

AMITY UNIVERSITY HARYANA
Internal Quality and Assurance Cell

Two Day Quality Management System
Workshop/Training
“ISO 9001:2008”
23rd & 24th July 2014

AMITY UNIVERSITY HARYANA, 110 ACRE CAMPUS is built on a foundation which embodies all the qualities that have made Amity institutions world-class over the last two decades. It has instituted global standards in education, training and research with state-of-the-art infrastructure and the latest teaching methodologies. Amity University Gurgaon offers UGC recognized degrees (India's apex education body) valid across India and abroad for job opportunities and higher studies. With industry-integrated curricula, the University trains future leaders of the corporate world by blending modernity with tradition in each of its students.

ABOUT WORKSHOP

This **quality initiative** is undertaken by the IQAC department for training the IQAC representatives of all Academic and Administrative departments on ISO standards 9001:2008 in **Quality Management System** for implementing documentation of all processes and procedures of the university.



OBJECTIVE OF THE WORKSHOP

The key objective of this workshop is to create awareness and train our IQAC representatives and other Amity staff members on ISO 9001:2008 standards Quality Management Systems.

The specific objectives of the workshop are:

1. To gain an appreciation of what quality means in the context of ISO 9001:2008 Standards.

2. To understand the requirements of ISO 9001:2008, Quality Management System.
3. To enable an individual to effectively develop an audit plan and the required checklist by analyzing the entire scenario and the resources involved in the process.
4. To develop the skill in an individual to plan, to conduct and report the internal audits.
5. To develop the ability to appropriately frame and recognize evidence as per disciplinary conventions.
6. To reflect upon continual improvement plans of the institute/department to facilitate satisfaction of all stakeholders.

RESOURCE PERSON

Mr. Yogendra Singh, OSS Certification Pvt. Ltd will impart his expertise on quality management system.

WHO SHOULD ATTEND THE WORKSHOP?

IQAC representatives of all Academic and Administrative departments at AUH.

SCOPE OF THE WORKSHOP

The participants will:

- be able to understand the requirements of the ISO 9001:2008 standard.
- be able to assess and improve our institution's QMS.
- be able to conduct and report the internal audits of Institutes and departments.
- be a certified internal auditor of QMS.

ORGANIZING COMMITTEE

- **Maj Gen. B.S. Suhag** ,Dy.Vice Chancellor & Chairperson
- **Dr.Sunita Sharma**, Deputy Director – IQAC, AUH
- **Brig. G.K. Dua**, Administrative Member
- **Mr.P. K.Sharma**, Assistant Professor, ABS

CONTACT DETAILS

Dr.SunitaSharma ,Deputy Director – IQAC, AUH
E-mail:ssharma7@ggn.amity.edu
Mobile: (0) 9873562004



AMITY UNIVERSITY

HARYANA

Established vide Government of Haryana Act No. 10 of 2010

To,
Mr. Yogendra Singh,
OSS Certification Pvt. Ltd,
New Delhi.

Subject: Invitation for a two day workshop on "Quality Management System 9001:2008".

Dear Sir,

It gives me immense pleasure to invite you in a two day workshop on "Quality Management System 9001:2008", for our Internal Quality Assurance Cell, academic and administrative representatives at Amity University Haryana(AUH).

Your thoughts in this field will enable us to gain knowledge from your expertise & experience.

The date for the workshop conducted by you will be on 23-24, July 2014 and the session will begin at 10:00AM. It is an initiative to understand the processes involved in ISO documentation in detail and the right approach for maintaining documentation at AUH.

Kindly communicate your acceptance by 20 July, 2014 to facilitate further arrangements for the workshop.

Please find enclosed herewith schedule of the workshop for your kind perusal.

A positive reply will be highly appreciative.

Thanking You,

Yours Sincerely,

Dr Sunita Sharma 14/07/2014
Deputy Director,
Internal Quality Assurance Cell
Amity University Haryana



Accepted
23/07/2014
Dr. Sharma on the
Council
AM



Internal Quality Assurance Cell Quality Management System Workshop

“ISO 9001:2008”

July 23rd & 24th 2014

AUH/IQAC/WS-1/2014

INTRODUCTION

Quality is the buzz word in the contemporary society. All the industries and services strongly imply on the word, be it a manufacturing industry, educational institution, tertiary services etc. Quality management training provides quality professionals with the skills needed to stay one step ahead of complex quality and regulatory trends and developments in higher education. Maintaining a compliant quality system requires a well-trained team. People at all levels are the essence of an organization and their full involvement enables their abilities to be used for the organization's benefit. Identifying, understanding and managing a system of interrelated processes help in improving the organization's effectiveness and efficiency. It also provides assurance of conformity to all stakeholders and applicable regulatory requirements.

Objectives of the Workshop

General objective

The key objective of this workshop is to create awareness and train our IQAC representatives and other Amity staff members on ISO 9001:2008 standards Quality Management Systems.

The specific objectives of the workshop are:

1. To gain an appreciation of what quality means in the context of ISO 9001:2008 Standards.



2. To understand the requirements of ISO 9001:2008, Quality Management System.
3. To enable an individual to effectively develop an audit plan and the required checklist by analyzing the entire scenario and the resources involved in the process.
4. To develop the skill in an individual to plan, conduct and report the internal audits.
5. To develop the ability to appropriately frame and recognize evidence as per disciplinary conventions.
6. To reflect upon continual improvement plans of the institute/department to facilitate satisfaction of all stakeholders.

Participants

The workshop was planned for 11 participants including all IQAC representatives from Institutes/Departments - Academic and Non academic at AUH.

Methodology of the Workshop

All the listed sessions were conducted in English as per the programme schedule shared by the trainer. All the participants were provided with writing material and hand out of ISO 9001:2008 standards. The trainer gave power point presentations on topics followed by group exercises and question and answer sessions.

Inaugural Session

Dr Sunita Sharma, welcomed the Hon'ble Vice Chancellor, Prof. (Dr.) R.C. Sharma, Dy. Vice Chancellor, Maj Gen. B.S. Suhag (Retd), Prof. (Dr) Priti Singh and the resource person Mr. Yogendra Pratap Singh and the participants. She introduced the guests and spoke about the context of the workshop. All the esteemed dignitaries shared their words of wisdom and motivated the participants on team work and collaborative learning through the workshop.



Workshop Schedule

Day	Module	Time
One	<ul style="list-style-type: none"> About ISO & it's structure QMS & it's benefits QMS Principles 	9.30 AM- 11.00 AM
	TEA BREAK	11.00 AM
	<ul style="list-style-type: none"> ISO 9001 Clause requirements- discussions & exercises 	11.15 AM-1.30 PM
	LUNCH BREAK	1.30 PM-2.00 PM
	<ul style="list-style-type: none"> Discussion contd... Introduction to Audits Why Internal Audits 	2.00 PM-4.30 PM
Two	<ul style="list-style-type: none"> Auditing techniques and internal audit process Develop skills for conducting Internal Audits Phases of Internal Audit 	9.30 AM-11.00 AM
	TEA BREAK	11.00 AM
	<ul style="list-style-type: none"> Discussion & exercises Mock Audit 	11.15 AM- 1.30 PM
	LUNCH BREAK	1.30 PM-2.00 PM
	<ul style="list-style-type: none"> Q & A session and closing 	2.00 PM-3.00 PM



DAY- 1

Session -1

Mr. Yogendra Pratap Singh opened the session by welcoming the participants, asking participants to introduce themselves, and establishing the ground rules. He then went on to the first session on the concept of ISO 9001:2008, Quality Management System and its benefits.

