of the faculty and staff in the World class Amity International Schools with a 50% Fee concession to the children of faculties.





**11. ON CAMPUS CRÈCHE FACILITIES** – Crèche facilities for the toddlers of faculty and staff are available at AUH Campus.

Crèche charges are as follows:-

**For Full Day:**

Children Below 1.5 Years – **Rs. 1200/-**

Children Above 1.5 Years – **Rs. 1500/-**

**For Half Day:**

Children Below 1.5 Years – **Rs. 600/-**

Children Below 1.5 Years – **Rs. 750/-**





**12. LEAVE BENEFITS** – Faculty & Staff Members are entitled to various leaves viz. Earned leave for up to 30 days, Casual leave for 12 days, Sick leave for 10 days, 84 days of Maternity leave, Study leave for up to 3 years and Sabbatical leave for 2 years.

**Guidelines:** Subject to the Terms and conditions of Appointment employees will be eligible for leave in accordance with these Rules, as amended from time to time. These Regulations shall apply to all regular Employees of the University.

Leave cannot be claimed as a matter of right. Discretion is reserved to the authority empowered to sanction leave, to refuse or revoke leave at any time according to the exigencies of the university's work.

### **Kinds of leave Admissible:**

#### **1. Casual Leave**

- (a) Every employee will be eligible for 12 days' CL in a calendar year. Accordingly, on completion of one month's service, one day's CL can be availed.
- (b) Maximum of three days' CL can be taken at a time, provided that the leave is due to the individual employee.
- (c) In respect of a new joinee who joins the service of the University, the CL entitlement during the first year of his/her employment, will be determined on the pro-rata basis of period of service rendered by him/her from the date of joining.
- (d) CL may be granted for the working days involved. Accordingly, any Saturday (where it is not a working day) / Sunday or any other weekly off day applicable to the employee concerned/ University's holiday which intervenes, will not be counted towards leave.
- (e) CL may be taken in terms of ½ day, for the first or the second half of a day, the first half ending with the conclusion of the lunch Interval and the second half beginning with the commencement of the lunch interval.
- (f) CL will not be granted in combination with any other kind of leave with pay; provided that in a case involving the employee's sickness, when no other kind of leave is due, such combination may be permitted with approval of the competent authority.
- (g) Unavailed CL cannot be carried forward to the next calendar year. CL not availed upto 31st December will lapse.

#### **2. Earned Leave**

- (a) "The EL entitlement in respect of **employees other than those who are allowed to avail of vacations** will be 30 days in a year to be credited to the leave account on 1st January and 1st July @15 days for each half-year, subject to other conditions being fulfilled."

In case at any time in future, the management decides to allow vacations, the enabling provision to curtail EL entitlement of such staff-members will be included in the EL Rules as follows:-



“Admissibility of Earned Leave to the Faculty and other staff members (who are allowed to avail of vacations) will be as follows:

(i) 1/30<sup>th</sup> of actual service including vacation; plus  
(ii) 1/3<sup>rd</sup> of the period, if any, during which he/she is required to perform duty during vacation.  
(iii) For computation of period of actual service **for this purpose**, all periods of leave, except casual leave, duty leave and the period spent on various assignment allocated by the University, shall be excluded.”

(b) EL can be availed on full pay and allowances only after the employee has completed 180 days’ actual service from the date of his joining. Any leave availed other than the entitlement of CL before completion of 180 days will be sanctioned as ‘leave without pay’.

(c) For the purpose of computation of period of actual service, all periods of leave with pay, including Casual Leave as also Duty Leave and the period spent on various assignment allocated by the University should be included for the purpose of calculation of EL entitlement. The exclusion should be for the period of unauthorized absence and leave without pay for any reason whatsoever.

(d) Employees will be entitled to accumulate EL to a maximum of 180 days. The unavailed portion of EL will be allowed to be carried forward, subject to the condition that at the time of cessation of service encashment of EL will be restricted @15 days per year of service (**minus** the period of Leave Without Pay, or unauthorized absence, if any), or the un-availed EL at credit of the employee concerned, whichever is less.

(e) EL will not normally be granted for more than 30 days in one spell and not more than five times in a year. EL exceeding 30 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or portion thereof, is spent outside India.

(f) EL can be taken in combination with any other kind of leave, except CL, provided that in a case involving the employee’s sickness, when no other kind of leave is due, its combination with CL may be permitted by the competent authority.

(g) EL will be granted for the calendar days involved, and any Intervening Saturday (where it is not a working day) / Sunday or any other weekly off day applicable to the employee concerned / University’s holiday or restricted holiday will be counted towards leave. However, pre-fixing and suffixing of such non-working days to EL would be permissible.

(h) Pay during EL will be equal to pay drawn immediately before proceeding on Leave.

### 3. **Sick Leave**

(a) SL is the leave that an employee avails when he/she is absent due to illness/doctor’s appointment.

(b) SL can be availed only after completing at least one year actual service from the date of joining; excluding any period of LWP availed of by the employee concerned.



- (c) An employee will be entitled to 10 days' SL in a year to be credited to the leave account on 1st January and 1st July @ 5 days for each half-year.
- (d) SL not availed during the calendar year cannot be carry forward or encashed. At the end of calendar year any available SL will lapse automatically.
- (e) SL may be taken in terms of ½ day, for the first or the second half of day the first half ending with the conclusion of the lunch interval and the second half beginning with the commencement of the lunch interval.
- (f) SL application for more than 3 days in one spell, or for EL due to reason of sickness for more than 3 days in one spell, will be accompanied by a medical certificate from a registered medical practitioner, any fee payable for the medical certificate being borne by the employee concerned.
- (g) SL can be taken in combination with any other kind of leave, except CL. Provided that in a case involving the employee's sickness, when no other kind of leave with pay is due, its combination with CL may be permitted by the competent authority.
- (h) Pay during SL will be equal to the pay drawn immediately before proceeding on Leave.
- (i) On return from SL (leave on medical grounds) if an employee is not found medically (physically and mentally) fit, then he/she may not be allowed to resume duty until complete recovery from sickness and on production of certificate of fitness from a certified medical practitioner acceptable to the University.

#### **4. Maternity/ MTP Leave**

- (a) Maximum period of maternity benefit leave entitlement - shall be 12 Weeks i.e., 4 weeks before the expected delivery date and extending up to 12 Weeks after the child birth. One can avail 12 weeks of Maternity Leave from the date of delivery, if one so wishes.
- (b) New Proviso to extended benefit will be limited only up to two children. For third child the entitlement for 12 weeks of paid maternity leave will be admissible as per earlier rule.
- (c) Those women employee who have already availed 12 weeks of maternity leave and rejoined back shall not be entitled to avail the extended benefit of the weeks leave.
- (d) Medical Termination of Pregnancy (MTP) of 45 days is entitled for cases wherein termination of pregnancy is exercised by the doctor/individual due to any medical reasons.

#### **5. Study Leave**

- (a) Study leave shall not be granted to a teacher who is due to retire within 3 years of the date of returning after the expiry of the study leave.
- (b) Study leave without pay may be granted to an Asst. Professor /Asstt. Librarian/ Asst/ Director of Physical Education and Sports after a minimum period of two years of continuous service in the University.
- (c) Total period of study leave will not normally exceed three years in one spell. However in the first instance it may be sanctioned for two years and may be further extended up to one more year if there is adequate progress as reported by the research guide etc.



### 6. **Sabbatical Leave**

- (a) Confirmed teaching staff of the University, who have completed minimum seven years of service as Associate Professor/ Professor may be granted Sabbatical leave to undertake study or research or other academic pursuit solely with the object of increasing their proficiency and usefulness to the University and higher education system.
- (b) The duration of leave shall not exceed one year at a time, subject to a maximum of two years in the entire career of teacher.
- (c) A teacher, who has availed himself/herself of Study Leave, would not be entitled to the Sabbatical Leave.

### 7. **Station Leave**

Permission of the leave sanctioning Authority will be taken when the employee availing leave wants to go out of station (Beyond Delhi/ NCR/ Haryana) during holidays/ weekends. In such cases, the concerned employee will also inform Phone no. and address for contact in emergency.

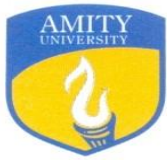
### 8. **Duty Leave**

- (a) Duty Leave Up to 15 working days in a year may be allowed for:
- Attending conferences, congresses symposia and seminars on behalf of the University or with the permission of the University
  - Delivering lectures in Institutions/Universities at the invitation of such Institutions/Universities Received by the University and accepted by the Vice Chancellor.
  - Participating in a delegation or working on a committee appointed by the Government of India, State Government the University grants commission a sister university or any other academic body and
  - Attending official meetings or conferences to which an individual has been nominated by the University
  - For performing any duty for the university as authorized.
- (b) Duty leave may be combined with EL, SL or Extraordinary leave.

**The aforesaid Leave/ Attendance Rules are summarized and tabulated below: -**

S.No.	Type of Leave	Total Number of Leave (s) allowed per year	Leaves accrued every month	Carried forward next year (Yes/No)	Remarks
1	Casual Leave	12	1	No	-





# AMITY UNIVERSITY

## HARYANA

Established vide Government of Haryana Act No.10 of 2010

2	Earned Leave	30	2.5	Yes (Can be accumulated maximum of 15 EL per year not exceeding 180 days)	15 leaves due in January and 15 leaves in July. EL can only be availed after completion of 6 months of service.
3	Sick Leave	10	5 per 6 months	No	Accrue 5 per six months. A medical certificate has to be given for sick leaves availed for more than 3 days in one spell.
4	Duty Leave	15	NA	NA	Can be availed for attending Conference/ Seminars/ Delivering Lectures, etc.
5	Maternity Leave	12 Weeks	NA	NA	Not more than twice in entire career. The date of absence from work should not be a date earlier than 45 days from the date of her expected delivery.
6	Study Leave	3 Years	NA	NA	Initially for 2 years and can be extended for 1 more year. Can be availed after a minimum of two years continuous service in the University.
7	Sabbatical Leave	2 Years	NA	NA	1 year at a time and not more than twice in entire career. A teacher, who has availed himself / herself of Study Leave, would not be entitled to the Sabbatical Leave. Permitted after 7 years of service to faculty.
8	Extraordinary Leave	2 months	NA	NA	The competent authority may, at its sole discretion, grant such leave for a period exceeding two months to an employee suffering from a protracted illness.
9	Station Leave	-	-	-	Permission of the leave sanctioning Authority will be taken by the concerned person when wants to go out of



# AMITY UNIVERSITY

HARYANA

*Established vide Government of Haryana Act No.10 of 2010*

					station during holidays/ weekends.
10	MTP Leave	45 days	-	-	Maternity Termination of Pregnancy (MTP) of 45 days is entitled for cases wherein termination of pregnancy is exercised by the doctor / individual due to any medical reasons.



**13. YOGA & ZUMBA CLASSES** – Yoga and Zumba Classes are available on the campus for all faculty and staff members.

Yoga is practiced daily in between 07:00 AM to 08:00 AM by most of the employees residing in the campus.

Zumba is held in the evening in between 06:00 PM to 07:00 PM in Hostel premises.





**14. CENTRAL LIBRARY** – The Central University Library building is centrally located spread over 3 floors covering an area of approximately 50,000 sq. ft. with the ambience that is suitable for learning and scholarship. The Library building has provision for both individual and group studies making room for interaction, discussion and quiet studies. Adequate space is provided for browsing and relaxed reading too.

The Central library at Amity University Gurugram is more like an integrated Knowledge Resource Centre that is stocked with large numbers of books, magazines, Indian & International Journals, online Journals and other online resources supporting all aspects of studies and research.



### **LIBRARY AT A GLANCE:**

Sl. No.	Items	Library Description
1.	Library Automation	Library fully Computerized/ Automated with KOHA Library software
2.	Library Collection	50,000 Books, 20,000 Journals, 2,500 Publications and CD ROM (888)
3.	Library e-resources	EBSCO, IEEE, ACM Digital Library, Oxford University Press, Institute of Physics, Nature Journal, Portland Press, Royal Society of Chemistry, Taylor & Francis, American Institute of Physics, AIP, SCC Online, Manupatra.
4.	Institutional	<u>DEL NET</u> : <a href="#">Library Remote Access</a>



	Membership	Inter library Loan and resources sharing between more than 6000 Libraries. Access of Networked Library Resources through DELNET 2,50,00,000+ Books available for loan, 40,000+ list of Journals, 5,000+ Full-text E-journals, 1,00,000+ Thesis/Dissertations  <u>American Centre Library:</u>  Online and CD-ROM databases with access to approximately 10,000 full text journals. It also offers 16,000 books and 150 print periodicals on a variety of subjects. Its collection of DVDs includes movies, data and software which are available for circulation.
5.	ICT and other facilities	PC (Desktop) with Internet Connection CCTV Camera & Wi-Fi facilities 24x7 in the campus Escalator & Light , Fully Air- Condition
6.	Area of the Library	<u>Library Area: 50,000 Sq. ft.</u> Basement floor: 1689.92 sq. mtr. Ground floor: 1381.78 sq. mtr. First Floor: 1464.34 sq. mtr.
7.	Users Seating Capacity	500-600
8.	Classification Schemes	DDC (International Classification Scheme) with Bar-Coding
9.	Library Timing	9 AM to 9 PM (Monday – Friday) 10 AM to 4 PM (Saturday & Sunday)

The Central Library consists of Reference Sections, Circulation Sections, Audio-visual Sections, Periodical Sections and Digital Libraries.

It has a fully automated system that allows the students to access books related to topics they are searching for, through a well maintained and systematic database.

List of Journals/ Periodicals/ Online Journals:-

- EBSCO
- IEEE
- ACM Digital Library
- Oxford University Press
- Cambridge University Press



- Institute of Physics
- Nature Journal
- Portland Press
- Royal Society of Chemistry
- Taylor & Francis
- American Institute of Physics
- I-Med DELNET & American Library
- Legal Database (Manupatra, SSC Online, Westlaw)

Amity students have access to EBSCO Host, UGC-Infonet, INDEST-AICTE, ISI and DELNET. All Amity students are members of Amizone - Amity Intranet Zone which allows them easy access to these journals & papers.

### **LIBRARY STAFF:**

Sl.No.	Name	Designation	Job Specification of Individual
1	Dr. Rajesh Sharma	Librarian	Overall supervision of library, Planning of library services and administration, Library correspondence in the work, coordination & networking with other libraries, Coordination with various department etc.
2	Mr. Satish Kumar Prasad	Assistant Librarian	Technical Section, maintain accession register & bills records
3	Mr. Ashok Singh Negi	Assistant Librarian	Incharge- Periodical Section (P +E)
4	Mr. Vikas Kaushik	Sr. Library Assistant	Assist to technical section (new books entry in software, barcoding, Amizone dues etc.)



5	Ms. Parul	Library Assistant	Reference Section and maintain files records+ Koha e-records & Circulation In-change
6	Ms. Bharati Dubey	Library Assistant	Circulation, Assist to Ms. Parul & Mr. Ashok Singh Negi, Project reports
7	Mr. Ratnesh Kumar Sharma	Library Assistant	Koha Software update, Open e-resources, books location & Periodicals entry in Koha
8	Ms. Asha Rani	Office Assistant	Assist to Circulation In charge & maintain I/R records , Syllabus
9	Mr. Kumar Balu	Data Entry Operator	Data Entry and assists to Librarian & Previous Question Papers
10	Mr. Shiv Pawan	Library Attendant	Check in-Check out/Users Gate entry records/update newspaper records/ books shelving/ dusting/books labelling/pasting/house-keeping operation
11	Mr. Rambir	Library Attendant	Ground floor(books shelving, dusting , books labelling & pasting, house-keeping operation & check in/Check out gate entry)
12	Mr. Amit	Library Attendant	Ist floor (books shelving, dusting , books labelling & pasting, house-keeping operation & check in/Check out gate entry )
13	Mr. Rohit Kumar	Library Attendant	Ist floor (books shelving, dusting , books labelling & pasting, house-keeping operation & check in/Check out gate entry )
14	Mr. Rameshwar Nath Mishra	Peon	Check in/Check out gate entry



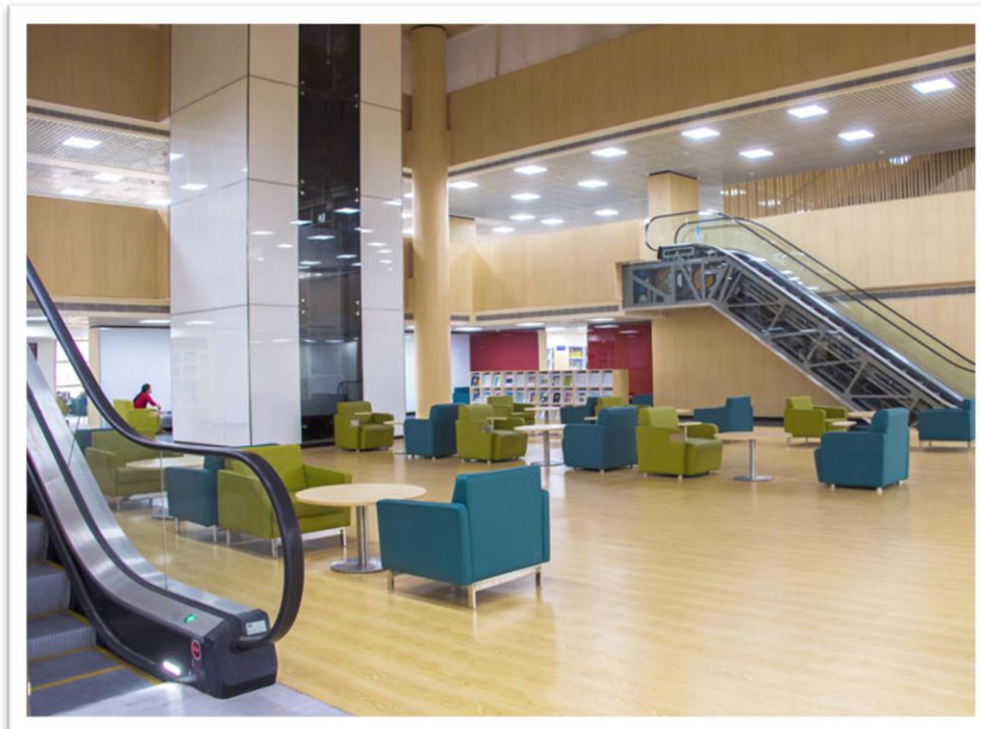
# AMITY UNIVERSITY

## HARYANA

*Established vide Government of Haryana Act No.10 of 2010*

The Library has online journals and access to e-journals, databases etc through Amity's portal "Amizone". All e-resources are accessible locally within the campus as well as remotely. The Central University Library building is centrally located spread over 3 floors covering an area of approx. 50,000 sq. ft. with the ambience that is suitable for learning and scholarship. The Library building has provision for both individual and group studies making room for interaction, discussion and quiet studies. Adequate space is provided for browsing and relaxed reading too.