Session -2

Post lunch he introduced the participants to ISO clauses followed by group exercise where one member would be the leader giving the presentation along with his group.

DAY- 2

Session -3

The session commenced with an introduction to auditing techniques and internal audit process. Skills pertaining to conduct of internal audits were discussed followed by a rich exercise and question answer session. The participants had a lot of query which was clarified by the trainer. Post lunch a review of learning material delivered in the workshop was discussed. A mock audit was carried out in the classroom for all the participants to gear them up for the practical exposure.

Outcome of the Workshop

Upon successful completion of this course, the participants will:

- be able to understand the requirements of the ISO 9001:2008 standard.
- have achieved the means to assess and improve their institution's QMS.
- be able to conduct and report the internal audits of institutes and departments.

Conclusion

The workshop culminated with a vote of thanks by Dr Sunita Sharma, to the management at AUH, the resource person Mr. Yogendra Pratap Singh and all the participants. It was further extended to all the administrative staff at AUH for their contribution to a successful culmination of the

workshop. The participants recommended that in future the workshop should be conducted for minimum four days for better clarity and detailed understanding of ISO 9001:2008 clauses.

Annexure (I) Attendance sheet of participants



Attendance Sheet
Workshop on ISO 9001:2008
Date : July 23rd & 24th 2014

S.no	Name	Department	Signature
1	Dr Sunita Sharma	IQAC	<i>S. Sharma</i> 23/7/14
2	Brig. Gajinder Kr. Dua	DVC Office	<i>Dua</i>
3	Dr Priti Singh	ASET	<i>Priti S</i>
4	Dr Machiavelli	AIB	<i>M</i>
5	Dr Rishipal	AIBAS	<i>Rishipal</i>
6	Dr Shubra Das	ASAS	<i>SD</i>
7	Dr P K Sharma	ABS	<i>P K Sharma</i>
8	Dr Rajan Kumar Mallik	ASFA	<i>Rajan</i>
9	Dr Joydeep Dutta	ASAS	<i>Joydeep</i>
10	Prof. Kiran Taneja	ACON	<i>Kiran</i>
11	Mr Rajesh Sharma	Library	<i>Rajesh</i>





AMITY
UNIVERSITY
HARYANA

ORIENTATION (WELCOME BOOK)

Congratulations on Joining Amity Family



Registration
Amity University, Haryana
Manesar, Gurugram 122413



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

HR Department

Stay Connected on Social Media: /Amityuniversitygurgaon /amityunigurugram_official/ /AmityGurgaon

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 hardwork 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.

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 (Retd)
 AVSM, VSM
 DIRECTOR -HR

Date : 06-January-2020



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.



Registrar
 Amity University, Haryana
 Manesar, Gurugram 122413

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

Amity University, India's No. 1 ranked not-for-profit private University is a flagship institution of the Amity Education Group, India's leading global education group, established over two decades ago. Today, the group has grown to 40 campuses spread over 1,200 acres and includes 10 world-class universities, 15 international campuses across London, Singapore, Dubai, Abu Dhabi, New York, San Francisco, Seattle, Mauritius, China, South Africa, Amsterdam, Uzbekistan, Russia & Kenya, 25 schools & pre-schools. Amity is 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 Global Universities 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 120 Universities in "BRICS" Nations. THE (Times Higher Education) has ranked Amity University amongst the top Universities globally (World University Rankings 2016-17). Amity University is Asia's only not-for-profit University 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. 1151+ 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 6,000 Research Papers have been written by the faculty. 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 150,000 students studying in its 300 programmes spread across 9 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
- 11 Global Campuses in London, Singapore, Dubai, Abu Dhabi, New York, California, Mauritius, South Africa, China, Romania & Amsterdam.
- Only private University to be part of Pan Africa e- Network Project
- 1000 Faculty & Scientists
- More than 800 patents filed & 2000 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

- Rated Grade "A" University by the National Assessment and Accreditation Council of India (NAAC).
 - Recognized by University Grants Commission (UGC).
 - 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 ACBSP, 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.



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Registrar
 Amity University, Haryana
 Manesar, Gurugram 122413

Actions To Be Completed by Employee on Joining

1. Submit duly completed **ID Card Form** (as per format at **Annexure-I**) to HR Department and Collect your ID Card from **IT Room, A Block, Second Floor** and register your fingerprint for Biometric Attendance System.
2. Complete **Joining Report**(as per format at **Annexure-II**)& submit to the JIOSection(Joining, Induction & Orientation) in the office of Director - HR along with copies of **Testimonials, Pan Card and Aadhar Card duly attested by Hol/HoD**. Last Pay Drawn Certificate, 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.
7. Inform **Bank Details** to the HR Department for remittance of your Salary and also submit copies of the following:

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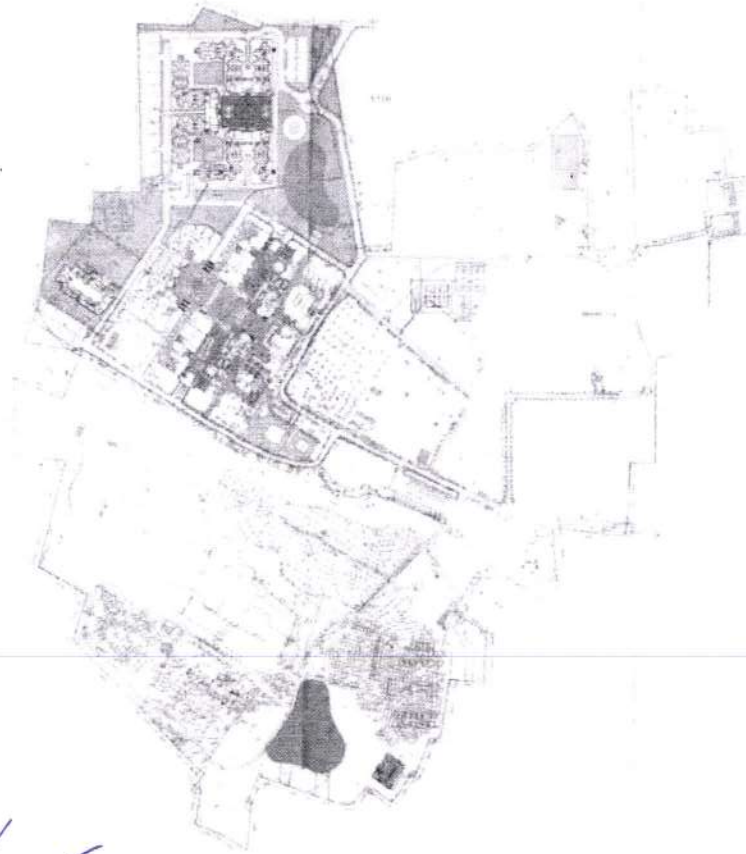
- Offer Letter
- Pan Card
- Aadhar Card
- Form 16 from previous employer
- Form 11 (**Annexure-IV**)

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 25th 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 10th of the ensuing month. On your part, please monitor your attendance on Amizone (Time Office Beta-New) regularly and especially on 25th 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 (Retd.) Kishan K. Pandey, AVSM, VSMD Director-HR**
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