The library has open access to its collection for all student, faculty and staff. Facilities include fire detection alarm and fire-fighting systems, ramp, escalators and lifts for easy and convenient access to differently-abled users. OPAC/ Web OPAC is main tool to provide access to the Library Collection. Library website also provides information about resources, rules and regulations.



The Integrated Open Source Library Management Software (ILMS) "KOHA" which function from cataloguing to The Library have well stocked with 50,000 books. All the books are classified with DDC Classification scheme.

The details of ILMS are given below:

**Name of the ILMS software : KOHA**

**Nature of automation(fully or partially): Partially**

**Version: 16.05.11**

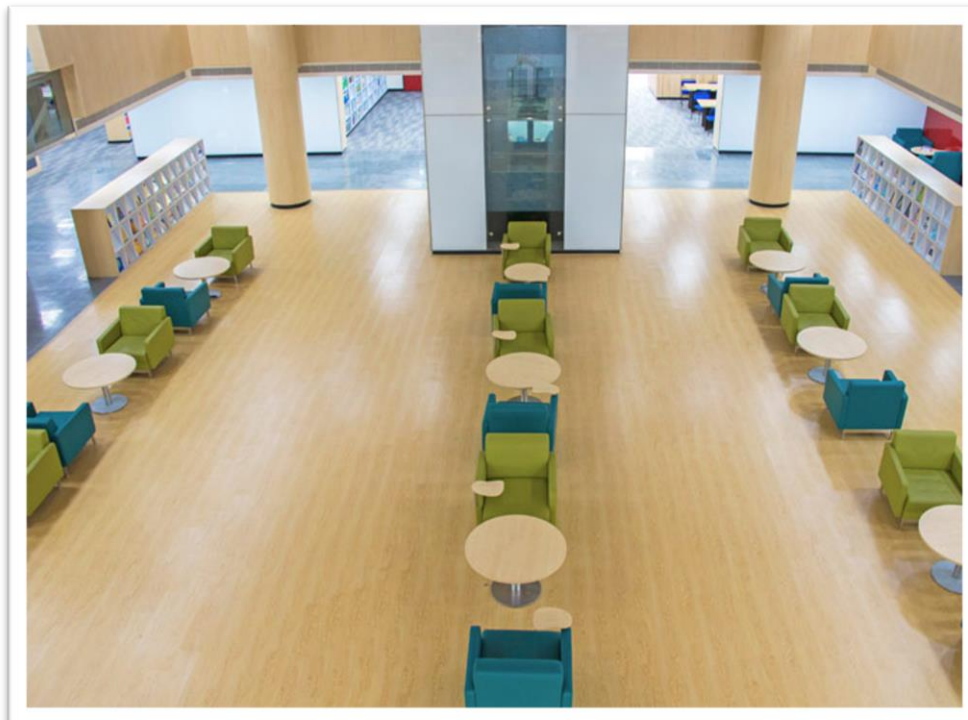
**Year of automation: 2013 to till date**





The library has adequate number of work stations to facilitate searching/ accessing OPAC, e-resources, we browsing and for other academic works. Provision has also been made to allow downloading/ printing of materials from these resources. AUH has installed excellent ICT infrastructure with adequate bandwidth for fast and seamless access to Internet. AUH Libraries are also members of DELNET. The initiatives taken and best practices adopted:

1. Open Access Systems for users
2. ICT & WI-FI, Internet access, download & printout facility
3. Central Air Conditioning
4. Reference Service CAS/SDI
5. Reprographic facility
6. Books Exhibitions/displays of New arrivals
7. Centralize feedback & suggestions system through Intranet Portal “Amizone”
8. Electrical Points for recharging of laptop/tab/notebook/ mobiles each floors
9. Modern & comfortable furniture
10. Drinking water & wash room facilities
11. Smart room for group discussion, research scholars, digital lecture/presentation & delegation/honorary persons
12. Career/employment information/Newspaper Clipping Services
13. Previous year question papers
13. Orientation Programme
14. Separate property counter along-with security guard

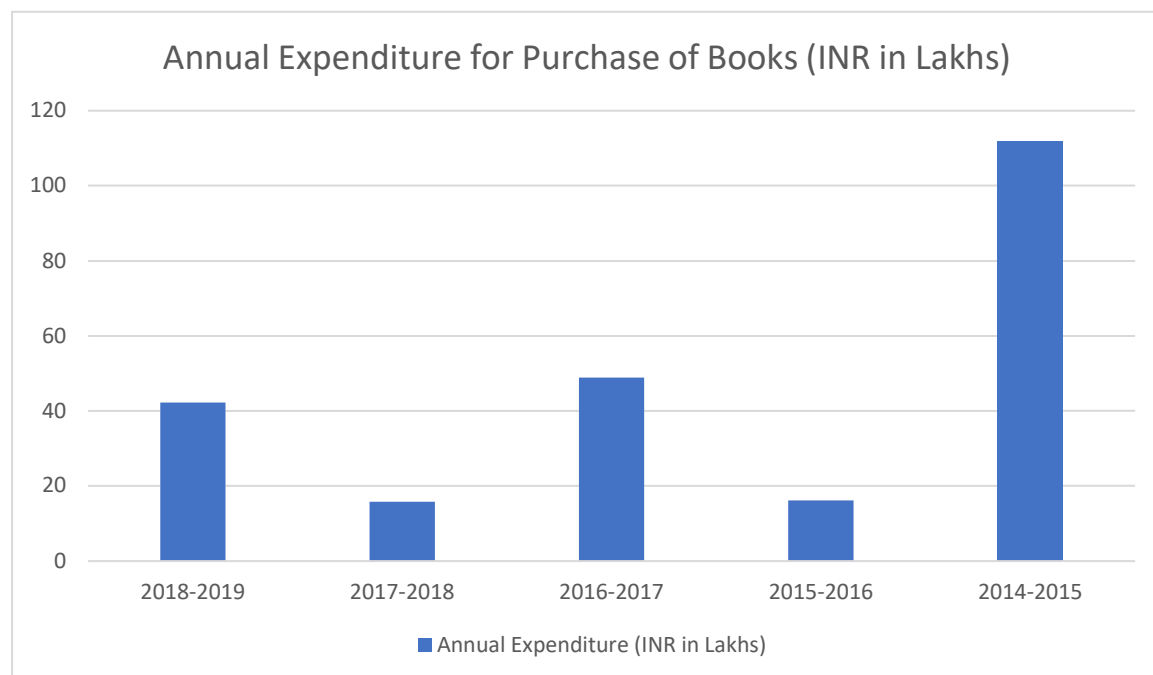




The Central Library at AUH makes all efforts to acquire useful books including rare books, thesis and other knowledge resources to enrich its collection. **The Special collection** & Collection of rare books in the library provide for research interests and subject specializations of students and faculty. Old rare palm leaf engraved (Three Pandulopies of Upanishad) are also available in the library. The Knowledge resources are supported by a Collections of CD ROMs available for users. The collection of rare books also support and enhance the teaching learning process. The details are as under:

S. No.	Description- Rare books & Special Collection	Name of the books/Manuscript/ Publisher /Author/ Copies/ year
1	Rare books	77
2.	Conf. Proceedings	95
2	Ph.D. Thesis	41
3	Special Collection	122
4	CD Collection(1888)	1888

Average annual expenditure for purchase of books and journals during the last five years is Rs. 46.96 Lakhs whereas per day usage of library by teachers and students is 19.81% and number of teachers and students using library per day over last one year is 1122.





**15. CAFETERIAS** – On campus cafes, cafeterias, eateries, provision shop and ATM are available on campus for everyone.





**16. GYM FACILITY** – A Gym is located at Basement of Academic Block–A and available for faculty & staff members on nominal charges.





**17. LAUNDRY FACILITY** – Laundry facility is available on campus for both faculty & staff on nominal payment.





**18. PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)** – Annual increments based on performance of all faculty and staff members are provided annually.

The management as per its policy always endeavours to reward the individuals for their professional performance and achievements. As one of the incentives, faculty members are considered for suitable Increments/ Allowances based on their assessed Performance Grade and recommendations of the HOI/HOD.

Appraisal forms for Teaching and Non- Teaching staff members are filled twice a year.

(a) Employees who had joined (April- September) will fall in JULY CYCLE.

(b) Employees who has joined (October- March) will fall in JANUARY CYCLE.

- (i) Every faculty member appointed in Amity University Haryana (AUH) will be assessed for his/her performance based on the Academic Performance Indicator (API) score obtained in various Categories of Performance Based Appraisal System (PBAS) proforma.
- (ii) The PBAS proforma has been evolved as per guidelines stipulated in “UGC Regulations on Minimum Qualifications for Appointment of Teachers in Universities and Measures for the Maintenance of Standards in Higher Education-2010” no. F.3-1/2009 dated 30 June 2010, hereafter referred as UGC Regulations.
- (iii) The PBAS proforma will be submitted to the HR Office at campus on following occasions:-
  - Annual PBAS:- By 10th of June of every year, PBAS proforma shall have to be filled up indicating all performance achievements pertaining to the academic year immediately preceding 30 May, e.g., if it is filled up as on 01 June 2020, it will be labeled as PBAS for Academic Year 2019-20 i.e., from 1st June 2019 to 30th May 2020. All existing faculty members shall be required to fill up the Annual PBAS, once for each Academic year. All new joiners shall fill up the PBAS proforma.
  - Supplementary PBAS:- This shall be submitted by all faculty members who have joined Amity in the Oct-Nov-Dec (OND) quarter or Jan-Feb-Mar (JFM) quarter. This is to be done for the calendar year assessment. Following which the faculty member shall be required to fill the Annual PBAS for the academic year. This shall be a one-time exercise and shall be done to bring all faculty members into the mainstream process of filling the form once in each academic year i.e. from 1st June to 30th May. The details for the months that shall be considered for assessment are mentioned in Policy Guidelines for Performance Assessment of Faculty.
  - The HR Department will maintain a record of API score for each year on each faculty.

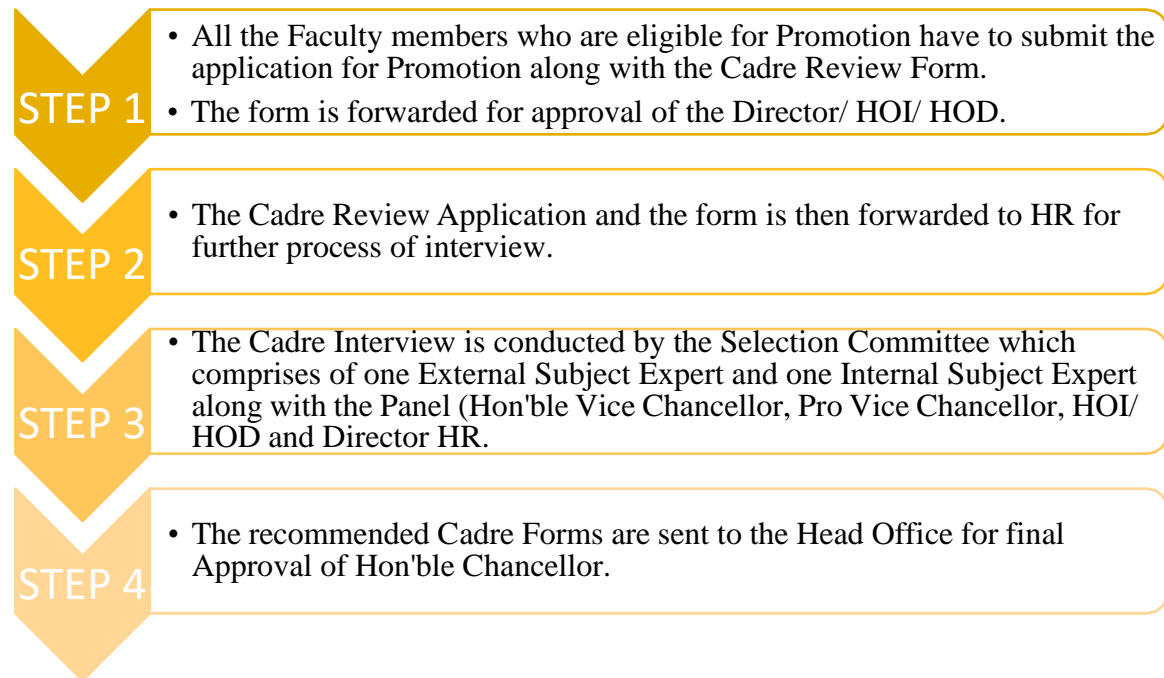


**19. CAREER ADVANCEMENT SCHEME (CAS)** – This Scheme applies for advancement of careers of teachers of AUH. Cadre Review is held once in every two years and those faculties who are eligible/ fulfils the criteria for promotion are promoted according to UGC Guidelines.

(a) Selection Committees are constituted to consider Promotion or Cadre Review of Faculty Members under CAS (Career Advancement Scheme).

(b) The Management, based on the recommendations of the Selection Committee, may like to promote the faculty members and their areas of responsibility may be re-defined commensurate to their new rank.

Following are the steps followed in the process of Cadre Review:-



**20. Ph.D. INCREMENTS** – Ph.D. Increments are provided to those faculty members who complete their Ph.D. during their employment with Amity.

Two Increments are given to faculty members on completion of their Ph.D.



**21. 24 x 7 ELECTRICITY AND R.O. PLANTS** – 24 x 7 Electricity and R.O. Plants are working on campus. Electricity is available to the faculty flats on nominal payment.

**22. R.O. TAP IN FACULTY FLATS** – Access to R.O. water in faculty blocks and flats for everyone.

**23. 5 DAYS WORKING PATTERN** – Amity follows 5 days working pattern and provides compensatory leave.

**24. GRATUITY** – Gratuity admissible to the eligible employees in accordance with AUH Gratuity Rules.

Employees who have served the university for a minimum period of five years, are entitled for drawing gratuity. Once the HR department receives the resignation approval from Head Office, gratuity of an employee is prepared as per the calculation given below:-

**GRATUITY = [Basic Pay x No. of Years of service x 15 Days] / 26 (No. of Working Days in a month)**





**25. EMPLOYEE PROVIDENT FUND (EPF)** – AUH provides Employee Provident Fund facilities to the employees as per the law and standard of the Employee Provident Fund & Miscellaneous Provisions Act, 1952.

In Amity, the PF is being registered for those employees whose salary is INR 15,000/- per month or less and those who have already been registered with EPFO and have their UAN no. At the time of their joining, HR department provides Form 11 to all the employees, asking their preference for PF deductions.

### PRESENT RATES OF CONTRIBUTION

BY	CONTRIBUTION ACCOUNTS			ADMINISTRATION ACCOUNTS	
	EPF	EPS	EDLI	EPF@@	EDLI @@
<b>EMPLOYEE</b>	12% /10% ##	0	0	0	0
<b>EMPLOYER</b>	Difference of EE share and pension contribution	8.33% ##	0.5% ##	0.50% !! [w.e.f. 01-06-2018]	0 [w.e.f. 01-04-2017]

#### **10% rate is applicable for:**

- Any establishment in which less than 20 employees are employed.
- Any sick industrial company and which has been declared as such by the Board for Industrial and Financial Reconstruction
- Any establishment which has at the end of any financial year, accumulated losses equal to or exceeding its entire net worth and
- Any establishment in following industries:-  
(a) Jute (b) Beedi (c) Brick (d) Coir and (e) Guar gum Factories.