 Registrar
 Amity University, Haryana
 Manesar, Gurugram 122413

List of Senior Functionaries/Important Desks

S.No.	Name	Designation	Extension No.
1	Prof. (Dr.) P. B. Sharma	Vice Chancellor	1003
2	Maj. Gen.(Retd.) B.S. Suhag	Deputy Vice Chancellor	1020
3	Prof.(Dr.) Padmakali Banerjee	Pro Vice Chancellor & Dean Academics	1005
4	Mr. Souri Sengupta	Registrar	4108
5	Maj. Gen. (Retd.)Gurpal Singh Bal	Dean Student Welfare	1030
6	Rear Admiral (Retd.) Kishan K Pandey	Director - HR	4114
7	Dr. Gunjan M. Sanjeev	Vice President - RBEF & Director - International Affairs	2000
8	Dr. Vikas Madhukar	Director - Admissions	2400/1061
9	Mr. SachinJuneja	Director - Market Promotions	2101
10	Mr. Rajiv Mishra	Head - Amity TV	2200
11	Sqn. Ldr. (Retd.) Sudhir Kumar Singh	Director - Administration	1006
12	Dr. Mohan Lal Bansal	Controller of Examinations	4500
13	Ms. Nitu Sinha	Yoga	
14	Mr. A.K. Mitra	Deputy Director - Maintenance	1214
15	Col. (Retd) Vijai Singh	Deputy Director - Hostel	1608
16	Mr. Himanshu Bajaj	Deputy Manager - IT	1206
17	Mr. Mahavir Prasad Aggarwal	CFAO	1000
18	Cdr Narendra K Dahiya (Retd)	Deputy Director - Security & MTC	1218
19	Dr. Rajesh Sharma	Deputy Librarian	4506
20	Lt. Col. Sanjiv Munj	Transport Officer	1216
21	Dr. Sapan Kumar Ghosh	Medical Officer	1618
22	IT Help Desk		1207
23	Front Office		9/1001
24	Counselling Desk		1065
25	Gate No. 1		1604
26	Gate No. 2		1605

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List of Heads (Faculty)

S.No.	Name	Department	Ext. No.
1	Prof. (Dr.) Padmakali Banerjee	Dean of Academics	1005
2	Dr. Rajendra Prasad	AIB/AIISH	1111
3	Dr. U.N. Singh	ACLiS	4407
4	Dr. S. N. Sridhara	ASET	3100
5	Dr. Sanjay Kumar Jha	ASLA	2500
6	Dr. A K Yadav	ASAS	4313
7	Dr. Tamilselvi A.	ACON	1310
8	Dr. Bhavana Adhikari	Academic	1104
9	Dr. PanugantiChinasattilingam S. Devara	ACOAST	1405
10	Maj. Gen. (Retd) Praveen Kumar Sharma	ALS	2208
11	Dr Sanjeev Agrawal	ACAPC	
12	Dr. Manish Verma	ASCO	2400
13	Dr. Rajesh Kumar Sinha	AMS	4404
14	Dr. Vikas Sharma	AICP	1630
15	Dr. Arvind Chhabra	ASCI	4203
16	Dr. Satish Sardana	AIP	3400
17	Dr. Ila Gupta	ASAP	4200
18	Dr. Atul Thakur	AINT	4210
19	Dr. Kiran Devendra	AIHE	2504
20	Dr. Rajesh Nair	AIBAS	4400
21	Mr. Arunangshu Bhattacharya	ASH	1628
22	Ms. SunitiSood	ASFDT/AID	1404

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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.



Registrar
 Amity University, Haryana
 Manesar, Gurugram 122413

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. Shooting Club
10. Upcoming Horse-Riding Academy
11. Free yoga classes
12. Managementtries to accommodate employee's children at neighboring Amity International Schools.
13. On Campus Crèche Facilities for the employees
14. On Campus Amity Clinic with doctors and medical staff
15. ATM in Campus (near Hostel)
16. Medical Insurancepolicy for all employees
17. Transport facilities (On payment)
18. 5 days working pattern
19. Newspaper allowance
20. Conveyance reimbursement
21. Advance to employees
22. Bonus
23. Diwali gifts
24. Dedicated Laundry Facility
25. Sports Facility
26. Semi-furnished Accommodation Facility to Staff/Faculty (Subject to availability and on approved charges)
27. Psychological Counseling by experts
28. Amity Eye Clinic
29. Audiology & Speech Language Pathology Clinic
30. Provident Fund & Employee's State Insurance Scheme

AMITY BUS SERVICE

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

Amity University Haryana provide bus facilities from different places like Gurgaon, New Delhi, Palwal, Faridabad, Kewari & Etlwadi.

The routes are given below:-

Route No. 1	Route No. 2	Route No. 3	Route No. 4
Reliway Stations, Gurgaon Via Jai Cinema to AIH Starting @ 07:45 am	DhandRiya, Gurgaon Via Columbia Asia to AUH Starting @ 07:40 am	M2K White House Gurgaon Via Huda market, Baldwai Chowk to AIH Starting @ 07:40 am	District Center, Janakpuri, N.Delhi via Dabri Mode to AIH Starting @ 05:45 am
Route No.5	Route No. 6	Route No.7	Route No. 8
Sec 5, Phase 2, Gurgaon via Jyoti Hospital to AUH Starting @ 07:50 am	Sikandarpur, Gurgaon via Huda metro stn to AUH Starting @ 07:45 am	Jai Cinema, Gurgaon via Sec 10A, Rajiv Chowk to AUH Starting @ 07:45 am	Neelkanti Hotel Gurgaon Via MG Road metro stn to AUH Starting @ 07:45 am
Route No. 9	Route No. 10	Route No. 11	Route No. 11A
Meharlic Garden Mall, Roshik N, Gurgaon via Radhakrishna to AIH Starting @ 07:45 am	Daighera Chowk, Gurgaon via Shreeta Mara Mandir, Dhara Chowk to AIH Starting @ 07:40 am	Low College, Sec 17, Dwarka, N Delhi via Sec 6 Metro Stn to AIH Starting @ 07:05 am	Uttam Nagar East Metro Stn, N Delhi via Raja Park, Samalkha Underpass to AUH Starting @ 05:45 am
Route No. 12	Route No. 14	Route No. 15	Route No. 17
Jai Cinema, Gurgaon via Shivaji Nagar to AUH Starting @ 07:45 am	MG Road Metro Station to AUH Starting @ 07:50 am	Dabri, Gaon, N Delhi via Palam Mode, Mahipalpur Red Light to AUH Starting @ 07:05 am	Brass Market, Rewari via Dharuhera Bus stand via Sec 6, M2K Mod, Dharuhera to AUH Starting @ 07:30 am
Route No. 19	Route No. 20	Route No. 7A	Route No. 18
Dushchra Ground, Rallashgarh Via Rara Flyover turn/Hardware Chowk via Masjid Mode, Faridabad to AUH Starting @ 07:00 am	Palwal Bus Stand via Ghaghara via Sohna Main Chowk to AIH Starting @ 07:00 am	Sec-10A Chowk, Hyatpur Mer Via Vatika To AUH Starting Point @ 7:55AM Route No. 10 (Staff) Vatika - NG Road Metro Stn Via Iffco Chowk To AUH Starting @ 8:10	Bhowad Mer, Toll Tax Plaza Via Ashiana Angan To AUH Starting @ 7:55 Route No. 18A Sec-6, M2K Mer, Eashtech Park View, D.R. Uharuhera Via Knpurua To AIH Starting @ 8:15

Bus Leaving Timings:- All Amity University Buses Leaves the Campus at 05:10 pm

NOTE:

1. REGISTRATION FORM and BUS PASSES can be collected from Room No. 219,2nd Floor, Academic Block-A, Amity University Haryana.
2. Buses will be subject to numbers of users and its economical viability.
3. Minimum Twenty users will be required to start a new route.
4. Routes and pick up point are indicated above and are subject to change in case of unavoidable circumstances.
5. University has the right to start or stop the bus service at any time.
6. Amity Transport is available for Staff and their children on "payment".