## Contribution is rounded to the nearest rupee for each employee, for the employee share, pension contribution and EDLI contribution. The Employer Share is difference of the EE Share (payable as per statute) and Pension Contribution.

!! Monthly payable amount under EPF Administrative charges is rounded to the nearest rupee and a minimum of Rs 500/- is payable. Note:- If the establishment has no contributory member in the month, the minimum administrative charge will be Rs 75/-.

@@ In case Establishment is exempted under PF Scheme, Inspection charges @ 0.18%, minimum Rs. 5/- is payable in place of Admin charges. In case the Establishment is exempted under EDLI Scheme, Inspection charges @ 0.005%, minimum Re 1/- is payable in place of Admin charges.



### **UNDER EPF:**

- The contributions are payable on maximum wage ceiling of Rs. 15000/-.
- The employee can pay at a higher rate and in such case employer is not under any obligation to pay at such higher rate.
- To pay contribution on higher wages, a joint request from Employee and employer is required [Para 26(6) of EPF Scheme]. In such case employer has to pay administrative charges on the higher wages (wages above 15000/-).
- For an International Worker, wage ceiling of 15000/- is not applicable.

### **UNDER EPS:**

- Contribution is payable out of the employer's share of PF and no contribution is payable by employee.
- Pension contribution not to be paid:  
When an employee crosses 58 years of age and is in service (EPS membership ceases on completion of 58 years). When an EPS pensioner is drawing Reduced Pension and re-joins as an employee.

In both the cases the Pension Contribution @8.33% is to be added to the Employer Share of PF. (Pension contribution is not to be diverted and total employer share goes to the PF). In case an employee, who is not existing EPF/EP member joins on or after 01-09-2014 with wages above Rs 15000/- In these cases the pension contribution part will be added to employee share, EPF.

- In all other cases Pension Contribution is payable. A member joining after 50 years age, if not a pensioner does not have choice of not getting the Pension Contribution on grounds that he will not complete 10 years of eligible service. The social security cover is applicable till he/she is a member.
- For International Worker, higher wage ceiling of 15000/- is not applicable from 11-09-2010.

Note:- In case an existing EPS member (as on 01-09-2014) whose Pension contribution was paid erstwhile EPS wage ceiling of 6500/- contribution to contribution above Rs 15000/- wage ceiling from 01-09-2014 he will have to give a fresh consent and an amount of 1.16% on wages above 15000/- will have to be contributed by him in pension Fund (A/C No 10) through the employer.

### **UNDER EDLI:**

- Contribution to be paid on up to maximum wage ceiling of 15000/- even if PF is paid on higher wages.
- Each contribution is to be rounded to nearest rupee. (Example for each employee getting wages above 15000, amount will be 75/-)
- EDLI contribution to be paid even if member has crossed 58 years age and pension contribution is not payable. This is to be paid as long as the member is in service and PF is being paid.



### RATE OF PF CONTRIBUTION SINCE 1952

Period	Rate	Payable on
01.11.1952 to 31.03.1956	1 aana per rupee	Total basic wages, DA and Food concession by both employers & employee
01.04.1956 to 31.03.1971	6.25%	Total basic wages, DA and Food concession by both employers & employee
01.04.1971 to 31.07.1988	6.25%, Enhanced rate 8%	Total basic wages, DA and Food concession by both employers & employee As on 31st March 1972, the enhanced rate of 8 per cent 'was applicable to the establishments employing 50 or more persons.
01.08.1988 to 31.05.1990	8.33%	Total basic wages, dearness allowance (including the cash value of any food concession) and retaining allowance (if any) payable to each employee who is a subscriber
01.06.1990 to 08.04.1997	8.33%, Enhanced rate 10%	Total basic wages, dearness allowance (including the cash value of any food concession) and retaining allowance (if any) payable to each employee who is a subscriber. As on 31st March 1991, the enhanced rate of 10 per cent 'was applicable to the establishments employing 50 or more persons.
09.04.1997 to 21.09.1997	8.33%, Enhanced rate 10%	Notification dated 9th April, 1997 was issued enhancing Provident Fund contribution rate from 8.33% to 10%. With this 172 categories of industries/establishments out of 177 categories notified were to pay Provident Fund contribution @ 10% w.e.f. 1.5.1997.
22.09.1997 onwards	10%, Enhanced rate 12%	a) Establishment paying contribution @ 8.33% to 10% b) Establishment paying contribution @ 10% to 12%

### PF ADMINISTRATIVE CHARGES PAYABLE BY THE EMPLOYERS OF UN-EXEMPTED STABLISHMENTS

Period	Rate	Reckoned on
1.11.1952 to 31.12.1962	3%	Total employers' and employees' contributions.



# AMITY UNIVERSITY

## HARYANA

Established vide Government of Haryana Act No. 10 of 2010

01.01.1963 to 30.09.1964	3%	Total employer's and employees' contributions payable @ 6.25
	2.4%	Total employer's and employees' contributions payable @ 8%.
01.10.1964 to 30.11.1978	0.37%	On total pay on which contributions are payable.
01.12.1978 to 30.09.1986	0.37%	On total pay on which contributions are payable. Minimum Administrative charges payable per month per establishment wa 5/-.
01.10.1986 to 31.07.1998	0.65%	On total pay on which contributions are payable. Minimum Administrative charges payable per month per establishment wa 5/-.
01.08.1998 to 31-12-2014	1.10%	On total pay on which contributions are payable. Minimum Administrative charges payable per month per establishment is R 5/-.
01.01.2015 to 31.03.2017	0.85%	On total pay on which contributions are payable. Minimum Administrative charges payable per month per establishment is R 500/-.
01.04.2017 to 31.05.2018	0.65%	On total pay on which contributions are payable. Minimum Administrative charges payable per month per establishment is R 500/-.
01.06.2018 onwards	0.50%	On total pay on which contributions are payable. Minimum Administrative charges payable per month per establishment is R 500/-.

### PF INSPECTION CHARGES PAYABLE BY THE EMPLOYERS OF EXEMPTED STABLISHMENTS

Period	Rate	Reckoned on
01.11.1952 to 31.12.1962	0.75%	On total employees' and employer's contributions payable @ 6.25%.
01.01.1963 to 30.09.1964	0.75%	On total employees' and employer's contributions payable @ 6.25%.
	0.60%	On total employees' and employer's contributions payable @ 8%.
01.10.1964 to 31.07.98	0.09%	On total pay on which contributions are payable.
01.08.1998 onwards	0.18%	On total pay on which contributions are payable.



**26. EMPLOYEE STATE INSURANCE (ESI)** – Amity University Haryana provides ESI facilities to the employees as per the law and standard of the ESIC Act 1948.

In Amity, the ESI is being registered for those employees whose salary is Rs. 21,000/- per month or less.

As per Employees' State Insurance (Central) Amendment Rules, 2019; dated 14-06-2019, for all employees earning INR 21,000/- or less per month as wages, the employer contributes 3.25% and the employee contributes 0.75%, making total share of 4%. This fund is managed by the ESI Corporation (ESIC) according to rules and regulations stipulated there in the ESI Act 1948, which oversees the provision of medical and cash benefits to the employees and their family.



**27. FACULTY INCENTIVE SCHEME (FIS)** – To retain talent and promote research, “Faculty Incentive Scheme” is proposed to provide incentives to Faculty for their contribution towards Intellectual Capital.

Faculty Members are central to the sustenance of a University. To retain talent and promote research, it is proposed that we provide incentives to faculty for their contribution towards Intellectual Capital.

While performance measurement is required for any system driven organization, there is a possibility of subjectivity in evaluation that may lead to biases and avoidable comparisons. It is therefore, proposed that for extraordinary contribution, the faculty should be rewarded in terms of better career growth and monetary benefits.

The following scheme covers the areas where extraordinary research contribution of a faculty member, may be rewarded:

**Details of Incentive Scheme:**

- a) **Guiding research scholars for Ph.D. :-** Rs. 5000/- for each Ph.D. awarded from Amity University.
- b) **On being granted a patent :-** Rs.15000 (One Time)
- c) **Getting sponsored projects :-** 1% (One Time) of the total project amount. *{Please refer Appendix B: S.No.(a) for interpretation of payout}*
- d) **For international travel to institutes of repute by arranging funds on their own for establishing collaboration/signing of MoUs, etc. :-** Rs.10,000 (One time)
- e) **Publication of research papers/ articles/ case studies, etc. :-**

Category of publication	Financial Incentive (Per Paper)
International Peer Reviewed Journals (Scopus Indexed) <b>Impact factor of above 10</b>	Rs. 20,000
International Peer Reviewed Journals (Scopus Indexed) <b>Impact factor of 5 to 10</b>	Rs. 10,000
Category ‘A’ (Cabells Directory/ Journals of Science & Technology) (Scopus Indexed) <b>Impact factor between 3 to 5</b>	Rs. 7,500
Category ‘B’ (Cabells Directory/ Journals of Science & Technology) (Scopus Indexed) <b>Impact factor between 1 to 3</b>	Rs. 5,000

*{Please refer Appendix B: S.No.(b), (c) & (h) for interpretation of payout}*



**f) For being editor of In-house/National Journal:** Rs. 5,000/- per annum  
{Please refer Appendix B: S.No.(d), (e), (f), (g) & (h) for interpretation of payout}

**g) For being editor of an International Journal:** Rs. 10,000/- per annum  
{Please refer Appendix B: S.No.(d), (e), (f), (g) & (h) for interpretation of payout}

### **Appendix A: General Guidelines:**

- It is expected that the faculty will take their normal teaching load and is not expected to seek exemption from the same.
- To claim incentive against any assignment is subject to prior approval of such assignment by competent authority. The Institution/ University may not permit an assignment in case of exigencies where the normal work is likely to get adversely affected.
- Any other incentive may be added, or existing ones may be deleted at the discretion of the University.
- This policy will come into effect from the date of its approval and is subject to amendments from time to time.
- In case of interpretation of any of the provisions, the decision of the Vice Chancellor/ Chancellor will be final and binding.
- With respect to the Incentive Scheme, the HOI shall report any achievement of their respective faculty members in tune with the policy guidelines to the local HR team of the campus at the end of each Academic Year in June.
- The HR team shall process all information to arrive at the recipients of the Incentives and after being duly approved by the Pro VC and VC the same shall be forwarded to the Head Office with supporting documents for further processing and approval of C-VI Sir.
- The Incentives shall be paid out at the end of the Academic Year.

### **Appendix B: Additional Guidelines for Interpretation Of Provisions In The Faculty Incentive Scheme of 27<sup>th</sup> April 2017**

a) Reference Serial No. 3 of the FIS, pertaining to getting Sponsored Projects, it is to be noted that, the actual payout of the incentive of 1% of total project amount, shall be calculated on an annual basis as per actual annual accrual of project budget in that particular year.



b) Reference Serial No. 5 of the FIS, pertaining to publishing of research papers/articles/case studies in journals, it is to be noted that, Incentive shall be awarded for the research paper based on the following criteria:

Category of Publications	Criteria
Impact Factor between 1 to 10	Only First/Principal Author & Corresponding Author to be considered for one collective incentive.
Impact Factor above 10	All authors to be paid incentive individually.

c) Cases where an Amity faculty member has co-authored a paper with their associates from outside Amity, then he/she shall be eligible for an incentive if, he/she has been a principle/first author or corresponding author.

d) Reference Serial No. 6 & 7 of the FIS, pertaining to editorship of journals, it is to be noted that Incentive shall only be awarded to the Editor of those journals which are notified on the UGC List of Approved journals only.

e) A faculty member maybe the editor/reviewing editor/executive editor/chief editor etc. for multiple national/international journals. In such a case, the faculty member shall not be paid an individual incentive for each volume of which he/she maybe the editor/reviewing editor/executive editor/chief editor etc.

f) In a case as mentioned immediately above at Serial No. (f), the faculty member may only be given incentive for the highest impact factor journal of which he/she maybe the editor/reviewing editor/executive editor/chief editor etc.

g) In a case where the faculty member continues to be the editor/reviewing editor/executive editor/chief editor etc. of the same publication each year, then the incentive shall not be a recurring payout and shall be a one-time payout only.

h) As a prerequisite for becoming eligible for any incentive, publishing of papers and editorship should be taken up in high impact factor journals which are indexed by reputed indexing agencies such as Web of Science, Scopus, Indian Citation Index, Thomson Reuters, Cabells Directory, Journal of Science & Technology, Science Citation Index, Pubmed and recognized in the UGC List of Approved Journals.





**28. 24 x 7 MAINTENANCE SERVICES** – In house 24 x 7 maintenance services on campus are available to all faculty and staff members.

**29. Wi-Fi FACILITY** – Free Wi-Fi in academic blocks and hostels for all faculty and staff members.

**30. FREE PARKING** – Adequate space for parking of vehicles.

**31. DIWALI BONUSES & GIFTS** – Diwali Bonuses (staff who fall under the policy of Bonus) and Gifts are provided to all the Faculty and Staff members.

Bonus Calculations:-

**Non-Teaching Staff:** Salary Less than or Equal to Rs. 10,000/- p.m. – **Rs. 3,000/-**

Salary between Rs. 10,001/- p.m. to Rs. 15,000/- p.m. – **Rs. 2,500/-**

Salary between Rs. 15,001/- p.m. to Rs. 20,000/- p.m. – **Rs. 2,000/-**

**Class IV Staff:** Above Five Years of Service – **Rs. 3,000/-**

Between Three to Five Years of Service – **Rs. 2,000/-**

Between One to Three Years of Service – **Rs. 1,500/-**

Between Six Months to One Year of Service – **Rs. 1,000/-**

Between One Month to Six Months of Service – **Rs. 500/-**



**32. FACULTY CLUB** – Resident Welfare Association is active in the campus and various recreational and club activities 24 x 7 activities have been launched.





**33. HARASSMENT OF FEMALE EMPLOYEES** – Amity University investigates sexual harassment complaint as per the procedure laid down in the Regulations of Amity University.

Amity University does not tolerate Sexual Harassment of Faculty, Staff or Students. Individuals, who believe they are victims of Sexual Harassment and those who believe they have observed sexual harassment, are strongly urged to report such incidents promptly.

Any such incident is to be reported without any delay to HOI/ HOD or any other appropriate senior authority and strict confidentiality is to be maintained.

The present members of committee are as follows:-

Prof. (Dr) Bhavana Adhikari	– Chairperson
Dr. Anupama Srivastava, AIBAS	– Member
Dr. Sapan Kumar Ghosh, Campus Medical Officer	– Member
Ms. Geeta Malhotra, Country Head	– Member

**34. REDRESSAL OF GRIEVANCES** – A Grievance Cell is functioning in the Record Office of HR Department, which comprises of **Director HR** and **Assistant Directors HR**. An employee having any grievance/ suggestion can put up the same on special portal of Grievance cell which can be assessed by all employees through their personal page on AMIZONE.



# AMITY UNIVERSITY

## HARYANA

*Established vide Government of Haryana Act No.10 of 2010*

**35. LUSH GREEN, POLLUTION-FREE CAMPUS** – Situated in the picturesque, 110-acre Amity Education Valley is a pollution free, safe sprawling campus.





AMITY  
UNIVERSITY  
— GURUGRAM —

NAAC 'A'  
GRADE  
ACCREDITED UNIVERSITY

# ORIENTATION MANUAL

→  
Your journey to excellence begins

HR DEPARTMENT  
JANUARY 2024



Amity University, Amity Education Valley, Gurugram, Manesar, Haryana, India.  
Gurugram Office: Amity International School, Sec.-46, Gurugram  
Tel.: 0124-2337016/15, 088-266-98200/1/2/3  
admissions@ggn.amity.edu | www.amity.edu/gurugram

Stay Connected on Social Media:  /Amityuniv  n  /amityunigurugram\_official/  /AmityGurgaon



## OUR INSPIRATION



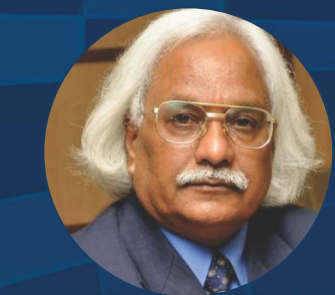
**Dr. Ashok K. Chauhan**

Founder President, Ritnand Balved Education Foundation  
(The Foundation of Amity Institutions and  
the sponsoring body of Amity Universities)  
Chairman, AKC Group of Companies



**Dr. Aseem K. Chauhan**

Chancellor,  
Amity Education Group



**Prof. (Dr) PB Sharma**

Vice Chancellor



**Prof. (Dr) Vikas Madhukar**

Pro Vice Chancellor

## INTRODUCTION



Congratulations! We are pleased to have you On-Board Amity University Haryana. On behalf of entire AUH family, we extend a very warm welcome to you and wish you a very satisfying tenure here.

We would like you to get accustomed with our Vision, Mission and Ethics with utmost dedication and pride to be a part of our AMITY Family. As your journey begins with us, we would be looking forward to you with a great enthusiasm, in becoming a value addition to our University through your hard work and loyalty towards your job responsibilities.

This handbook has been compiled by HR for the benefit of the new employees with an aim to provide essential information about Amity University Haryana (AUH) facilities offered, working environment and procedures to complete various formalities on joining. This will facilitate the new employee to settle down in the new working environment in the shortest time and start contributing to the primary job with full zeal, motivation & enthusiasm.

To familiarize you with the TCSiON HRMS functions for attendance as well as application of Leaves etc, a short video shall be shared with you for ease of reference. Similarly, a short video has been prepared for familiarization with Amizone for schedule and conduct of Classes by the Faculty Members. The link of the same is provided in this Orientation Manual.

The contents of this handbook are not all-inclusive nor a promise or contract between Amity University and its staff. The information in this handbook may change as per revision in policies and administrative conveniences. Therefore, if there is any conflict between this information and the extant policy, rules/regulations, the latter will take precedence.



**Rear Admiral Kishan K Pandey**  
 AVSM, VSM (Retd.)

Date: 02nd January, 2024

Director HR & Amity Academic Staff College

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## GUIDING PRINCIPLES–AMITY UNIVERITY

### Vision

“To be a world class centre of creativity and innovation and to contribute to the progress of humanity through excellence in education, industry and society relevant research and extension services”.

### Mission

1. To foster academic innovations to create an environment of student centric learning.
2. To nurture talent and creativity.
3. To promote interdisciplinary and trans-departmental culture.
4. To strengthen industry - academia integration for relevance driven excellence in education and research.
5. To promote international collaboration and cooperation.
6. To inculcate moral values, help embrace cognitive skills and social responsibilities.
7. To provide an academic environment where ‘Modernity blends with tradition’.

### Core Values

1. National pride and global outlook.
2. Integrity, transparency and trust worthiness.
3. Continuous learning and knowledge creation.
4. Professional morality, scientific ethics and academic freedom.
5. Quality consciousness and environmental sustainability.

## AMITY UNIVERSITY AT A GLANCE

### “We Nurture Talent”

Amity University Haryana (AUH) established under Govt. of Haryana Act 10 of 2010 is one of the many Amity Universities functioning under the aegis of RitnandBalved Education Foundation (RBEF), which was established by an Educationist, Entrepreneur and a visionary **Dr. Ashok K. Chauhan, our Founder President**. The other Amity Universities are as follows:-

- a) Amity University Uttar Pradesh, Noida
- b) Amity University, Uttar Pradesh, Lucknow
- c) Amity University Rajasthan, Jaipur
- d) Amity University Madhya Pradesh, Gwalior
- e) Amity University Mumbai
- f) Amity University, Greater Noida
- g) Amity University Raipur
- h) Amity University Kolkata
- i) Amity University Ranchi
- j) Amity University Mohali
- k) Amity University Patna
- l) Amity University Bengaluru

Amity University, India's No. 1 ranked not-for-profit private University is a flagship institution of the AmityEducation Group, India's leading global education group, established over two decades ago. Today, thegroup has grown to 40 campuses spread over 1,200 acres and includes 10 world-class universities, 15international campuses across London, Singapore, Dubai, Abu Dhabi, New York, San Francisco, Seattle,Mauritius, China, South Africa, Amsterdam, Uzbekistan, Russia & Kenya, 25 schools & pre-schools. Amityis home to over 170,000 students pursuing 300 programmes in 60 diverse disciplines, across pre-school to Ph.D & 50,000 Scholarship holders. Amity University is listed in the United Nation's list of GlobalUniversities and has been `A+' graded by NAAC. The globally renowned QS World University Ranking (2018)also ranked us amongst the top 3% Universities globally, among 200 Universities in Asia and in top 120Universities in "BRICS" Nations. THE (Times Higher Education) has ranked Amity University amongst the topUniversities globally (World University Rankings 2016-17). Amity University is Asia's only not-for-profitUniversity to get





US Regional Accreditation, WASC Senior College and University Commission, USA. Amity is the only private University to be part of Pan Africa e-Network Project. Amity University Dubai recently received the Dubai Human Development Award at the Business Excellence Awards 2019. 2050+ Patents have been filed by

Amity's faculty which is more than any other University/Institution in India. 300 Govt. funded research projects are being conducted by faculty members and 300 Technology ventures are incubated. 2500 Case Studies (bought across 62 countries) and 6,206 Research Papers have been written by the faculty. Twenty-four Amity University faculty members figure in top 2% of Global Researchers from India, in the list compiled by Stanford University, USA. Amity is having Research Partnership with 160+ Global Universities. 50,000 Campus Placements have been conducted in the last years. 2,500 CEOs and top professionals have interacted with Amity students till now.

Amity is a leading Private Education Group of India, which has more than 2,00,000 students studying in its 400+ programmes spread across 12 Universities and 150 institutions. Amity offers world class high tech infrastructure in its 40 campuses spread over 1200 Acres of land with 7 million sq. ft. of built up area and is staffed with more than 10,000 distinguished faculty, scientists and staff members. AUH was established in 2010 and since then, under the dynamic and visionary leadership of our **Chancellor, Dr. Aseem K. Chauhan**, the University being "Student Centric University", has achieved gigantic Growth and is ranked India's No. 1 Private University, credited with:-

- 110 Acres of Campuses and over 6 million sq ft of hi-tech buildings
- 12+ Global Campuses in London, Singapore, Dubai, Abu Dhabi, New York, Mauritius, South Africa, Amsterdam & San Francisco, Sharjah, Tashkent and Nairobi
- Only private University to be part of Pan Africa e- Network Project
- 1000 Faculty & Scientists
- More than 2050 patents filed & 3800 Case Studies developed by faculty in the last one year
- 200 hi-tech Science & Technology Labs
- 250 Degree Programmes
- 100 Collaborations with Universities globally
- 3,000 on-campus Hostel seats
- 25,000 Scholarship holders
- 300 Research Projects funded by Government of India.
- 52,000 On-campus Placements in the last years
- 300 Technology ventures incubated & many other achievements

(The figures mentioned above are constantly changing with the growth of Amity Universities and their Institutions).

## ACCREDITATIONS

- Amity University Haryana is Rated Grade "A" University by the National Assessment and Accreditation Council of India (NAAC).
- Amity University Haryana is Ranked 94 by the National Institutional Ranking Framework (NIRF).
- Member of Association of Indian University
- Recognized by Department of Science & Technology, Govt. of India as Scientific & Research Organization (SIRO)
- Recognized by Central Counseling Board
- First University in India to be accredited with "Premium Status" by ASIC, UK.
- Listed in United Nations list Global Universities.
- IET, UK accreditation for B.Tech programs.
- Accreditation by ABET, USA for technical programs under preparation.
- First University in India to get Accreditation for business programs by ACB SP, USA
- Member of AACSB, USA for business programs.
- Higher Tourism Education Programme by UNWTO Ted Qual Network
- Accreditation to the MBA Programme of Amity University Online
- ISO 9001-2008, ISO 27001:2005, ISO 14001:2004, ISO 22000:2005 And ISO 50001:2011 By British Standards institution.

We are sure that you must be feeling proud to join Amity. Further we are very optimistic that your rich experiences in your field of specialisation, knowledge and skills would add synergy to the endeavors of our Founder President towards Globalisation of Amity University and to establish a University in every State & Union Territory of India.

## Code of Conducts, Guidelines and Ethics

### Code of Conduct for Faculty

Being a Private funded University, the teachers should follow the code of conduct laid down in University service rules. In addition, they are also subject to the guidelines provided by UGC and State Government for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his/her own ideals.

The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this University encompasses the following:

#### [A]. Professional Values

- (i) Be concerned and committed to the interests of the students is the foremost aim of the teaching profession. To educate is the main objective. This attitude should be directed towards the specific needs of each student. He should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
- (ii) He shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
- (iii) He should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
- (iv) His aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- (v) The teacher should instil a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility.
- (vi) Above all a teacher should conform to the ethos of his profession and act in a dignified manner. He should keep in mind that society has entrusted him with their children's professional growth.

#### [B]. Professional Development and Practices

- (i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. He must acquaint himself with recent methodologies and other applications.

- (ii) A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He should involve himself in seminars
- (iii) Workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.
- (iv) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
- (v) The teacher will have to carry out the University's educational responsibilities such as conducting admissions, seminars and so on. He should also be participating in extracurricular activities as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

#### [C]. Professional Integrity

- (i) Faculties must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.
- (ii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.
- (iii) The faculty must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

#### [D]. Professional Collaboration

- (i) Faculties should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner
- (ii) Faculties should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- (iii) Faculties should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
- (iv) Faculties should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers.
- (v) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.
- (vi) Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

### Code of Conduct for Support Staff

Being a Private funded University, the support staff should follow the code of conduct laid down in University service rules. In addition, they are also subject to the guidelines provided by UGC and State Government. The University has put forward its code of ethics for the support staff along the following lines.

#### Professional Conduct

- (i) The support staff should acquaint themselves with the University policies and adhere to them to their best ability.
- (ii) Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- (iii) They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the University Authority.
- (iv) The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within University premises.
- (v) They should not hamper the functioning of the university by engaging themselves in political or antisecular activities.
- (vi) They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

#### Workplace Conduct

- (i) They should be punctual as their prior presence is required daily for the commencement and smooth functioning of university activities.
- (ii) They should also be responsible for the proper use and maintenance of University equipment's and furniture.
- (iii) No support staff should be under the influence of drugs or alcohol during office hours.
- (iv) The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- (v) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- (vi) The support staff should show no discrimination on basis of gender, caste or religion.

### Professional Relationship

- (i) Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.
- (ii) The support staff should give due respect to the decisions made by the University authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.
- (iii) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
- (iv) The Support Staff are the first to come into contact with the guardians of students during examinations. They must keep in mind the fact that their behaviour will be considered to reflect that of the institution. They should thus interact patiently and politely.

### Impressive Personality

All Faculty and Staff members are expected to present themselves as role models displaying best etiquettes and extending courtesies to the Parents/ Guardians / Freshers during the run-up to the fresh admissions as well as their onboarding / induction into the Amity Family. The young students of UG & PG Courses understandably look up to the Teachers with great expectations and try to emulate them at the campus as also all through their lives. And this is applicable not just to the impart of knowledge; their Code of Conduct and Dress Sense also plays an important role. Though the primary function of the Faculty members is to teach the core subjects comprehensively and engage in outcome focused R&D, Quality Publication and IPR, they are required to ensure that everyone in the class understands the fundamentals and acquires the deeper knowledge as well ; the secondary but equally important role is to mentor and guide the Students and Research Scholars, in developing their complete personality by helping them develop into responsible citizens with impressive personality and a great sense of belongingness to the University as also to the Nation. To attain these noble objectives, all members of Faculty and Staff are advised to always dress neatly and appropriately and avoid wearing Casual Dress and Chappals during the working hours and maintain decorum commensurate with the stature of AUH. As such, all Faculty and Staff Members are advised to maintain adequate personal hygiene and a decent outlook.

## ACTIONS TO BE COMPLETED BY EMPLOYEE ON JOINING

1. Submit duly completed **ID Card** Form (as per format at Annexure-1) to HR Department and Collect your ID Card from **IT Room, A Block, Second Floor** and register yourself with Face Recognition Biometric Attendance System.
2. Complete **Joining Report** (as per format at **Annexure-II**) & submit to the JIO Section (Joining, Induction & Orientation) in the office of Director - HR along with copies of **Testimonials, Pan Card and Aadhar Card duly attested by HoI/HoD**. Last Pay Drawn Certificate, Bank Statements and/or ITR Relieving Letter from previous organisations should also be attached. Please ensure that this is submitted to Director — HR within 3 days of joining, else payment of your first salary may get delayed.
3. On receipt of your Joining Report (both hard & Soft Copies), **Appointment Letter** will be issued by the JIO Section. Please return the duplicate copy of your appointment letter duly signed by you with a notation, '**Received. Terms & Conditions accepted**' duly Signed by an employee with date.
4. Inform location of your workplace to the IT Section (1206) for installing Desktop/Laptop.
5. You will be assigned **Amity Email ID** on joining and the same will be communicated to you by the EDP Section and it is to be used for all official communication.
6. You are requested to open Salary Account with **Axis Bank** as applicable to the Institution/Department. Representatives from **Axis Bank — Manesar Branch** do visit our University once a week to open Salary Accounts of new joiners. You are required to submit two Passport size photographs and copies of your Aadhar Card & Pan Card. However, for the first month, a copy of your current Cancelled Cheque is required to be submitted.
7. Inform **Bank Details** to the HR Department for remittance of your Salary and also submit copies of the following:

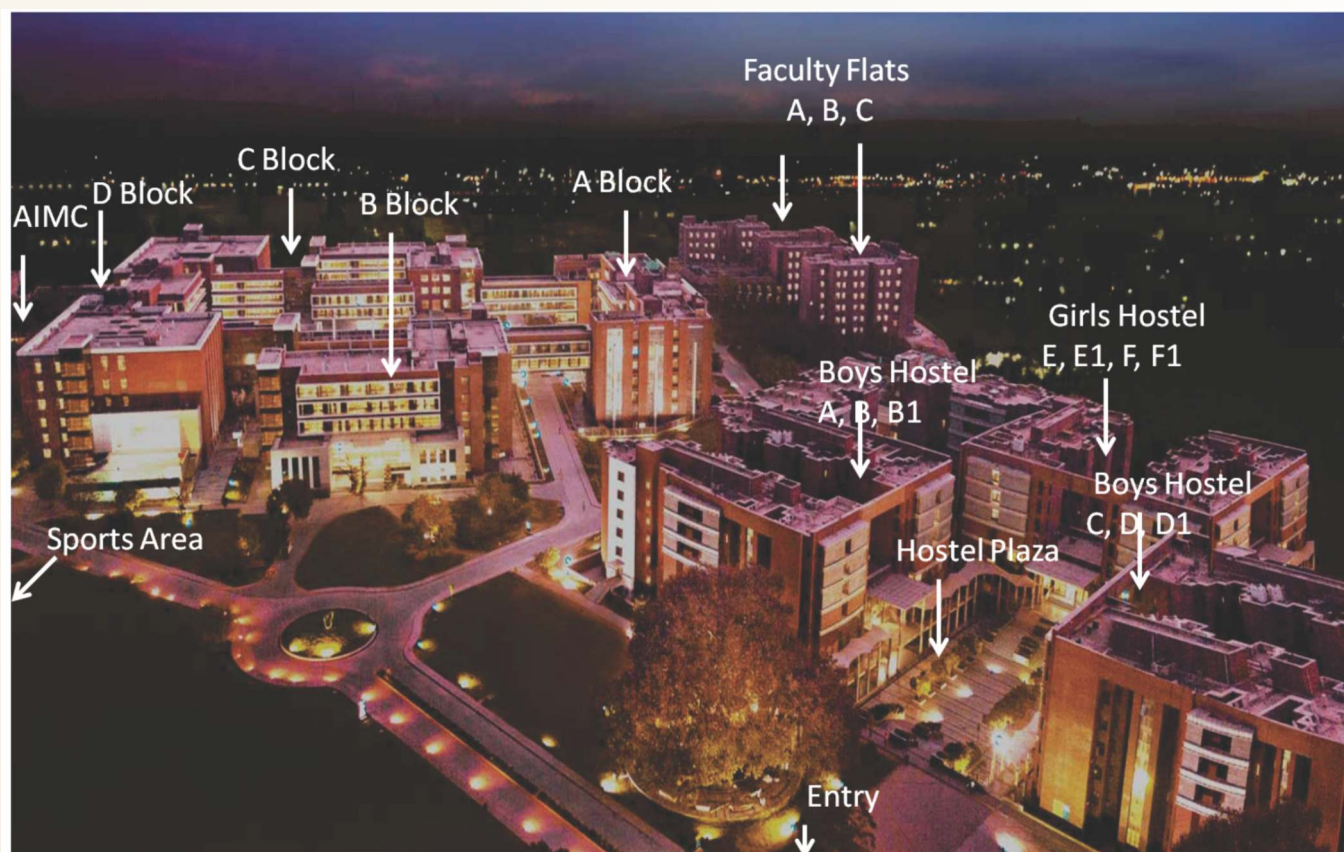
- Offer Letter
- Pan Card
- Aadhar Card
- Form 16 from previous employer
- Form 11 (**Annexure- IV**)
- Pre-Employment Medical Certificate (Annexure VI)

### Note:

**Payment of Salary** – Salary is prepared based on the attendance report, which is submitted by the Institution/ Department on the last day of the month of joining and on 25<sup>th</sup> of every month thereafter. The first salary will thus be ready for credit in your account or paid by cheque during the first week of the ensuing month. Subsequently, salaries are credited into your bank account within 3 working days of the next month. Please do inform Director – HR if you have not received your first salary by 10<sup>th</sup> of the ensuing month. On your part, please monitor your attendance on Amizone (Time Office Beta-New) regularly and especially on 25<sup>th</sup> of every month.