S. Singh
Registrar
Amity University, Haryana
Manesar, Gurugram 122413

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.

- 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.

- 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.
- 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.
- Hostellers residing on the campus will move out of the main gate only with an *Out Pass* issued by the concerned warden.
- Gate will remain under CCTV surveillance round the clock.
- 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:-

- Vehicles having a valid parking sticker issued by the AUH alone will be allowed to enter the premises of Amity University Haryana.
- 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.
- 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 unboarding 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.

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. 15000/-)	- Rs. 30000/-
(c) Student	-Rs. 25000/- (Normal Hospitalization) -Rs. 75000/- (In case of Accident)

3. Insurance Company

National Insurance Company Limited
 DAB-Palika Bhawan,
 1stFloor, R.K Puram,
 New Delhi-110066

4. 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
 Website – 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

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.



Registrar
 Amity University, Haryana
 Manesar, Gurugram 122413

Amizone & TCS iON

<https://www.amizone.net/Amizone> is an Intra-net web for Amityans 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.

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.



Registrar
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 Manasar, Gurugram 122413

ATTENDANCE AND WORK SCHEDULE

1. The normal working hours are from 9:00 am to 5:00 pm for teaching and non-teaching Staff including lunch break from 1:00 to 1:30 and 1:30 to 2:00 pm. The management may regulate/stagger the hours of attendance to suit the duties entrusted to an individual member. All are expected to strictly observe punctuality.
2. All employees will mark their attendance on the 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."

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) 1/30th of actual service including vacation; plus
 - (ii) 1/3rd 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

- 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. 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.

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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) Prof. (Dr.) Bhavana Adhikari	- Chairperson
(b) Dr. Anupama Srivastava, AIBAS	- Member
(c) Dr. Sapan Kumar Ghosh, Campus Medical Officer	- Member
(d) Ms. Kanta Rani, Assistant Hostel Warden	- Member
(e) Ms Geeta Malhotra, Country Head	-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.

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S. Singh

Registrar
Amity University, Haryana
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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 : _____

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Annexure-II

Annexure-III

AMITY UNIVERSITY HARYANA

APPLICATION FOR VEHICLE PASS

Dated:

Department of

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 Campus & back.

Yours faithfully

Signature:

Name:

Designation:

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.

Director-HR :

Pro -VC :

Deputy-VC :

Vice Chancellor :

[Handwritten signature]

Registrar
Amity University, Haryana
Manesar, Gurugram 122413

Annexure-IV

Annexure-V

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



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) INSURED PERSON'S PARTICULARS

(B) EMPLOYER'S PARTICULARS

1-Insurance No.					
2-Name in block letters					
3-Father's / Husband's Name					
4-Date of Birth	Day	Month	Year	5-Marital Status	6-U/W
7-Present Address			8-Permanent Address		
Pin Code			Pin Code		
Branch Office			Dispensary		

9-Employer's Code No.			
10-Date of Appointment	Day	Month	Year
11-Name & Address of the Employer			
In case of any previous employment please fill up the details as under:			
(a) Previous Ins. No.			
(b) Employer's Code No.			
(c) Name & Address of the Employer			
Email 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.

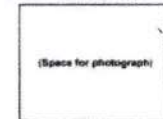
Signature with seal
(D) Family Particulars of Insured person

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

S. Anand
Registrar
Amity University, Haryana
Manesar, Gurugram 122413

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 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	Town	State

Check List for New Employees

S.No.	Action	Status	Remarks
1	Employee Code		
2	ID Card & Biometrics		
3	Joining Report		
4	Appointment Letter		
5	Car Sticker		
6	Computer/Laptop		
7	Email ID		
8	Office Space		
9	Settlement in Institution/ Department		
10	Transport Arrangement		
11	Attendance Process		
12	Handbook Reading		
13	Suggestion about Induction Programme		
14	Salary Payment Status		
15	Any Other Issue		


 Reg. Office
 Amity University, Haryana
 Manesar, Gurugram 122413

Amity University Haryana

Daily Classes Report 28th August 2014

Sr. No.	Institutes	No. of	No. of classes		Remarks
		Student present	Planned	Held	
1	ABS	297	113	107	6 classes: Faculty not reported. Classes have been rescheduled.
2	ACC	155	28	25	3 classes: Faculty on leave, classes have been rescheduled.
3	ACON	109	28	28	
4	AIBAS	67	67	62	3 classes: Faculty not reported, classes have been rescheduled. 2 classes: Students not reported.
5	AIB	95	55	47	5 classes-Students not reported, 3 classes- faculty on leave, classes have been rescheduled.
6	AID	32	38	36	2 classes: Faculty yet to be assigned.
7	ALS	220	56	56	
8	AMS	123	92	82	10 classes: Fresher party held and Opening Ceremony Sangthan.
9	ASAS	261	126	115	5 classes-Students not reported, 6 classes- faculty on leave, classes have been rescheduled.
10	ASAP	205	69	63	6 classes: Opening Ceremony Sangthan.
11	ASCO	107	43	43	
12	A-SET	1495	385	384	1 class: Faculty on leave, class has been rescheduled.
13	ASH	23	21	21	
14	ASLA	70	42	36	6 classes: Opening Ceremony Sangthan.
15	ASEES	-	10	8	2 classes - Students not reported


 Registrar
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 Manesar, Gurugram 122413



Amity University Haryana

Daily Classes Report 25th August 2015

Sr. No.	Institutes	No. of		Remarks
		Student present	No. of classes Planned Held	
1	ABS	312	144 144	
2	ACC	266	30 30	
3	ACON	154	49 49	
4	AIBAS	115	63 60	2 classes: Faculty on leave, classes have been rescheduled. 1 class: Students not reported.
5	AIB	148	97 94	2 classes-Students not reported 1 class- faculty on leave, class has been rescheduled.
6	AID	69	76 68	3 classes: Students not reported 5 classes: Faculty on leave, classes have been rescheduled.
7	ALS	327	84 84	
8	AMS	174	115 112	3 classes: Faculty on leave, classes have been rescheduled.
9	ASAS	380	175 171	2 classes-Students not reported, 2 classes- faculty not reported, classes have been rescheduled.
10	ASAP	220	83 83	
11	ASCO	121	43 43	
12	A-SET	847	420 420	
13	ASH	39	35 35	
14	ASLA	119	63 63	
15	ASEES	-	10 9	1 Class- students not reported


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Manesar, Gurugram 122413

AMITY UNIVERSITY GURGAON

LIST OF FILES for INTERNAL AUDIT AND BSI INSPECTION

Appendix-B

ACADEMICS

FILE CODING: (UNIV / INSTITUTE / FILE NO): AUG// A1

Sr. No.	File No.	File Name
1	A1	Board of Studies (BOS)
2	A2	Academic Calendar
3	A3	Annual Planning / Roadmap of the Institution
4	A4	Time Table
5	A5	Session Plan & Tutorial
6	A6	International / National Collaboration – Industry Advisory / Industry Collaboration in Projects / Feedback from Industry
7	A7	Program me Structure & Course Curriculum
8	A8	List of Holidays
9	A9	Accreditations / Approval from Regulating Bodies