8. Forward your vehicle particulars, as per the format at **Annexure-III**, to the Deputy Director Security (Second Floor, A Block) **along with copy of the Vehicle RC**, for issuance of **Car Pass** sticker.
9. Kindly enter your **personal details on TCS iON** for which you will be assisted by the JIO Section of the HR Department.
10. All employees with Salary up to Rs 21000/- are required to submit **ESIC Declaration Form (Annexure-V)** to **HR Department (Extn. 4116)**.
11. In case of any kind of difficulty, please contact the following:-
  - a) **Rear Admiral Kishan K Pandey**  
AVSM, VSM (Retd.)  
Director HR & Amity Academic Staff College  
Ext. 4114, Mob. 9810827569
  - b) **Dr. Viveak Ballyan, Assistant Director-HR**  
Ext. 4111, Mob. 9953310937
  - c) **Dr. Shalini Chhabra, Assistant Director -HR**  
Ext. 4112, Mob. 8826606467

## CAMPUS LAYOUT



BLOCK A		
Sr. No	Floor	Department /Labs
1	Basement	Labs (Bio, Chem and Physics, Biotech, Bio-diesel), Anna Canteen, Medical Lab, Admin Store
2	Ground Floor	Marketing, CRC, AICP, DSW, Admin, Accounts, DVC, A-Block Audi, Reception, PVC Office, Conference Room, VIP Lounge, Admission Office, MDP Room, SPORTS Academic Affairs
3	First Floor	IQAC, Academic Affairs Office, AIB, AIISH, Amity Skill Institute, Faculty Room ACON and ASEES
4	Second Floor	Transport Department, Maintenance, Security Control Room, IT Control Room, CIRF LAB, Dr AK Nagpal Office AMS Advisor, Biotechnology Labs
5	Third Floor	ACON, Nutritional LAB - AMS, AICP, ACON, AV Aids Room, CHN Lab
6	Fourth Floor	ACOAST Lab, Solar Lab, ASEES lab , Air Pollution Department Director Office and Faculty Room, HOD Office, AIB Lab

BLOCK B		
Sr. No	Floor	Department /Labs
1	Basement	ASFA, ASLA, IT Store, Sunken Plaza, Marketing Store, Deja Brew, Restaurant, Houskeeping Store
2	Ground Floor	Conference Room, SAP Counselling Room, Office of International Affairs, ASCO Faculty Room, ASCO Studio, B Block Audi
3	First Floor	Amity TV Office, ASCO LT, Animation Labs.
4	Second Floor	ALS Director office , ALS Faculty Room, Library Law, LT Law, Moot Court
5	Third Floor	ACC
6	Fourth Floor	ABS Director Office, Dy Director Office, Faculty Room, LT ABS

Hostel Plaza – Ground Floor  
MISC.

BLOCK C		
Sr. No	Floor	Department /Labs
1	Basement	Engg Labs :- Mechanical Labs, Civil, Aeronautics, Electronics, Electrical Labs
2	Ground Floor	Computer Science Labs
3	First Floor	Robotics Lab, IT Control Room, CSE Faculty Rooms, Photocopier Shop, ASET Director Office, ASET Examination Control Room
4	Second Floor	Computer Lab, Electrical Lab, Electronics Lab
5	Third Floor	Pharmacy Labs, Mechanical and Civil Faculty
6	Fourth Floor	AIP Labs , AIP Director Office, Staff and faculties

BLOCK D		
Sr. No	Floor	Department /Labs
1	Basement	Central Library, Examination Control Room
2	Ground Floor	VVIP Lounge, D- Block Audi , LEED Lab , Conference Room
3	First Floor	VC Office, HR, Registrar Office
4	Second Floor	ASAP Department Lab and LT, Faculties , Stem Cell Institute, Nanotechnology Department and ASFDT Labs
5	Third Floor	ASAS Department, Language Department
6	Fourth Floor	AMS, AIBAS - AICP and ASFDT Department,

Student Mess, CCD, Dosa Plaza, ATM, Departmental Store, ASH, Cook House, Optometry and Vision Science Opposite C and D Block

	Back side of D – Block	Herbal Garden, Sports Complex, Dog Academy, Cow Shelter, AIMC, Herbal Garden, Military Canteen, Hash Tag, Juice Corner, Faculty Flats
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Registrar  
Amity University Haryana  
Manesar Gurgaon-122413

## LIST OF SENIOR FUNCTIONARIES/IMPORTANT DESKS

S.No.	Name	Designation	Extension No.
1	Prof. (Dr) P. B. Sharma	Vice Chancellor	1003
2	Prof. (Dr) Vikas Madhukar	Pro Vice Chancellor	1005/ 2400
3	Dr. Ravi Manuja	Registrar	4108
4	Maj. Gen. (Dr) JS Dhull (Retd.)	Professor & Director-AIDT, DSW & Director- Hostel	1030
5	Rear Admiral Kishan K Pandey, AVSM, VSM (Retd.)	Director HR Director, Amity Academic Staff College	4114
6	Sqn. Ldr. Sudhir Kumar Singh (Retd.)	Director- Administration	1006
7	Mr. Manoj Sahani	Director – Corporate Resource Centre & Head – Industry	1052
8	Dr. Rajiv Mishra	Head- Amity TV & Director	2200
9	Mr. Mahavir Prasad Aggarwal	Chief Finance & Accounts Officer	1000
10	Dr. Vijay Kumar	Controller of Examinations	4500
11	Prof. (Dr) Anil Kumar	Professor ASET & Deputy Dean Academics	1104
12	Mr. Sachin Juneja	Director-Admission & Marketing	1061
13	Cdr. Narendra K Dahiya (Retd)	Director Security & UG MTC	1068
14	Prof. (Dr) Vidhi Bhargava	Director, Amity Directorate of Online Education (ADOE)	1102
15	Dr. Komal Tomar	GM- Market Promotions	1008
16	Ms. Vanita Verma	Assistant Director - International Affairs	2005
17	Mr. A.K. Mittra	Deputy Director Maintenance	1214/ 1614
18	Col. Vijai Singh (Retd.)	Deputy Director Hostels	1608/ 1617
19	Cdr. Suresh Kumar	Deputy Director Transport & Hospitality	1216
20	Dr. Rajesh Sharma	Deputy Librarian	4506
21	Mr. Vivek Rawat	Manager IT (IT Head)	1207
22	Dr. Sapan Kumar Ghosh	Campus Medical Officer	1618/ 1600
23	Accounts Office		1069
24	IT Help Desk		1206
25	Front Desk		9/1001
26	Counselling Desk		1065
27	Gate No. 1/ Gate No. 2		1604/ 1605

## LIST OF HEADS (FACULTY)

S.No.	Name	Designation	Dept.	Extn No.
1	Prof. (Dr.) Vikas Madhukar	"Pro Vice Chancellor Dean Faculty of Management Director-ABS & Admission"	ABS	1005/ 2400
2	Prof. (Dr.) Rajendra Prasad	Dean Faculty of Science, Engineering & Technology and Director AIB & AIISH	AIB & AIISH	1111
3	Prof. (Dr) Udaya Narayana Singh	Chair-Professor & Dean, Faculty of Arts & Humanities	ASL + ACLiS	4407
4	Prof. (Dr.) PCS. Devara	Professor & Director	ACOAST	1405
5	Prof. (Dr.) Sanjay Kumar Jha	Professor & Director	ASLA	2500
6	Prof. (Dr) Indu Shekhar Thakur	Professor & Director	ASEES	1403
7	Maj. Gen. Prof. (Dr.), VSM J.S. Dhull (Retd.)	Professor & Director- AIDT, DSW & Director - Hostel	AIDT	1030
8	Prof.(Dr.) Satish Sardana	Professor & Director	AIP	3403
9	Prof. (Dr) Hariram Prasad Yadav	Professor & Director (Offg.)	ASET	3305
10	Prof.(Dr.) Atul Thakur	Professor & Director	ACNT	4210
11	Prof.(Dr.) Sumit Narula	Professor & Director	ASCO	2406
12	Prof. (Dr.) Ila Gupta	Professor & Director	ASAP	4200
13	Prof. Arunangshu Bhattacharya	Professor & Dy. Director	ASH	1628
14	Prof. (Dr) Anu Gauba	Professor & Principal (Offg.)	ACON	1301
15	Dr. Suniti Sood	Associate Professor & HOD	ASFDT	4408
16	Dr. Priyanka Verma	Associate Professor & Head (Offg.)	AIBAS	4402
17	Dr. Mustafa Nadeem Kirmani	Associate Professor & HOD	AICP	2300
18	Dr. Luxita Sharma	Associate Professor & Head (Offg.)	AMS	4404
19	Prof. (Dr) Seema R. Pathak	Director Outcome & HoD ASAS	ASAS	1103
20	Prof. (Dr) Machiavelli Singh	Professor & Director - DRP	AIB	1201
21	Dr. Sunita Sharma	Deputy Director - IQAC	IQAC	1101
22	Dr. Rakesh Kumar Chaudhary	HOD	ASFA	
23	Mr. Shiv Swaroop Jha	HOD	ACC	2303

## GENERAL GUIDELINES AND INFORMATION

### Personal Conduct and Appearance

1. There can't be rigid rules for personal behavior, however everyone is expected to conduct in a manner that is pleasing, dignified and commensurate to your status and responsibilities in the University.
2. You are also expected to be properly dressed commensurate with your status. This again implies good taste and judgment in choice of a dress that is neat and avoids ostentation or garishness. Well dressed faculty member is the hall mark of our university, which creates a lasting impression on aspiring students. Remember, you are a role model for the young students. Hence, how you carry yourself makes all the difference.
3. Drinking, Smoking and the use of tobacco products are strictly prohibited in the Campus.
4. Threatening or Violent Behavior in the Workplace are not expected from any Employee and would invite strict disciplinary action.
5. **Confidentiality of Student, Medical, and Personal Records.** In your job, you may have access to confidential information such as, student grades, financial aid amounts, performance evaluations, family/ personal data, and medical records. This information is for university business only and is not to be disclosed to unauthorized individuals.
6. Conserve water by closing taps, after use.
7. Switch off all the lights and electrical appliances, when not required and or before leaving office.
8. No non-veg. is served in University Premises to promote vegetarianism.
9. **Conserve stationary.** Use both sides of paper and reuse envelopes.

10. Maintain pleasant etiquettes at all times while interacting with colleagues and students.
11. Take care of your personal belongings rather than getting surprised of any losses. Despite of best efforts by Security Department, such incidents cannot be ruled out.
12. Wear your identity card at all the times, while you are in the campus.
13. Use authorised and entitled parking space and park your vehicle properly to ensure optimum utilization of limited parking space.
14. Contribute towards ensuring litter free campus and hygienic environment.
15. The management lays lot of emphasis on Ethics and Human Values. AUH expects you to contribute towards promoting such values and sanskars in your day to day conduct.
16. Refrain absenting yourself from office without prior information. Barring some extreme emergent situations, all employees are expected to proceed on leave after necessary approval from their respective HOI/HOD's on TCS iON/ AMIZONE .Any unauthorized leave will be considered as '*Leave Without Pay*' (LWP) and may invite disciplinary action.
17. **Telephone Calls.** Personal calls should be kept brief, to free lines for office business. No long-distance calls should be made without management's approval.

## SALIENT FACILITIES AND WELFARE SCHEMES

1. Fully air-conditioned cubical/cabin for faculties & other staff members
2. Desktop/Laptops to employees
3. Internet Access
4. Wi-Fi Campus
5. State of the Art Amity Central Library
6. Telephone and Mobile facility as per job requirement.
7. Open parking spaces
8. Well-equipped gym
9. Upcoming Horse-Riding Academy
10. Free yoga classes
11. Management tries to accommodate employee's children at neighboring Amity International Schools.
12. On Campus Crèche Facilities for the employees
13. On Campus Amity Clinic with doctors and medical staff
14. ATM in Campus (near Hostel)
15. Medical Insurance policy for all employees
16. Transport Facilities (On Nominal Payment)
17. 5 days working pattern
18. Conveyance reimbursement
19. Faculty Club
20. Bonus
21. Diwali gifts
22. Dedicated Laundry Facility
23. Sports Facility
24. Semi-furnished Accommodation Facility to Staff/Faculty (Subject to availability and on approved charges)
25. Psychological Counseling by experts
26. Amity Eye Clinic
27. Audiology & Speech Language Pathology Clinic
28. Provident Fund & Employee's State Insurance Scheme
29. Redressal of Grievances
30. 24 x 7 Electricity and R.O. Plants
31. Faculty Club
32. Gratuity

## AMITY BUS SERVICE

Room No. 219, 2nd Floor, Academic Block A  
Ph. No. 0124 2337015, Email: skumar17@ggn.amity.edu

Amity University Haryana provide bus facilities from places like New Delhi, Gurugram, Rewari, Bhiwadi, Dharuhera, Faridabad, Palwal, Jhajjar (via Farrukh Nagar) & Kulana (via Haily Mandi, Pataudi & Bilaspur (new routes)

Truncated details of these routes are as given below: -

Route No.1 (GGN)	Route No.2 (GGN)	Route No.3 (GGN)	Route No. 3A (GGN)
Railway Station, GGN via Jai Cinema to AUH Starting @ 0745 Hrs	Dundahera, GGN via Columbia Asia to AUH Starting @ 0735 Hrs	Ghata Mod, GGN via Wazirabad Red Light to AUH Starting @ 0745 Hrs	HongKong Bazaar, GGN via Bakhtawar Chowk to AUH Starting @ 0730 Hrs
Route No. 4 (Delhi)	Route No. 5 (GGN)	Route No. 6 (GGN)	Route No. 7 (GGN)
District Center Janakpuri, Delhi via Dabri Mod to AUH Starting @ 0645 Hrs	Sector 5, GGN via Jyoti Hospital to AUH Starting @ 0745 Hrs	Genpact, GGN via Millenium City Metro Station to AUH Starting @ 0745 Hrs	Jai Cinema, GGN via Sec-10A to AUH Starting @ 0745 Hrs
Route No. 7A (GGN)	Route No. 8 (GGN)	Route No. 9 (GGN)	Route No. 10 (GGN)
Sector 10A Chowk, GGN via Pataudi Chowk to AUH Starting @ 0745 Hrs	Neelkanth Hospital, GGN via MG Road Metro Stn to AUH Starting @ 0745 Hrs	Mayfield Garden, GGN via Badshahpur to AUH Starting @ 0745 Hrs	Bajghera Chowk, GGN via Dwarka Expressway to AUH Starting @ 0800 Hrs
Route No. 11 (Delhi)	Route No. 11A (Delhi)	Route No. 12 (GGN)	Route No. 14 (GGN)
Law College, Sec-17 Dwarka, Delhi via Sec-9 Metro Stn, N Delhi to AUH Starting @ 0700 Hrs	Uttam Nagar, Delhi via Samalkha underpass to AUH Starting @ 0700 Hrs	Laxman Vihar, GGN via Shivaji Nagar to AUH Starting @ 0745 Hrs	MG Road Metro Station to AUH Starting @ 0800 Hrs
Route No. 15 (Delhi)	Route No. 17 (Rewari)	Route No. 18 (Bhiwadi)	Route No. 18A (Dharuhera)
Dabri Gaon, Delhi via Palam Mode to AUH Starting @ 0645 Hrs	Rewari via Jhajjar Chowk, Rajesh Pilot Chowk to AUH Starting @ 0745 Hrs	Model Public School, Bhiwadi via Toll Tax Plaza -Mansa Chowk- Hetram Chowk - AH Dwarkadhis to AUH Starting @ 0745 Hrs	SBS Chowk, via Bestech, M2K, Dharuhera Bus Stand- Kapriwas-AH Dwarkadhis to AUH Starting @ 0730 Hrs
Route No. 19 (Faridabad)	Route No. 20 (Palwal) (Subject to >10 stu)	Route No. 21 (Jhajjar)	Route No. 22 (Kulana/Pataudi) (Subject to >10 stu)
Dusshera Ground via Badkal Village to AUH Starting @ 0645 Hrs	Palwal Bus Stand via Sohna Chowk to AUH Starting @ 0745 Hrs	Jhajjar via Farrukh Nagar, KMP to AUH Starting @ 0735 Hrs	Kulana via Haily Mandi - Pataudi via Bilaspur (or Jori-Jamalpur Mokaldas to AUH Starting @ 0730 Hrs

**Bus Leaving Timings:** All Amity University buses depart on return passage to earmarked routes by 05 :10 PM.

**NOTE:**

All personnel desirous of using AUH transport are to visit Transport Office, Rm No. 219, 2nd Floor 'A' Block, AUH Campus between 1400 hrs to 1600 hrs on all working days for queries, collection/deposition of REGISTRATION FORM and BUS PASSES.

1. Issuance of Bus passes are subject to vacant seat in the subjected route.
2. Minimum twenty passengers are pre-requisite for commencement of new route.
3. Earmarked routes and pickup points are non-changeable except in unavoidable circumstances.
4. Transport Charges can be revised as decided by the management.
5. AUH Transport is available for Staff and their Children on "Payment" basis.
6. University has the right to start or stop the bus service at any time.
7. Transport Fee is mandatory to be paid per AMIZONE account only.
8. Any query arising on day to day running of transport may be referred as follows: -
  - Level 1-Sub Hawa Singh (Retd), Tpt Supr - 9812450238
  - Level 2-Hon SLt Rajender Prasad, Astd. Manager (Transport)- 9422579233
  - Level 3- Commander Suresh Kumar (Dy Dir (Transport & Hosp)- 9311266485

Registrar  
Amity University Haryana  
Manesar Gurgaon-122413

## AMITY UNIVERSITY HARYANA

### Bus Transportation Charges

Stations	Route No.	OLD SALARY SLAB			
		<=30,000	>30,000 <=60,000	>60,000 <=1,00,000	>1,00,000
New Delhi	4,11,11A,15	1,100	3,300	4,400	6,600
Rewari	17				
Bhiwadi	18				
Faridabad	19				
Palwal	20				
Jhajjar	20				
Kulana	21				
Gurugram	1,2,3,3A,5,6,7,8,9,10,12,14,16	880	2,640	3,520	5,280
Manesar	7A				
Dharuhera	18A				
Tauru	20				
Farruknagar	21				
Haily Mandi	22				



## ACADEMIC YEAR 2024-25

Sr. No	Destination	Comments	Annual Charges
1	New Delhi		₹ 71,000
2	Gurugram		54,500
3	Manesar	Clubbed with any vacant from Delhi/GGN	₹ 40,000
4	Rewari		₹ 54,500
5	Bhiwadi	Toll Plaza Omaxe Panorma, Bhiwadi	₹ 54,500 ₹ 60,000
7	Dharuhera	via AH Dwarkadhis Society	₹ 40,000
8	Faridabad	via Badshapur	₹ 71,000
9	Palwal	via Sohna & Tauru (interior) via KMP	₹ 71,000 ₹ 90,000
10	Sohana	Clubbed with Palwal Route	₹ 54,500
11	Tauru	Clubbed with Palwal Route	₹ 40,000
12	Jhajjar	via Farrukh Nagar	₹ 71,000
13	Farrukhnagar	Clubbed with Jhajjar Route	₹ 40,000
14	Kulana	Kulana	₹ 54,500
		Haily Mandi	₹ 48,000
		Pataudi	₹ 45,000
		Bilaspur	₹ 35,000

- Revision of Rates.** The above charges are tentative and are subjected to revision as & when deemed necessary by the management. The varied amount if any would need to be paid by the students towards continual bus services.
  - Mode of Payment:** All students desirous of utilizing AUH transport Services are to pay transport charges as per their routes ONLY through their AMIZONE accounts. Payment related queries to be referred Mr. Rajesh Sharma (Account Executive) Acct Deptt. Room No. 23, Gd Floor, 'A' Block', AUH.
- Note:** No DD/Cash/Cheques/On-line (NEFT) payment is acceptable.
- Issuance of Bus Pass:** Post payment of Tpt Charges student to visit Acct. Office for endorsement of received amount and thereafter report Transport Office with following documents:-
    - Two passport size photos
    - Bus Pass Registration form
    - Transport fee receipt
    - Photocopy of Student ID Card
  - Bus Pass related queries to be referred to Mr Jaibir Singh – 8053357925 Transport Dept. Room No. 219, 2nd Floor, 'A' Block', AUH.

## CAMPUS ENTRY SYSTEM

1. **Checking Identity at Main Gate.** No car without Amity sticker and personnel without an I-Card will be allowed to enter campus. Students, faculty and staff must display their car stickers prominently on the wind screen of their car. Detailed instructions on entry of vehicles are given in the succeeding paragraphs.

2. **Issue of Visitor's Pass.** The instructions for Issue and carrying of Visitor's Pass are as appended below:

- Casual visitors are to be issued with Visitor's Passes at the Main Gate.
- Visitor's Pass is to be prominently displayed by each visitor by wearing it around the neck.
- The visitor's passes are to be issued only after establishing the true identity of the visitor with the help of his/her Passport, Driving License or Aadhar Card etc.
- If any visitor is found not displaying his/her Visitor's Pass then the visitor is to be accordingly advised by the security staff. If it is still not done then he/she is to be asked to leave the campus immediately.

3. **Frisking of Personnel.** The instructions on frisking of personnel at the Main Gate are as follows:

- All persons other than those having Amity University I-Card may be searched and frisked by the Marshals before entering any of the AUH buildings.
- Barring open objects carried by visitors holding a Visitor's Pass, bundles, brief cases, bags and packages etc may be checked by marshals before entering any of the buildings.

4. **Gate No. 2.** The gate will be manned round the clock and any kind of movement through this gate is prohibited. The gate is also under CCTV coverage round the clock.

5. **Main Gate (Gate No. 1).** The 'Gate No. 1' is designated as the 'Main Gate' of Amity University Haryana. Main Gate is to be used for movement of all personnel and vehicles other than those vehicles which belong to students. The instructions to the Security Staff at the Main Gate are as follows:

- Record of movement of personnel and vehicles is to be maintained at the Main Gate.

- (b) AUH vehicles passing through the gate are to enter details in MT Vehicle register provided at the gate as follows:

Date, Regn No., Name of Driver, Time out, Nature of duty, Km reading at exit, Signature of driver, Km reading on entry.

- (c) Similarly, all items purchased and brought on the campus will be recorded at the gate with a summary of the bills. Bills reference and the serial number of the register entry will be endorsed on the summary of bills and the summary duly stamped given to respective store for their entry in to the stock register.
- (d) Vehicles collecting diesel from roadside petrol pumps will be accompanied by the Admin-in-Charge and a Marshal. Quantity of diesel loaded and unloaded will be verified by the Marshal on duty. The same will be cross checked from Generator Log Book.
- (e) Hostellers residing on the campus will move out of the main gate only with an *Out Pass* issued by the concerned warden.
- (f) Gate will remain under CCTV surveillance round the clock.
- (g) Un-authorized entry of villagers in the campus under the garb of going to temple is to be monitored from the Main Gate and any villagers deviating from his route to the temple is to be politely but firmly asked to leave the campus.

6. **Entry of Vehicles**. All vehicles are to enter and exit AUH through the Main Gate. Similarly, the movement of Student's vehicles is allowed only through Gate No. 3. The instructions on movement of vehicles to and from the university are as follows:-

- (a) Vehicles having a valid parking sticker issued by the AUH alone will be allowed to enter the premises of Amity University Haryana.
- (b) The parking sticker is to be prominently displayed on the vehicle wind screen and it is to carry the registration number of the vehicle and mobile number of the owner.
- (c) If a person is using two cars then he is to have a separate sticker for each car.

- (d) The parking sticker is non transferrable and can be used only in respect of the vehicle for which it is issued.
- (e) Inverted mirrors may be used by security personnel at the Main Gate for thorough checking of vehicles at the time of entering the university campus.

7. **Parking of Vehicles**. Cars will be properly parked in a 'Drive Away' position in the earmarked car parks for students, faculty and staff members. Tyres of vehicles not parked in their earmarked space are liable to be deflated. Boarding and un-boarding on and off the buses is to be done only within the specified parking area both in the morning and after academic hours. Vehicles except those specified above are not permitted to halt anywhere else in the university premises.

8. **Cyber & Data Security**. Cyber and data security being of soft nature do not fall within the ambit of Security Staff. Adequate measures may be instituted on carriage of personal devices such as pen drives, USB cables, controls of USB ports etc in office and laboratory spaces by the IT competent staff in order to prevent data theft from the university. Considering the sensitivity of personal data, loss of trust and damage to Amity Brand which could occur as a result of this, the need for data security need not be emphasised here and separate orders must be issued on this subject.

### ACCOMMODATION CHARGES

- 1 BK – Rs. 2,720/- p.m.
- 1 BHK Faculty Flats – Rs. 3,830/- p.m.
- 1 BHK Hostel Blocks – Rs. 5,780/- p.m.
- 2 BHK – Rs. 6,800/- p.m.
- 2 BHK Hostel Blocks – Rs. 5,360/- p.m.
- 3 BHK – Rs. 11,140/- p.m.
- Suites (On Sharing Basis 2 persons per room) – Rs. 940/- p.m.

### GUEST HOUSE CHARGES – AUH

- For Official Person/ Dignitaries – Free of Cost
- For Faculty/ Staff – Rs. 840/- per person per day
- For Students/ Parents – Rs. 840/- per person per day

## MEDICAL FACILITIES

### Amity Medical Clinic

1. Amity Clinic is in **Hostel, A-Block, Ground Floor**, which is headed by a Resident Doctor. The clinic is equipped to provide basic medical facilities. Patients with serious medical conditions are referred to the nearest hospital. An ambulance is available on 24 x 7 basis.
2. The Clinic remains open as follows:-
  - (a) Monday to Friday : 8:30 am to 7:00 PM
  - (b) Saturday : 9:00 am to 5:00 PM

### Group Mediclaim Policy

1. The management has taken Group Mediclaim Policy for members of the Management Faculty, staff and students. Details of the coverage and procedure for submitting Mediclaim are appended in the succeeding paragraphs.
2. **Coverage Limits.** Coverage limits per annum for different categories are as follows:
  - (a) Management & Faculty - Rs. 100000/- to 300000/- (as mentioned in the appointment letter)
  - (b) Staff (Salary above Rs. 21,000/-) - Rs. 50,000/-
  - (c) Student - Rs. 75000/- (In case of Accident)

### 3. Insurance Company

ICICI LOMBARD GENERAL INSURANCE  
 ICICI LOMBARD GENERAL INSURANCE COMPANY LIMITED.  
 ICICI Lombard House, 414,  
 Veer Savarkar Marg, Near Siddhivinayak Temple,  
 Prabhadevi, Mumbai - 400025.

#### 4. **Mediclaim Company**

Park Mediclaim TPA Private Limited  
 702, Vikrant Tower,  
 Rajendra Place, New Delhi-110008  
 Phone No. - 011-25747454, 011-25747455  
 E-mail – [parkmediclaim@parkmediclaim.com](mailto:parkmediclaim@parkmediclaim.com)  
 Website – [www.parkmediclaim.com](http://www.parkmediclaim.com)

#### 5. **Procedure for Hospitals on Network.** For the purpose of getting treatment under Mediclaim Policy by Members of the Management, Faculty, Staff and Students, the procedure for lodging the claim is appended below :-

- (a) For any sickness or treatment the admission in the Hospital/Nursing Home for minimum period of 24 hours is pre-requisite. In the case of admission in the Nursing Home, it should be ensured that the Nursing Home is properly registered with the Local Authorities or should have at least 15 in-patient beds, fully equipped Operation Theatre of its own, fully qualified Doctors & Nursing Staff available round the clock.
- (b) The photocopy of Amity ID card to be produced to the Hospital on network.
- (c) The information of admission must be sent to Finance Officer or Addl. Finance Officer through respective HoD/HoI within 24 hours of hospitalization.
- (d) Confirmation for coverage to be issued by the respective Accounts Office to the TPA, to the individual, to the HoI/HoD for availing cashless benefit.
- (e) Any bill over and above the covered amount as advised above will have to be paid by the patient/employee. The management, however, does not take any liability in case of rejection or deduction of claim by the Insurance Company.
- (f) A list of hospitals on network is available on [www.parkmediclaim.com](http://www.parkmediclaim.com).

#### 6. **Procedure For Non-Network Hospitals**

- (a) All actions as per paragraphs 5(a), (b) &(c) above.

- (b) The claim in prescribed format (Copy Enclosed) to be submitted along with following documents to the respective Accounts Office for reimbursement from insurance company:
  - (i) Summary of Expenses incurred
  - (ii) All Doctors Prescriptions
  - (iii) All Investigation reports including X-Rays along with prescriptions.
  - (iv) All Bills of Hospital & Medical stores
  - (v) Discharges summary of the hospital
  - (vi) Copy of Amity ID Card
  - (vii) Copy of Registration Certificate of Hospital
- (c) The settlement with the TPA may take some time. The management, however, does not take any liability in case of rejection or deduction of claim by the Insurance Company.

#### 7. **Period of Coverage**

- (a) Coverage for Members of the Management, Faculty, Staff and Students will be available as stipulated in the Appointment letter and till association with Amity.
- (b) Coverage for Students will be available for the duration of the course, effective from the date of registration till the date of last semester examination.

#### 8. **Disclaimer**

- (a) The above guidelines are subject to other general conditions as applicable to General Mediclaim Policy.
- (b) Insurance cover would not be available in case the validity of the insurance does not remain in force because of whatsoever reasons.

## AMIZONE & TCS iON

<https://www.amizone.net/> Amizone is an Intra-net web for Amitiens working/studying in Amity University Haryana. It can be accessed from outside the University also. Amizone is multitasking for various Departments/ Institutions in University. Following are some departments from different fields who can access Amizone:-

1. **Faculty**- Faculty uses Amizone for updating their own personal particulars and managing attendance/leave. In addition, the Faculty can update each and every student details, academic and other details such as class time table, teaching syllabus and marks obtained by students from time-to-time. They also update student's attendance on daily basis.
2. **Students** - All students use this intra-net for checking their attendance, marks obtained, class schedule, notes given by their lecturer class wise. Students can check their fee structure and status after paying it.
3. **Examination Department**- This department uses Amizone to generate Admit Card for students for examination, date sheet etc.
4. **HRMS MODULE** - Amity University is using Amizone and TCS-iON for managing HR functioning of the employees. Amizone is an intranet whereas iON from TCS is an IT-as-a-Service business model that delivers on-demand business capability; with an integrated suite of hardware, network and software solutions; along with business, technical and consulting services. iON functions as an ERP hosted on the cloud. We are carrying out the HR Activities like Database management, code generation, leave & attendance.

A short Introductory Video for usage of Amizone and TCSiON/HRMS Module is created by HR Department and shared with all Employees, to familiarize them with the usage of Amizone and TCSiON/ HRMS Module. The Videos can be accessed by clicking the following links:

Amity Employee can access TCS iON through their employee code and password (<https://www.tcsion.com/dotcom/TCSSMB>).

## IT HELP DESK FOR IT PROBLEMS

Amity IT Department is a support system that help an employee on a single call by dialing 1207/1206 from their landline (internal use only) procedure is to be followed is as explained below:-

1. Call the IT Help Desk Attendant to lodge the complaint by giving your name, Department and Tag no. of the System.
2. Called Attendant will send one Engineer to that respective Department with complaint log book as soon as possible.
3. The engineer will fix the issue and you will be required to sign in the complaint log book / job sheet.

## ATTENDANCE AND WORK SCHEDULE

1. AUH working Hours - AUH working hours are from 0900hrs to 1700hrs (8hours). However, the Management has accorded relaxation for daily punching-in up to 0930hrs and punching-out from 1645hrs onwards. Further, a 60-minute grace window i.e. 0930 - 1030 hrs have been allotted to every individual twice a month. In the third instance, it will be marked as Half Day (HD). To mitigate this, an individual employee can use their Half CL/EL/SL or one full Compensatory Off to mark the attendance as Full Day present. As per the extant Rules, a 60-minute grace period (Permission) has also been provided to every individual twice a month for late coming by one hour, wherein it will automatically mark Attendance, as on time. Further, the option of two Manual Punches is also provisioned in Amizone, every month. The Management has been very generous for accommodating occasional late arrivals due to Traffic Snarls/ Breakdowns/ Repair Works etc. Hence, an individual is requested to be cautious of reaching the workplace on time and refrain from seeking further waivers.
2. All employees will mark their attendance on the Face recognition Bio-metric Attendance System installed in every block to record both incoming and outgoing timings. This attendance record is linked to payment of the Salary and Leave records.
3. At any occasion when a member is late for office due to some unavoidable circumstances, or is away from office for any reason he/she should inform HoI/HoD immediately.
4. An employee coming after 09:30 hrs and leaving office earlier than 16:45 hrs or any failure to record the time of arrival and departure shall render the employees liable to disciplinary action. Further, a 60 minute window i.e. 9:30 hrs has been allotted to every individual twice a month. In the third instance, it will be marked as Half Day (HD). To mitigate this, an individual employee can use their Half CL/EL/SL or one full Compensatory Off to mark the attendance as Full Day present.
5. Unless otherwise stated specifically in terms of appointment, every employee may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays Saturday and Sundays.
6. The holidays to be observed by all employees on institution and departments during the calendar year are approved annually in advance by the management and promulgated.
7. If you fall sick and are not able to come to office, you are expected to inform your HoI/HoD at the earliest and produce medical Certificate on rejoining, if sick for more than 3 days.
8. **PERMISSION:** In addition to the above-mentioned attendance rules, a maximum of 120 minutes waiver per month is permitted to an employee, wherein he/she may come or leave 120 minutes (or 60 minutes twice a month) after/before the University timing.