DEPARTMENTAL FILES

Sr. No.	File No.	File Name
1	D1	Departmental Meeting
2	D2	Office Correspondence (Notice / Circulars (VC, Registrar, etc.))
3	D3	Regulations & Guidelines
4	D4	Programme Leader Correspondence
5	D5	Departmental Research Committee (DRC)
6	D6	Daily Class Held Report (By Faculty)
7	D7	Orientation Programme


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8	D8	Mentor Mentee Meeting Record
9	D9	Best Practices
10	D10	Library File
11	D11	Conference / Guest Lectures (Org. by Deptt.)
12	D12	Attendance Register
13	D13	Re-registration Status
14	D14	Anti- Ragging Committee
15	D15	Sanctions from Management / HR / IT

EXAMINATION RELATED

Sr. No.	File No.	File Name
1	E1	Examination Guidelines
2	E2	Examination Policy
3	E3	Exam Calendar
4	E4	Examination Date Sheets
5	E5	External Examiner Records
6	E6	Result File (Internal Assessment)
7	E7	Result File (Annual Result analysis)

FACULTY RELATED

Sr. No.	File No.	File Name
1	F1	Faculty Academic Profile details
2	F2	FDP Seminar/Knowledge Sharing / Conference attended / participated
3	F3	Faculty Achievement (Awards / projects / funded projects / under programme)
4	F4	Faculty Feedback Amizone
5	F5	Professional Membership (Faculty)
6	F6	Research & Publication




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 Manesar, Gurugram 122413

7	F7	Visiting Faculty Attendance
8	F8	Inventions and Patents
9	F9	Course Register with Course Material (PPT, Video etc)
10	F10	Student Project Guided

ISO CERTIFICATION FILES

Sr. No.	File No.	File Name
1	I1	IMS Manual
2	I2	NC's (Non-conformities) sent by IQAC
3	I3	CAPA (Corrective and Preventive Action)

LAB DETAILS FILES

Sr. No.	File No.	File Name
1	L1	Lab Manual
2	L2	Details of Lab Equipments
3	L3	Lab Bills & Approvals

STUDENTS RELATED

Sr. No.	File No.	File Name
1	S1	Students List (Lateral Entry + Enrl. Nos)
2	S2	Year Back / Academic Break / Withdrawal
	S3	Students File (Complied list with contact nos.)
	S4	Students Medical Case
	S5	Weak Students Analysis




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 Manesar, Gurugram 122413



S6	Debarred Students File
S7	CR Meeting Records
S8	Student Attendance Analysis
S9	Term Paper Record
S10	Placement Record
S11	Final Year Project (II) – B. Tech
S12	Students Grievance Redressal Cell
S13	Club Committee
S14	PG- Dissertation (Project 1, Project II & dissertation)
S15	Alumni Data / Convocation
S16	Convocation Onwards
S17	Students Achievements (Award, Salvors & Citations)
S18	Students OD
S19	Sports Activities File
S20	Cultural Events
S21	Invitation (Fresher's & Farewell Party)
S22	Sangthan
S23	Students Social Work
S24	Summer Intern-ship Record
S25	In-house training record

Sr. No.	File No.	File Name
1	01	STUDENT RELATED
2	02	STUDENT RELATED
3	03	STUDENT RELATED
4	04	STUDENT RELATED
5	05	STUDENT RELATED
6	06	STUDENT RELATED
7	07	STUDENT RELATED
8	08	STUDENT RELATED
9	09	STUDENT RELATED
10	10	STUDENT RELATED
11	11	STUDENT RELATED
12	12	STUDENT RELATED
13	13	STUDENT RELATED
14	14	STUDENT RELATED
15	15	STUDENT RELATED
16	16	STUDENT RELATED
17	17	STUDENT RELATED
18	18	STUDENT RELATED
19	19	STUDENT RELATED
20	20	STUDENT RELATED
21	21	STUDENT RELATED
22	22	STUDENT RELATED
23	23	STUDENT RELATED
24	24	STUDENT RELATED
25	25	STUDENT RELATED

S. Saini
 Registrar
 Amity University, Haryana
 Manesar, 122413



S. Sharma
Dy. Dir
ARAC



Amity University Haryana

Internal Quality Assurance Cell

FACULTY OF MANAGEMENT STUDIES & BEHAVIOURAL SCIENCES

AMITY BUSINESS SCHOOL

Audit Date - 23rd July 2014

Audit Time – 10.30 AM

Internal Auditor – **Dr. Sunita Sharma**

Areas Audited: - Documentation audit as per list of files to be maintained by an Institute

Sr. No	Academics
1	A record of Intra Departmental meetings held has not been updated.
2	Record of Conferences & Guest lectures organized in the school was maintained, attendance sheet was available but the report of the event was not placed in the file.
3	List of withdrawal students has not been maintained.
4	The files have not been affixed with docket sheets.
5	Copy of Regulations & Guidelines of UGC should be maintained in the file.
	Faculty related
6	Record of clubs and club committee formed has not been placed in the file.
7	Record of dissertation submitted by students has not been updated.
	Students related
8	Record of students placed with their offer letters should be maintained properly.
9	Summative result analysis after each term has not been carried out. This analysis helps the faculty in identifying the weak students & taking necessary remedial action.
10	Record of Class Representative meetings held have not been maintained properly.

S. Sunita Sharma

Registrar
Amity University, Haryana
Manesar, Gurugram 122413



Amity University Haryana

Internal Quality Assurance Cell

FACULTY OF MANAGEMENT STUDIES & BEHAVIOURAL SCIENCES

AMITY BUSINESS SCHOOL

Audit Date – 14th July 2015

Audit Time – 11.00 AM

Internal Auditor – **Dr. Sunita Sharma**

Areas Audited – Re-audit of previous non-conformities.

1. All the non-conformities have been closed in the school.

S. Senf...

**Registrar
Amity University, Haryana
Manesar, Gurugram 122413**



**Registrar
Amity University, Haryana
Manesar, Gurugram 122413**

Amity University Haryana

Internal Quality Assurance Cell

FACULTY OF MANAGEMENT STUDIES & BEHAVIOURAL SCIENCES

AMITY COLLEGE OF COMMERCE

Audit Date- 10th July 2014

Audit Time – 10.30 AM

Internal Auditor – **Dr. Sunita Sharma**

Areas Audited: - Documentation audit as per list of files to be maintained by an Institute

Sr. No.	Academic
1	Event Calendar pertaining to the session 2013-14 has not been placed in the file.
2	The Institution has not identified best practices within their domain.
3	The files have not been affixed with docket sheets.
4	Copy of Regulations & Guidelines of UGC should be maintained in the file.
5	A record of Intra Departmental meetings held has not been updated.
6	Minutes of meeting of Departmental Research Committee held has not been filed.
7	The files have not been affixed with docket sheets.
	Faculty related
8	Institute should maintain copy of the faculty load in the file for checking session plans uploaded.
9	Professional Membership has been attained by only one faculty. It needs to be promoted among other faculty members of the Institute.
10	Record of Research & publications has not been updated in the file.
11	Record of Conferences & Guest lectures organized in the school was maintained, attendance sheet was available but the report of the event was not placed in the file.
	Students related
12	Summative Result Analysis after each term has not been carried out. This analysis helps the faculty in identifying the weak students & taking necessary remedial action.
13	CR meetings are not conducted regularly. Only 3 CR meetings have been held so far.
14	Record of Mentor –Mentee meetings held has not been updated by faculty.

S. Sunita Sharma

Registrar
Amity University, Haryana
Manesar, Gurugram 122413



Amity University Haryana

Internal Quality Assurance Cell

FACULTY OF MANAGEMENT STUDIES & BEHAVIOURAL SCIENCES

AMITY COLLEGE OF COMMERCE


Audit Date – **15th June 2015**

Audit Time – **10:30 AM**

Internal Auditor – **Dr. Sunita Sharma**

Areas Audited – Re-audit of previous non-conformities. The following non-conformities have still not been maintained.

S. No.	Details
6.	Minutes of meeting of Departmental Research Committee held has not been filed properly.
11.	Record of Conferences & Guest lectures organized in the school was maintained, attendance sheet was available but the report of the event was not placed in the file.
12.	Summative Result Analysis after each term has not been carried out. This analysis helps the faculty in identifying the weak students & taking necessary remedial action. Record of remedial action taken has not been placed in the file.
14.	Few faculty members have still not updated record of Mentor –Mentee meetings held.


Registrar
Amity University, Haryana
Manesar, Gurugram 122413



Amity University Haryana

Internal Quality Assurance Cell

FACULTY OF MANAGEMENT STUDIES & BEHAVIOURAL SCIENCES

AMITY INSTITUTE OF BEHAVIORAL & ALLIED SCIENCE


Audit Date - 15th July 2014

Audit Time - 02.30 AM

Internal Auditor - Dr. Sunita Sharma

Areas Audited: - Documentation audit as per list of files to be maintained by an Institute

Sr. No.	Academic
1	The institution has not entered into any collaboration with industry/academic organisation. There is scope for collaborations with NGOs in this domain.
2	Copy of Regulations & Guidelines of UGC should be maintained in the file.
3	The files have not been affixed with docket sheets.
4	The Institution has not identified best practices within their domain.
	Students
5	Summative Result Analysis after each term has not been carried out. This analysis helps the faculty in identifying the weak students & taking necessary remedial action.
6	Record of follow up action taken of class representative meetings held has not been updated in the file.
7	Record of students placed with their offer letters should be maintained properly.
8	List of students undertaking summer internship has not been placed in the file.
9	Record of Mentor -Mentee meetings held has not been updated by faculty.
	Labs
10	List of all the psychological tests available in the institute should be placed in the file as a ready reckoner.


Registrar
Amity University, Haryana
Manesar, Gurugram 122413



Amity University Haryana
Internal Quality Assurance Cell

FACULTY OF MANAGEMENT STUDIES & BEHAVIOURAL SCIENCES

AMITY INSTITUTE OF BEHAVIORAL & ALLIED SCIENCE

Audit Date - 22nd June 2015

Audit Time – 02:00 PM

Internal Auditor – **Dr. Sunita Sharma**

Areas Audited: - Re-audit of previous non-conformities. The following non-conformities have still not been addressed:-

Sr. No.	Students
5	Summative Result Analysis after each term has not been carried out. This analysis helps the faculty in identifying the weak students & taking necessary remedial action. Record of remedial action taken has not been placed in the file.
9	Few faculty members have still not updated record of Mentor –Mentee meetings held.

S. Sunita Sharma

Registrar
Amity University, Haryana
Manesar, Gurgaon 122413

S. Sharma
Dy. Dir
Amity University IQA
Gurgaon
122413
Manesar

Amity University Haryana

Internal Quality Assurance Cell

FACULTY OF MANAGEMENT STUDIES & BEHAVIOURAL SCIENCES

AMITY SCHOOL OF HOSPITALITY

Audit Date- **27th Aug 2014**

Audit Time – **11.00 AM**

Internal Auditor – **Dr. Sunita Sharma**

Areas Audited: - Documentation audit as per list of files to be maintained by an Institute

Sr. No.	Academics
1.	Event Calendar pertaining to the session 2013-14 has not been placed in the file.
2.	Copy of time table for the academic session 2013-14 was not placed in the file.
3.	Copy of Regulations & Guidelines of UGC should be maintained in the file.
4.	The institution has not entered into any collaboration with industry/academic organization. There is scope for collaborations with hotels in this domain.
5.	A record of Intra departmental meetings held has not been updated.
6.	Date sheet of End Semester examinations for academic session 2013-14 was not placed in the file.
7.	The Institution has not identified best practices within their domain.
8.	The files are neither indexed nor affixed with docket sheets
	Students
9.	Record of follow up action taken of class representative meetings held has not been updated in the file.
10.	Record of Mentor –Mentee meetings held has not been updated by faculty.
11.	Summative Result Analysis after each term has not been carried out. This analysis helps the faculty in identifying the weak students & taking necessary remedial action.
12.	Records pertaining to year back students needs to be updated in the file
13.	Record of clubs and club committee formed has not been placed in the file.
	Labs
14.	Stock Registers of expendable, consumable and non- consumable items / stocks have not been maintained properly.
15.	Lab Equipments are neither labeled nor numbered. List of all the equipments available in the school should be placed in the file as a ready reckoner.


Registrar
Amity University, Haryana
Manesar, Gurugram 122413



Amity University Haryana

Internal Quality Assurance Cell

FACULTY OF MANAGEMENT STUDIES & BEHAVIOURAL SCIENCES

AMITY SCHOOL OF HOSPITALITY

Audit Date – 3rd July 2015

Audit Time – 10:30 AM

Internal Auditor – **Dr. Sunita Sharma**

Areas Audited: – Re-audit of previous non-conformities. The under mentioned non-conformities have still not been addressed.

Sr. No.	Academic
4	The institution has not entered into any collaboration with industry/academic organization. There is scope for collaborations with hotels in this domain.
5	A record of Intra departmental meetings held has not been updated.
9	Record of follow up action taken of class representative meetings held has not been updated in the file.
10	Few faculty members have still not updated record of Mentor –Mentee meetings held.

S. Sunita Sharma
Registrar
Amity University, Haryana
Manesar, Gurugram 122413



Re-Sessional exam - ACON

Saurabh Jaglan <sjaglan@ggn.amity.edu>

Mon 11/13/2017 3:18 PM

To: Dr. Sunita Sharma <ssharma7@ggn.amity.edu>

Cc: Kamini Chauhan <kaminic@ggn.amity.edu>

Respected Ma'am,

Status of sessional exam shared by Ms Kamini Chauhan is as under :

Faculty Name (Subject Coordinator) : Ms Kamini Chauhan

Semester : Post basic B.Sc nursing 3rd semester

Subject : Sociology .

Students : 01

Sessional exam was taken on 09.10.2017 . the student (Mr Krishan Kumar) clear the exam in first attempt.