## LEAVE REGULATIONS

**Guidelines:** Subject to the Terms and conditions of Appointment employees will be eligible for leave in accordance with these Rules, as amended from time to time. These Regulations shall apply to all regular Employees of the University.

Leave cannot be claimed as a matter of right. Discretion is reserved to the authority empowered to sanction leave, to refuse or revoke leave at any time according to the exigencies of the university's work.

### Kinds of leave Admissible:

#### 1. Casual Leave

- (a) Every employee will be eligible for 12 days' CL in a calendar year. Accordingly, on completion of one month's service, one day's CL can be availed.
- (b) Maximum of three days' CL can be taken at a time, provided that the leave is due to the individual employee.
- (c) In respect of a new joiner who joins the service of the University, the CL entitlement during the first year of his/her employment, will be determined on the pro-rata basis of period of service rendered by him/her from the date of joining.
- (d) CL may be granted for the working days involved. Accordingly, any Saturday (where it is not a working day) / Sunday or any other weekly off day applicable to the employee concerned / University's holiday which intervenes, will not be counted towards leave.
- (e) CL may be taken in terms of ½ day, for the first or the second half of a day, the first half ending with the conclusion of the lunch Interval and the second half beginning with the commencement of the lunch interval.
- (f) CL will not be granted in combination with any other kind of leave with pay; provided that in a case involving the employee's sickness, when no other kind of leave is due, such combination may be permitted with approval of the competent authority.
- (g) Unavailed CL cannot be carried forward to the next calendar year. CL not availed upto 31st December will lapse.

#### 2. Earned Leave

- (a) "The EL entitlement in respect of **employees other than those who are allowed to avail of vacations** will be 30 days in a year to be credited to the leave account on 1st January and 1st July @15 days for each half-year, subject to other conditions being fulfilled."
- (b) "Rule Set" in TCSiON for applying EL prior proceeding on Leaves- The System shall accept application of Backdated Leaves for last 10 days only. Beyond 10 days it will not be accepted.

In case at any time in future, the management decides to allow vacations, the enabling provision to curtail EL entitlement of such staff-members will be included in the EL Rules as follows:-

“Admissibility of Earned Leave to the Faculty and other staff members (who are allowed to avail of vacations) will be as follows:

- (i) 1/30<sup>th</sup> of actual service including vacation; plus
  - (ii) 1/3<sup>rd</sup> of the period, if any, during which he/she is required to perform duty during vacation.
  - (iii) For computation of period of actual service **for this purpose**, all periods of leave, except casual leave, duty leave and the period spent on various assignment allocated by the University, shall be excluded.”
- (b) EL can be availed on full pay and allowances only after the employee has completed 180 days’ actual service from the date of his joining. Any leave availed other than the entitlement of CL before completion of 180 days will be sanctioned as ‘leave without pay’.
  - (c) For the purpose of computation of period of actual service, all periods of leave with pay, including Casual Leave as also Duty Leave and the period spent on various assignment allocated by the University should be included for the purpose of calculation of EL entitlement. The exclusion should be for the period of unauthorized absence and leave without pay for any reason whatsoever.
  - (d) Employees will be entitled to accumulate EL to a maximum of 180 days. The unavailed portion of EL will be allowed to be carried forward, subject to the condition that at the time of cessation of service encashment of EL will be restricted @15 days per year of service (**minus** the period of Leave Without Pay, or unauthorized absence, if any), or the un-availed EL at credit of the employee concerned, whichever is less.
  - (e) EL will not normally be granted for more than 30 days in one spell and not more than five times in a year. EL exceeding 30 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or portion thereof, is spent outside India.
  - (f) EL can be taken in combination with any other kind of leave, except CL, provided that in a case involving the employee’s sickness, when no other kind of leave is due, its combination with CL may be permitted by the competent authority.
  - (g) EL will be granted for the calendar days involved, and any Intervening Saturday (where it is not a working day) / Sunday or any other weekly off day applicable to the employee concerned / University’s holiday or restricted holiday will be counted towards leave. However, pre-fixing and suffixing of such non-working days to EL would be permissible.
  - (h) Pay during EL will be equal to pay drawn immediately before proceeding on Leave.
  - (i) A capping of 210 EL’s has been put in the TCSiON HRMS System, wherein over and above 180 EL leaves can only be availed if required and these leaves (in excess of 180 EL) cannot be encashed.

The above Earned Leave rules exclude Job Designations: Visiting Faculty, part-time, JRF, SRF, Ph.D. fellows, and E

### 3. Sick Leave

- (a) SL is the leave that an employee avails when he/she is absent due to illness/doctor’s appointment.
- (b) SL can be availed only after completing at least one year actual service from the date of joining; excluding any period of LWP availed of by the employee concerned.
- (c) An employee will be entitled to 10 days’ SL in a year to be credited to the leave account on 1st January and 1st July @ 5 days for each half-year.
- (d) SL not availed during the calendar year cannot be carry forward or encashed. At the end of calendar year any available SL will lapse automatically.
- (e) SL may be taken in terms of ½ day, for the first or the second half of day the first half ending with the conclusion of the lunch interval and the second half beginning with the commencement of the lunch interval.
- (f) SL application for more than 3 days in one spell, or for EL due to reason of sickness for more than 3 days in one spell, will be accompanied by a medical certificate from a registered medical practitioner, any fee payable for the medical certificate being borne by the employee concerned.
- (g) SL can be taken in combination with any other kind of leave, except CL. Provided that in a case involving the employee’s sickness, when no other kind of leave with pay is due, its combination with CL may be permitted by the competent authority.
- (h) Pay during SL will be equal to the pay drawn immediately before proceeding on Leave.
- (i) On return from SL (leave on medical grounds) if an employee is not found medically (physically and mentally) fit, then he/she may not be allowed to resume duty until complete recovery from sickness and on production of certificate of fitness from a certified medical practitioner acceptable to the University
- (j) The SL cannot be accumulated and lapses on 31st December, if not availed.

### 4. Maternity/MTP Leave

- (a) Maximum period of maternity benefit leave entitlement - shall be 12 Weeks i.e., 4 weeks before the expected delivery date and extending up to 12 Weeks after the child birth. One can avail 12 weeks of Maternity Leave from the date of delivery, if one so wishes.
- (b) New Proviso to extended benefit will be limited only up to two children. For third child the entitlement for 12 weeks of paid maternity leave will be admissible as per earlier rule.
- (c) Those women employee who have already availed 12 weeks of maternity leave and rejoined back shall not be entitled to avail the extended benefit of the weeks leave.
- (d) Medical Termination of Pregnancy (MTP) of 45 days is entitled for cases wherein termination of pregnancy is exercised by the doctor/individual due to any medical reasons.

### 5. Study Leave

- Study leave shall not be granted to a teacher who is due to retire within 3 years of the date of returning after the expiry of the study leave.
- Study leave without pay may be granted to an Asst. Professor /Asstt. Librarian/ Asst/ Director of Physical Education and Sports after a minimum period of two years of continuous service in the University.
- Total period of study leave will not normally exceed three years in one spell. However in the first instance it may be sanctioned for two years and may be further extended up to one more year if there is adequate progress as reported by the research guide etc.

### 6. Sabbatical Leave

- Confirmed teaching staff of the University, who have completed minimum seven years of service as Associate Professor/ Professor may be granted Sabbatical leave to undertake study or research or other academic pursuit solely with the object of increasing their proficiency and usefulness to the University and higher education system.
- The duration of leave shall not exceed one year at a time, subject to a maximum of two years in the entire career of teacher.
- A teacher, who has availed himself/herself of Study Leave, would not be entitled to the Sabbatical Leave.

### 7. Station Leave

Permission of the leave sanctioning Authority will be taken when the employee availing leave wants to go out of station (Beyond Delhi/NCR/Haryana) during holidays / weekends. In such cases, the concerned employee will also inform Phone no. and address for contact in emergency.

### 8. Duty Leave

- Duty Leave Up to 15 working days in a year may be allowed for:
  - Attending conferences, congresses symposia and seminars on behalf of the University or with the permission of the University
  - Delivering lectures in Institutions/Universities at the invitation of such Institutions/Universities Received by the University and accepted by the Vice Chancellor.
  - Participating in a delegation or working on a committee appointed by the Government of India, State Government the University grants commission a sister university or any other academic body and
  - Attending official meetings or conferences to which an individual has been nominated by the University
  - For performing any duty for the university as authorized.

- Duty leave may be combined with EL, SL or Extraordinary leave.

### 9. Compensatory Leave

- Employees working on Saturdays/Sundays/Holidays are eligible for 2 compensatory days off per month, valid for the next 2 months. They are required to mark their attendance through Biometric System for a minimum of 6 hours.

### 9. The aforesaid Leave/Attendance Rules are summarized and tabulated below :-

S.No.	Type of Leave	Total Number of Leave/s allowed per year	Leaves accrued every month	Carried forward next year (Yes/No)	Remarks
1	Casual Leave	12	1	No	-
2	Earned Leave	30	2.5	Yes (Can be accumulated maximum of 15 EL per year not exceeding 180 days)	15 leaves due in January and 15 leaves in July. EL can only be availed after completion of 6 months of service.
3	Sick Leave	10	5 per 6 months	No	Accrue 5 per six months. A medical certificate has to be given for sick leaves availed for more than 3 days in one spell.
4	Duty Leave	15	NA	NA	Can be availed for attending Conference/ Seminars/ Delivering Lectures, etc.
5	Maternity Leave	12 Weeks	NA	NA	Not more than twice in entire career. The date of absence from work should not be a date earlier than 45 days from the date of her expected delivery.
6	Study Leave	3 Years	NA	NA	Initially for 2 years and can be extended for 1 more year. Can be availed after a minimum of two years continuous service in the University.
7	Sabbatical Leave	2 Years	NA	NA	1 year at a time and not more than twice in entire career. A teacher, who has availed himself / herself of Study Leave, would not be entitled to the Sabbatical Leave. Permitted after 7 years of service to faculty.
8	Extraordinary Leave	2 months	NA	NA	The competent authority may, at its sole discretion, grant such leave for a period exceeding two months to an employee suffering from a protracted illness.
9	Station Leave	-	-	-	Permission of the leave sanctioning Authority will be taken by the concerned person when wants to go out of station during holidays/ weekends.
10	MTP Leave	45 days	-	-	Maternity Termination of Pregnancy (MTP) of 45 days is entitled for cases wherein termination of pregnancy is exercised by the doctor / individual due to any medical reasons.

**Salary Cycle** – AUH follows the salary cycle from 26th of previous month to 25th of the current month. The onus of checking the individual attendance rests with the respective employee, because the Salary Sheet is generated based on the attendance reflected on the Amizone System.

**HOIs/ HODs** are further requested to Recommend/ Approve/ Reject the Leaves (CL/ SL/ EL), Manual Punches, and Permissions; of their respective Faculty and Staff Members by 25th of every month. It takes about a day to reflect these approvals on Amizone and hence any approvals after 26th of the month will not be factored for that months' salary statement.



## LEAVE MARKING GUIDELINES

### Summary

Particular	Remarks
Notice Period	1 CL
SL	10 Per year
EL	30 per Year
CL	12 per year
Comp-offs	2 per month (only if you are Working on a weekly off day.)

**(a) Conditions for Marking Leaves:**

- EL and SL taken on Fridays and Mondays will automatically be combined with the adjacent weekend.
- CL will not be clubbed with weekends (Saturday and Sunday).

**(b) Sick Leave Credit Rule:**

- Sick Leave credit is based on the completion of 365 days in the organization.

If the Employee completed 365 days	SL (credit next (1st time)
Month	Leave Credit
January	10
February	9
March	8
April	7.5
May	7
June	6
July	5
August	4
September	3
October	2.5
November	2
December	1

The above Sick Leave rules exclude Job Designations: Visiting Faculty, part-time, JRF, SRF, Ph.D. fellows, and Employee Category: Class IV Employees

- (c) **Notice Period.** During the notice period, employees are allowed only 1 Casual Leave (CL). Any other leave taken will be considered as Leave Without Pay (LWP).
- (d) **Salary On Hold Upon Resignation.** Once an employee resigns, the university holds the employee salary. Even if the employee serves the notice period still the university holds the salary and once the resignation approval is received from CVIO only then his or her case is processed for his/her dues clearance. This measure is taken seeking damages for any financial losses incurred due to the employee's stay in university and also to ensure a seamless transition of responsibilities and maintain the continuity of operations.

## REDRESSAL OF GRIEVANCES

### Grievance/Suggestions

1. A Grievance Cell is functioning in the Record Office of HR Department, which comprises of Director-HR and Assistant Director.
2. Any employee having any grievance/suggestion can put up the same on special portal of Grievance cell which can be accessed by all employees through their personnel page on Amizone.
3. All grievances are dealt with expeditiously on case to case basis.

### Harassment of Female Employee

1. Amity University does not tolerate sexual harassment of its faculty staff or student. Individuals, who believe they are victims of sexual harassment and those who believe they have observed sexual harassment, are strongly urged to report such incidents promptly.
2. Amity University will investigate sexual harassment complaint as per the procedure laid down in the Regulations of Amity University.
3. Any such incident is to be reported without any delay to HoI/HoD or any other appropriate senior authority and strict confidentiality is to be maintained.
4. The present members of committee are as following:-
 

(a) Dr. Ila Gupta	- Chairperson
(b) Dr. Manju Aggarwal	- External Member
(c) Dr. Ranjana Kothari	- Member
(d) Dr. Pooja Rana	- Member
(e) Dr. Machiavelli Singh	- Member
(f) Dr. Mustafa Nadeem Kirmani	- Member
(g) Dr. Monica Yadav	- Member

Read India Rural & Development (As per the Supreme Court Guidelines)

The committee will function as per the provisions contained in the AUH Regulations on Prevention of Sexual Harassment.

**Annexure-I**

**AMITY UNIVERSITY HARYANA**

**PARTICULARS FOR ISSUE OF  
IDENTITY CARD TO FACULTY, OFFICER'S & STAFF**

- Note: 1) Please fill up particular's in duplicate to CAPITAL LETTERS only.  
2) Please submit 2 copies of your recent passport size colored photograph.

Full Name of the Employee : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Office Address : \_\_\_\_\_  
 : \_\_\_\_\_  
 Phone : \_\_\_\_\_  
 Date of Birth : DD \_\_\_\_\_ MM \_\_\_\_\_ Year \_\_\_\_\_  
 Date of Joining : DD \_\_\_\_\_ MM \_\_\_\_\_ Year \_\_\_\_\_  
 Blood Group : \_\_\_\_\_  
 Contact No. in case of Emergency : Office: \_\_\_\_\_  
 Family: \_\_\_\_\_  
 Specimen Signature :   
 (Please sign within the box in black ink only)

**Verified by the Head of Institution**  
(with the Seal of Office) : \_\_\_\_\_

**For Office Use:**

Identity Card No. Issued : \_\_\_\_\_  
 Valid upto : \_\_\_\_\_

**Annexure-II**

**AMITY UNIVERSITY HARYANA**

Department of .....

Dated: .....

**JOINING REPORT**

1. With reference to my appointment advice, I have joined my duties on ..... (FN/ AN). My original certificates are put up for verification.
2. I shall be staying at the following address:  
 .....  
 .....  
 Contact No. ....
3. I require transport facility from ..... (Gurgaon City) to AUH Campus & back.

Yours faithfully

Director HR : \_\_\_\_\_

Signature \_\_\_\_\_

Pro-VC : \_\_\_\_\_

Name \_\_\_\_\_

Vice Chancellor: \_\_\_\_\_

Designation \_\_\_\_\_

# AMITY UNIVERSITY HARYANA

## BIO-DATA

1. Name : \_\_\_\_\_

2. (a) Father's Name : \_\_\_\_\_  
 (b) Mother's Name : \_\_\_\_\_

3. Date of Birth : \_\_\_\_\_

4. Address (Present) : \_\_\_\_\_

5. Address (Permanent) : \_\_\_\_\_

6. Telephone No. : \_\_\_\_\_ Mobile No. \_\_\_\_\_

7. E-mail Address : \_\_\_\_\_

8. (a) Marital Status : Married / Single (b) Date of Wedding (if married): \_\_\_\_\_

9. Blood Group : \_\_\_\_\_

10. Category :  General  SC/ST  OBC  Other

11. Pan Card \_\_\_\_\_ Aadhar Card \_\_\_\_\_



## 11. Qualifications :

	Board / University	Year	Major Subjects	% of Marks	Distinction (if any)	Remarks
High School *						
Intermediate / 10+2						
BA/BSc/BTech*						
MA/MSc/MTech/PG *						
Others (Specify)						

12. **Ph.D. \***

a) Date of Submission of Thesis : \_\_\_\_\_

b) Date of Award : \_\_\_\_\_

c) Title : \_\_\_\_\_

d) Name & Designation of Supervisor : \_\_\_\_\_

e) University : \_\_\_\_\_

13. Specialization : \_\_\_\_\_

## 14. Experience\*:

(a) Regular Teaching (Excluding the period of Ph.D./ Research)	(b) Research (Excluding Ph.D.)	(c) Industrial	(d) Professional	Total
Yrs	Yrs	Yrs	Yrs	Yrs

15. (a) Publications: (Attach additional sheet, if required) \_\_\_\_\_

\_\_\_\_\_

(b) Papers Presented: \_\_\_\_\_

\_\_\_\_\_

(c) FDPs / MDPs attended: \_\_\_\_\_

\_\_\_\_\_

**16. Previous Employment Details**

S. No.	Name of the College/ Institute	Designation	Experience (in years)
1			
2			
3			
4			

**17. Last salary drawn\*(a)** Consolidated/Scale \_\_\_\_\_ Total Emoluments Rs. \_\_\_\_\_ pm

**18. Family details(if married)**

- (a) Name of Spouse : ..... (b) Blood Group: .....  
 (c) Date of Birth : ..... (d) Highest Qualification: .....  
 (e) Occupation: .....  
 (g) Area of interest where her/his talent can be utilized at AMITY :  
 .....

**19. Details of Children :**

S. No.	Name	Age (Years)	Studentship/Qualifications/ Occupation (If any)
(a)			
(b)			

**20. I certify that the details given above are true to my knowledge and belief. In case of any discrepancy, I am liable for the disciplinary action.**

**20. Nominee Details**

S.No	Name of Nominee/s	Relationship Employee	Share of Nominee (percentage)	Contact Details of Nominee	Permanent address of Nominator

**FOR OFFICE USE ONLY**

1. Date of Joining AMITY : \_\_\_\_\_
2. Salary (Consolidated / Scale) : \_\_\_\_\_
3. Total Amount drawn on joining : \_\_\_\_\_
4. Additional facilities in the package, if any : \_\_\_\_\_
5. Review date of salary (if specified) : \_\_\_\_\_
6. Increment(s) (Rs.) \_\_\_\_\_ : w.e.f. \_\_\_\_\_  
 \_\_\_\_\_ : w.e.f. \_\_\_\_\_

**7. Remarks/Miscellaneous Information:**

<b>(IN CASE OF EMERGENCY)</b>			
	<u>Person to be contacted</u>	<u>Location</u>	<u>Tele No.</u>
(a)	.....	..... (Local)	.....
(b)	.....	..... (Outstation)	.....

# NOMINATION FORM

## NOMINATION FORM

I hereby nominate the following person/persons to receive the amount of my Full & Final Settlement and Gratuity, in the event of any causalty.

S.No	Name of Nominee/s	Relationship with Employee	Share of each Nominee (percentage)	Contact Details of Nominee & Email & Id	Permanent address of Nominee	Bank Details & Account Number
1						
2						
3						
4						

Name of Employee

(Signature of Employee)

## APPLICATION FOR VEHICLE PASS

Full Name of the Employee: \_\_\_\_\_

Designation: \_\_\_\_\_

Office Address: \_\_\_\_\_

Phone: Office \_\_\_\_\_ Residence \_\_\_\_\_ Mobile \_\_\_\_\_

Date of Joining: DD \_\_\_\_\_ MM \_\_\_\_\_ Year \_\_\_\_\_

Vehicle Details:

Make/Model: \_\_\_\_\_

Vehicle No: \_\_\_\_\_

Colour: \_\_\_\_\_

Signature of Applicant:

Name & Signature:  
Admin Dept.

**Annexure-IV**

**FORM 11(Revised)**

**THE EMPLOYEES PROVIDENT FUND SCHEME, 1952 (Paragraph 34) and  
THE EMPLOYEES PENSION SCHEME, 1995 (Paragraph 24)  
Declaration by a person taking up employment in the establishment**

I, \_\_\_\_\_ S/O, W/O, Daughter of \_\_\_\_\_

Do hereby solemnly declare that:-

(a) I was employed in  
M/s \_\_\_\_\_  
\_\_\_\_\_

**(NAME & FULL ADDRESS OF THE ESTABLISHMENT)**

With PF A/c No. \_\_\_\_\_ and left service on \_\_\_\_\_  
prior to that I was employed in \_\_\_\_\_  
with PF A/c No. \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

- (b) I am a member of the pension fund from \_\_\_\_\_ To \_\_\_\_\_ and copy of the scheme certificate is enclosed.
- (c) I have/ have not withdrawn the amount of my Provident Fund / Pension Fund.
- (d) I have/ have not drawn any benefits under the employee's Pension Scheme, 1995 in respect of my past service in any establishment.
- (e) I have/ have never been a member of any Provident Fund and/ or Pension Fund.

DATE: \_\_\_\_\_ \* Signature or left hand thumb impression of the employee.

Encl: Copy of the Scheme Certificate.

To be filled by the employer)

(1) Shri / Smt. / Miss \_\_\_\_\_ is appointed as \_\_\_\_\_  
**(Name of Employee) (Designation)**

in M/s. \_\_\_\_\_ with effect from \_\_\_\_\_  
**(Name of Factory / Establishment) (Date of appointment)**

bearing PF A/c.No. \_\_\_\_\_

- (2) Copy of Scheme Certificate is enclosed.
- (3) Declaration & Nomination in from 2 is enclosed.

DATED: \_\_\_\_\_ Signature of the employer or manager or other authorized officer.

\* Left hand impression in the case of illiterate male member and right hand impression by illiterate female member

**Annexure-V**

**ESIC DECLARATION FORM**



Form-1

To be filled by employee after reading instruction overleaf. Two Post card Size photographs to be attached with the form. This form is free of cost.

(A) INSUREDPERSON'S PARTICULARS						(B) EMPLOYER'S PARTICULARS		
1-Insurance No.						9- Employer's Code No.		
2-Name in block letters						10-Date of Appointment		
3-Father's / Husband's Name						Day	Month	Year
4-Date of Birth						11- Name & Address of the Employer		
Day	Month	Year	5-Marital Status		M/U/W	In case of any previous employment please fill up the details as under.		
4-Sex								
7-Present Address			8-Permanent Address			(a)Previous Ins. No.		
Pin Code			Pin Code			(b)Employer's Code No.		
Branch Office			Dispensary			(c)Name & Address of the Employer		
						e-mail address		

(c) Details of Nominee u/s 71 of ESI Act 1948 / Rule -56 (2) of ESI (Central) Rules, 1950 for payment of cash benefit in the event of death.

Name	Relationship	Address

I hereby declare that the particulars given by me are correct to the best of my knowledge and belief. I undertake to intimate the corporation any changes in the membership of my family within 15 days of such change.

Counter signature by the employer

Signature / T.I. of IP.

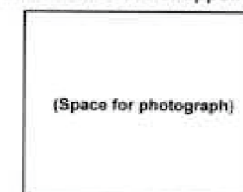
Signature with seal

(D)Family Particulars of Insured person

Sl.No.	Name	Date of Birth / Age as on date of filling form	Relationship with the Employee	Whether residing With him/her.		If 'No' state Place of Residence	
				Yes	No	Town	State

ESI Corporation Temporary Identity Card (Valid for 3 month from the date of appointment)

Name	
Ins. No.	Date of appointment
Branch Office	Dispensary
Employer's Code No. & Address	



Validity

Dated

Signature / T.I. of I.P.

Signature of B.M. with seal

### INSTRUCTIONS

1. Submission of Form –I is governed by regulation 11 & 12 of ESI (General) Regulations, 1950
2. “Family” means all or any of the following relatives of an Insured Person namely:-  
 (i) A spouse (ii) A minor legitimate or adopted child dependent upon the I.P.; (iii) A child who is wholly dependent on the earnings of the I.P. and who is (a) receiving education, till he or she attains the age of 21 years (b) an unmarried daughter; (iv) A child who is infirm by reason of any physical or mental abnormality or injury and is wholly dependent on the earnings of the I.P. so long as the infirmity continues; (v) dependant parents (Please see Section 2 clause 11 of the ESI Act 1948 for details.
3. Identity Card is Non-Transferable.
4. Loss of Identity Card be reported to Employer / Branch Manager immediately.
5. Submission of false information attracts penal action Under Section 84 of ESI Act. 1948.
6. This form duly filled in must reach the concerned Branch Office within 10 days of appointment of an Employee. Delay attracts penal action under Section 85 of the Act, against employer.
7. As an insured person you and your dependant family members are entitled to full medical care. The other benefits in cash include (1) Sickness Benefit (2) Temporary Disablement benefit (3) Permanent disablement Benefit (4) Dependants benefit and (5) Maternity Benefit (in case of woman employees) subject of fulfillment of contributory conditions
8. For more details please contact website of ESIC at [www.esic.org.in](http://www.esic.org.in) or contact Regional Office or Branch Office.

For Branch Office Use only	
1-	Date of allotment of Ins .No: _____
2-	Date of Issue of T.I.C.: _____
3-	Name/No. of Dispensary: _____
4-	Whether reciprocal Medical arrangements involved. If yes, please indicate: _____
Signature of Branch Manager	

Sl. No.	Name	Date of Birth/Age as on date of filling form	Relationship with the Employee		Whether residing with him/her.		If No, state Place of Residence	
			Yes	No	Yes	No	Town	State

Registrar  
Amity University Haryana  
Manesar Gurgaon-122413

### CHECKLIST FOR PERSONAL DOSSIER

Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Department: \_\_\_\_\_

Please submit one photocopy sets of the following documents:

S. No.	Documents	Tick(✓)
1	Provisional Appointment Letter	
2	CV	
3	Joining Report	
4	Self-Attested Testimonials:	
(a)	10 <sup>th</sup> Mark Sheet	
(b)	10 <sup>th</sup> Certificate	
(c)	12 <sup>th</sup> Mark Sheet	
(d)	12 <sup>th</sup> Certificate	
5	Graduation Mark sheets:	
(a)	Ist Year	
(b)	IInd Year	
(c)	IIIrd Year	
(d)	IVth Year	
6	Graduation Degree	
7	Post-Graduation Mark sheets:	
8	Post-Graduation Degree	
9	Designation & letter of reference from the previous organization served mentioning appointment held	
10	Provisional Relieving Letter/Relieving Letter from previous organization	
11	Last Drawn Salary Statement of Account/Certificate	
12	Last Six months Bank Statement or ITR	
13	Identity Proof & Address Proof: Photocopy of any (Passport/Driving License/Voter ID Card)	
14	Pan Card Photocopy	
15	Two Passport Size Photographs	
16	Highest Qualification Certificate/ Any other certificate	
(a)		
(b)		

Signature: \_\_\_\_\_

Name & Signature (HR Dept.) \_\_\_\_\_

### EXIT INTERVIEW FORM

Personal Details: \_\_\_\_\_  
 Employee Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Institution : \_\_\_\_\_  
 Name of Current HOD: \_\_\_\_\_  
 Date of Joining: \_\_\_\_\_  
 Date of Resignation: \_\_\_\_\_  
 Last working day: \_\_\_\_\_  
 Total Duration at Amity: \_\_\_\_\_  
 Reasons For Job Switch (All applicable reasons with remarks can be mentioned)

Better Profile :	
Better Emoluments :	
Personal Reason :	
Any Other Reason :	

Name Of Organization Joining : \_\_\_\_\_  
 What triggered you to look for change :

Good/Enjoyable experiences with Amity

Difficult/upsetting experiences with Amity

Please complete Responses (Unsatisfactory; Satisfactory; Good; Excellent)

Questions	Response	Remarks
Overall rating of Amity as an organization		
The performance measurement and the feedback system		
The communication within the organization		
Recruitment and Induction procedures in Amity		
Willingness of superiors to listen and help in solving problems		
The salary structure		
The working environment		
Growth opportunities		
Effectiveness of Appraisal process		
Any Other Comments		

Contact details

Director-HR



### MATERNITY LEAVE NOTE SHEET

Sr No	Name	Employee ID	Department & Designation	Date of Joining	ML/MTP Availed from the date of Joining	Maternity Leave Period

**Note: -**

1. The approval of Hon'ble Chancellor has been received and enclosed for payment of Salary for the duration of her Maternity Leave (ML-84 Days, EL- 38 Days, LWP- 49 Days).
2. She has resumed her duties after ML as on 17-Mar-2023. Her Joining mail attached for ready reference.
3. Transport charges/Accommodation & Electricity charges/TDS (if any) will be recovered from Maternity Leave Payment.
4. Any other notes regarding salary days addition/deduction (if any).

**Director HR**  
Rear Admiral Kishan K Pandey

**CF&AO -Finance**  
M.P. Aggarwal



# AMITY UNIVERSITY HARYANA

## Employee Clearance Form

Part I – To be completed by Employee					
Employee Name					
Employee Code		Institution/ Department			
Date of Joining		Date of Resignation			
Personal E-mail/ : Contact Number :		LWD		Signature:	
Part II –To be Completed by HOD					
Brief of Responsibilities Handed Over To:					
Are there any Research Projects? Yes/ No:					
All Assets with documents of Project Handed over to? Yes/ No:					
Faculty / staff name whom Handed over:					
Final Utilisation Certificate submitted with accounts & Funding Agency? Yes / No:					
Name of Faculty & Staff handed over to:					
Signature of Staff:					
Items Held (R: Returned; NR-Not Returned; NA-Not Applicable)					
Departmental Library Clearance	R	NR	NA	No Dues	Signature of Librarian:
					Date:
Central Library Clearance	R	NR	NA	No Dues	Signature of Librarian:
					Date:
Pending Issues (If Any)					
Remarks (If Any)					

Signature of HOD:		Date:		
Part III - To be Completed by IT Department				
Date of Deactivation of Mail ID				
Items Held	Status (R/NR/NA)	Date	Signature	
PC/ Laptop				
Others (Please Specify)				
Any IT related items				
De-activate Official E-mail ID				
Signature of IT Department		Date:		
Signature of IT Head		Date:		
Part IV – To be Completed by Admin./ Security/ Maintenance/ Transport Department				
Items Held	Status (R/NR/NA)	Date	Concerned Authority	Signature
Office Furniture & Keys			Admin Supervisor	
Admin Store Items			Store i/c	
Accommodation: Single/Family			Manager Admin	
Electricity Bill:			DD Maintenance	
Dy. Director Security			DD Security	
Dy. Director Transport			DD Transport	

Remarks:		Director - Admin	
<b>Part V – To Be Completed by HR Department</b>			
Issues To be Settled	Status	Concerned Authority	Signature
EL Closing Balance EDP Cell		EDP i/c	
ID Card / Access Card	YES/NO	Executive	
Notice Period Served	YES/NO	Executive	
Salary of Notice Period Recoverable ( No. of Days)		Executive	
Total Working Days		Executive	
Medical Insurance Card	YES / NO		
Exit Interview Completed		Alpha / Bravo Asst. Director	
<b>Part VI – To Be Completed by Accounts Department</b>			
Claims	Status (SL – Settled, NS-Not Settled, NA)	Concerned Authority	Signature
Reimbursement Balance Outstanding Advances		Executive Sr. Accountant	
LTA Balance		Payroll Inc.	
TDS Recovery			
EL Amount Payable			
Amount of Working Days			
Research Project – No Dues			

Others (Please Specify)			
Signatures of Accounts Representative		Signature of CF&AO	
Final Remarks			
Signature of Director – HR			

## LIST OF AMITY HOLIDAYS - 2024

S. No.	Holiday	Date	Day	Remarks / In lieu working
1.	Republic Day	January 26	Friday	
2.	Mahashivratri	March 08	Friday	
3.	Holi	March 25	Monday	
#	<i>Additional Holiday</i>	March 26	Tuesday	<i>13th April (Saturday)</i>
4.	Good Friday	March 29	Friday	
5.	Id-ul-Fitr	April 11	Thursday	
6.	Ram Navami	April 17	Wednesday	
7.	Budha Purnima	May 23	Thursday	
8.	Independence Day	August 15	Thursday	
9.	Raksha Bandhan	August 19	Monday	
10.	Janmashtami (Vaishnava)	August 26	Monday	
11.	Mahatma Gandhi's Birthday	October 02	Wednesday	
12.	Dussehra (Maha Navami)	October 11	Friday	
13.	Dussehra (Vijaya Dashami)	October 12	Saturday	
#	<i>Additional Holiday</i>	October 28	Monday	<i>5th October (Saturday)</i>
#	<i>Additional Holiday (Dhanteras)</i>	October 29	Tuesday	<i>26th October (Saturday)</i>
#	<i>Additional Holiday (Chhoti Diwali)</i>	October 30	Wednesday	<i>9th November (Saturday)</i>
14.	Diwali	October 31	Thursday	
15.	<i>Haryana Day</i>	November 01	Friday	<i>State Holiday</i>
16.	Guru Nanak's Birthday	November 15	Friday	
17.	Christmas Day	December 25	Wednesday	

**Notes:** In addition to the above, if the local authorities declare any other Half/Full Holiday due to any reason, it must be compensated by declaring a suitable Saturday as a working day.

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