Regards,

Saurabh JAGLAN

Manager-IQAC

Amity University | Amity Education Valley

Panchgaon Manesar | Haryana 122413, INDIA

M: +91 9971569769

sjaglan@ggn.amity.edu | www.amity.edu/gurgaon





AMITY UNIVERSITY HARYANA

CHECKLIST - INTERNAL AUDIT

Check List No. 1, Rev I / 2017

Internal Auditor - Dr. Sunita Sharma

Date : 9 August 2018

Checklist For HR Department

S.N	Points for Checking	Yes	No	If Yes, Records perused
1	Process – Manpower Recruitment.	√		
	(a) Is there a recruitment policy available with HR?	√		On 12th Aug 2018, a new revised recruitment manual has been prepared by Director, HR.
	(b) What is the recruitment calendar for the year 2018-19?	√		Recruitment calendar is scheduled from Oct- Nov 2018 & Mar-April 2019 so that the new joiners are made available to the respective institutes at the beginning of odd/even semester.
	(c) What is the process of consultation with the HOI/HODs w.r.t to the requirement?	√		HR departments seek the inputs from the respective HoI/HoD w.r.t existing teaching load on current faculty viz. students. These details are funded by respective institutes with detailed justification which are scrutinized and verified with the data available at HR department including authorized sanctioned strength for a particular institute.
	(d) Details of advertisements given for vacancies in 2018-19 sessions.	√		Advertisement are centralised and is placed via head Office.
	(e) What is the time lag between the requirements placed and fulfilled?	√		The time lag is between 6 to 8 weeks.
	(f) What are the guidelines for selection of candidates?	√		UGC norms are followed for selection of candidate.
	(g) What are the processes involved pre recruitment?	√		Pre recruitment the following steps are followed- (i) Tier -I: CV's are compiled and sent to respective HOIs for examination of the candidate. (ii) Tier-II: Then after HR Dept. shortlists CVs for interaction with respective HoI/HoD & Director, HR. (iii) Tier-III: Based on the demo class performance as well as



[Handwritten Signature]



[Handwritten Signature]
Dr. Dix
IAC

			interaction with the subject matter experts, few candidates are recommended for final interview headed by Hon'ble VC, PVC and respective HoI/HoDs.
	(h) Do Job description & specifications exist?	√	Job description and specification was available for senior executive marketing and counselors for Admission cell. Job description and specification are prepared by respective institutes based on the approved programs and courses requirement.
	(i) Are employees correctly designated?	√	Yes, they are designated as per their experience and qualification.
	(j) How do you handle shortage of faculty/staff during the academic session?	√	Shortage of staff is handled as stated under: (a) For Teaching: Visiting faculty has been appointed and list of 31 Odd semester (2018) and 33 (Even semester) visiting faculty for various institutes was available with HR. (b) For Non Teaching: Non teaching candidates are internally transferred by the Director HR in case a new appointment is required in a particular department.
	(k) Is there over staffing?	√	
2	Process : Post Recruitment:		
	(a) How are the policies communicated to the new employees?	√	A soft copy of Orientation document prepared by HR department is given to all employees at the time of joining.
	(b) Are the new employees trained on policies and work rules?	√	
	(c) What is the duration (by time) for training new employees?	√	1-2 Days



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Dy. Dir
H&AC

	(d) What is the criterion for yearly appraisal?	√	Appraisal forms of Non-teaching staff are filled by their respective Heads/ Dir. In case of teaching staff PBAS forms along with appraisal forms are filled by faculty . The director gives his remarks on the form. Finally all the appraisals be it teaching or nonteaching are screened by the screening committee prior sending it for perusal of VC and Pro VC which are finally sent to head office for Hon'ble Chancellors approval. .
	(e) Is there a system for performance evaluation?	√	The appraisal form comprises of various parameters for judgement. The same are elucidated in HR policy manual.
	(f) Is performance tied to compensation?	√	It is tied to compensation based on the quality of teaching, research work and involvement in Co Curricular activities. Lastly evaluation of their performance based on the appraisal form filled is done by their respective directors and top management, students feedback is factored in.
	(g) Are compensation levels monitored and reviewed?	√	If a faculty performs well in research plus the various parameters filled by him/her is also reviewed with previous years performance.
3	Process: Employee Motivation.		
	(a) How do you motivate employees?	√	For nonteaching employees motivational talks and training sessions are organised in the university. Amity Skill Insitute frequently conducts training & orientation programs.
	(b) How many times in a year are they executed?	√	3 to 4 times for non teaching staff.
	(c) How do you make use of the inputs of exit interview?	√	A form is filled by the concerned person during exit which consists of various reasons for leaving.
	(d) Is critical analysis done of the reasons when a faculty leaves the job?	√	The reasons for leaving mentioned in the clearance form is analyzed. Finally the form is reviewed by Director, HR during his meeting with the employee.



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	(e) Is there a process for employees to lodge complaints/ grievances?	√	A Grievance cell headed by Director, HR is in vogue and any employee is free to make complaint/grievances and in few cases to Hols.
	(f) What new services and facilities have been implemented during the last year?	√	Faculty and staff can apply leave on Amizone from their account which is sanctioned by the authority. Emphasis of digitisation through HRMS solutions on TCS iON has been extended to all employees. The attendance & leave management is undertaken through this system. Thereby, we have moved from paper to paperless mode of day to day management.
	(g) Process for Employee Satisfaction.	√	Through annual performance appraisal and increment. Also the provident funds, ESI and medical insurance has been given a fresh thrust as a welfare measure.
4	How is monitoring of all processes done?	√	Regular interaction with the concerned officials and verification of documents from time to time.
5	Are objectives laid down by HR at the beginning of the session? If Yes	√	University objectives govern the HR objectives.
	(a) Are all the objectives fulfilled?	√	
	(b) In case of failure of particular objectives what steps are taken?	√	Rectification is done if there is any specific failure.
6	Are any SOP's laid down for all the processes?	√	Many of them.
7	Are roles and responsibilities known to all personnel of HR office?	√	

IQAC Remarks: HR has been reorganised into 2 teams who look after their respective institutes and departments. This division of responsibility has ensured focussed attention to meet the desired results in a time bound manners.





AMITY UNIVERSITY HARYANA

CHECKLIST - INTERNAL AUDIT 2018-2019

Check List No. 2016 - 1, Rev I

Internal Auditor – Dr. Sunita Sharma

Date : 11.01.2019

Checklist For Maintenance Department

S.N	Points for Checking	Yes	No	If Yes, Records perused
1	Are inventory items maintained in a secure location?	✓		Store Room
2	Is there adequate protection from fire and water?	✓		
3	Is inventory well organized?	✓		
4	Are receiving documents matched to purchase orders and invoices?	✓		
5	Are all materials received counted and inspected prior to entry on storeroom/inventory records?	✓		Supervisors physically count. All materials have stamp of Inward goods at Gate entry & also on the bill in Store entry.
6	Are inventory records maintained based on periodic physical counts or a perpetual system?	✓		Quarterly inventory is checked for plumbing & electrical items. The requirement is put up to Amity approved vendor. Director Administration after taking approval of VC sends it to Hon'ble Chancellor for final approval.
7	Are there currently any items in stock that are obsolete or slow-moving?		✓	Only Gate valves.
8	Do individuals independent of inventory custodian investigate unusually large discrepancies, between inventory records and physical counts?	✓		IQAC carries out a check.
9	Is any inventory stored or consigned at an outside location?		✓	
10	Procedure for lodging Complaints.	✓		Register is being maintained in the office and hostel premises.
11	Procedures being followed to resolve the complaints after these are lodged.	✓		Every day complaints are checked, resolved and supervisor crosschecks.



S. Sharma
Dy. Dir
IQAC

Amal Kumar Mitra
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Dy Director (Maintenance)
Amity University, Haryana

12	<p>Schedule for checking and records of the following :</p> <p>a) R. O. System (In house & Outside)</p> <p>b) ETPs & STPs</p> <p>c) Water softening plant</p>	√	<p>a) RO water system - 3000 lt per hour is the capacity of 1 RO plant. . Daily PH is checked in 2 shifts. 6.00 AM - 2:30AM 2.30 PM - 11.00 PM PH - 7.5 constant. RO water TDS range is 55 - 95 and PH is 7.1 to 7.5 It works with 40 monoblock pumps & underground tank. b) Samples are sent to Quantity lab for checking the quality. 8 parameters for testing were specified in the lab report. Report of 31st August 2018 was perused.</p>
13	<p>Procedure and records of waste disposal (including Electrical waste like tube lights and others like waste engine oil)</p>	√	<p>a) Contract has been signed with New Lubri Sales India Pvt.Ltd on 10.11.2016 for disposal of hazardous waste. This company is registered with Haryana Pollution Control Board. b) STP plants are Bio-decomposable. c) ETP waste from kitchen and laundry is kept in gunny bags presently. The department is in process to tie-up with GEPIL (Gujarat Environment Protection and Infrastructure (HRY) Pvt.Ltd.</p>
14	<p>What is the frequency of cleaning over head tanks and water coolers?</p>	√	<p>Drinking water Tank - 3 months & Water Coolers monthly.</p>
15	<p>Maintenance of Lifts</p> <p>a) Is there an AMC ?</p> <p>b) Are lifts serviced?</p>	√	<p>There are 15 lifts in AUH.4 in Academic Blocks- A, B,C &D. 5 in Faculty Flats and 6 in Hostel Blocks -A, B,C,D,E & F. Lifts of academic Block A & B is under AMC of 1 yr which will expire on 26/04/2017. Academic Blocks C&D lifts are under warranty till 23/04/2017. Similarly lifts in Hostel Blk A&C are under AMC and lifts of Blocks B,D, E & F are under warranty . The lifts are serviced under AMC/Warranty. Operation is done by 4 Operators of AUH deputed in Academic Blocks.</p>



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AK Mittra
Amal Kumar Mittra
Dy Director (Maintenance)
Amity University, Haryana

16	Maintenance of Water coolers a) Is there an AMC? b) Are water coolers serviced?	√	There are in total 43 water coolers in AUH. The water coolers are serviced under AMC. The servicing vendor is authorized dealer of the product.
17	Maintenance of Air conditioners a) Is there an AMC? b) Are ACs serviced? c) Is there a procedure to take cooling levels in all buildings?	√	The vendor and servicing of the ACs is approved centrally from AKC house. There are 52 windows and split ACs in AUH of different capacities ranging from 1.5 to 2 tons. The servicing of these ACs is done by the maintenance department and if it is not in the hands of maintenance people than the authorized vendor is called and he is paid as per the centrally approved list. The maintenance and operation of the chiller plants is under AMC. The cooling levels are checked randomly in all blocks with a temperature monitoring equipment. Ideally temperature around 25 to 26 degree centigrade is maintained.
18	Schedule for checking and records of the telephone equipments.	√	There are 336 telephone connections in AUH. The PCB system is under AMC. All the records are maintained block wise
19	Record of telephone lines department wise and the payment procedure.	√	There are 14 line cards. One line card gives 24 connections. Presently, 310 connections are operational and 26 connections are reserved as per management decision for D Block. Payment of the telephones is done by Administration.



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IQAAC

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Dy Director (Maintenance)
Amity University, Haryana



AMITY UNIVERSITY HARYANA

CHECKLIST - INTERNAL AUDIT 2018-2019

Check List No. 1, Rev I / 2017

Internal Auditor - Dr. Sunita Sharma

Date: 19th December 2018

Checklist For Security Department

S.N	Points for Checking	Yes	No	If Yes, Records perused
1	How is the campus security managed?	Yes		The campus security is managed as per the AUH Security Standing orders. The duties of personnel, security procedures and the posts required to be manned have been incorporated in the orders. Adequate training is provided to guard prior to giving him as independent charge at the post.
2	Is CCTV coverage report submitted to the concerned authority?	Yes		A daily status report on CCTV cameras is reported to IT Section and DD Security. The monthly CCTV report of important happenings is compiled and sent to the Honourable Chancellor.
3	Till how many days is CCTV record maintained?	Yes		Minimum 41 hrs in Academic Blocks 'A' and 'B'. Maximum one week in case of outdoor cameras and Academic block 'C'.
4	What are the total number of cameras installed in AUH?	Yes		66
5	How many times is the cleaning of the camera lens done?			Annually
6	Is CCTV coverage carried out in all Academic blocks?	Yes		Inside the corridors, library and laboratories except in Academic block 'D'.
7	Is CCTV coverage available in Parking area and Sports fields too?	Yes		CCTV coverage is available in both places.
8	How many personnels have access to Security Control Room (SCR)?	Yes		25 (CCTV operators, ASO, Supervisors, Marshals and Fire safety staff)
9	How is Security check carried out in all Academic blocks on Non working days?	Yes		By the guards, ASO and Security Supervisor regular rounds are taken.
10	Does security carry out a check of faculty residential blocks too?		No	Security staff enters faculty blocks only when required. Fire fighting staff enters for routine checks of operational status of fire fighting equipments.
11	In case of loss of any key is a locksmith called to the campus?	Yes		Locksmith is requisitioned only for repairing locks of student's lockers & tables/drawers. All other locks are replaced.



S. Sharma
Dy. Dir
I & AC

M. Dahiya
Cdr. MK Dahiya (Retd)
Dy Director
Security & MTC
Amity University, Gurugram

12	What is the method adopted for calling such people in the premises?	Yes		The locksmith is accompanied from the main gate by the hostel staff/guard who remains in attendance till he finishes and departs from the campus.
13	What is the method adopted for keeping a check on any unauthorized personnel in the Campus?	Yes		Through a multi layered security network.
14	How is entry of visitors managed in the university?	Yes		Write their names in the Visitor's register. Issued a Visitor's slip which is signed by the person visited by him. The slip is returned at the main gate.
15	Which method is adopted for keeping a check on any unauthorized vehicle in the Campus?	Yes		There is no possibility of any unauthorised vehicle entering the campus. Only vehicles having AUH tags are allowed to enter the campus.
16	Is frisking of person carried out at the Main Gate?		No	Not without a reason.
17	How is entry of contractual labours monitored in the university?	Yes		Entry of Contractor's labourer is subject to identification of individuals by contractor staff at main entrance to University campus.
18	Are smoke alarms installed in the university?	Yes		Connected to master panel in SCR through local fire alarm panels.
19	Is a layout plan available for smoke alarms?		No	Location is indicated on the nearby panel which transmits it to the main panel in SCR.
20	How is check of perimeter fencing carried out?	Yes		Using a dedicated vehicle assigned to the Security staff and on foot.
21	How is patrolling organised at night?	Yes		Roving patrol on foot is undertaken randomly.
22	What is the frequency of night patrolling?	Yes		Irregular rounds of the campus on foot.
23	What is the strength of patrolling car ?	Yes		One. (Maruti Gypsy)
24	Method of checking at the Main Gate.	Yes		The guards are adequately briefed on this.
25	Security staff turnout.	Yes		Checked by the ASO/Security Supervisor on change of shift.
26	Post maintained or not	Yes		The designated posts are manned round the clock.
27	Key boxes of AUH.	Yes		Key boxes are maintained by the Security Control Room.
28	Are the keys mustered every evening ?	Yes		Keys are mustered by the ASO/Security Supervisor at end of the day.
29	Check to see that rooms are locked ?	Yes		At the end of the day, ASO/Security Supervisor take rounds of the Academic Blocks.



Dy. Dir
IQAC

M. Sahay
Cdr. NK Dahiya (Retd)
By Director
Security & MTC
Amity University, Gurugram

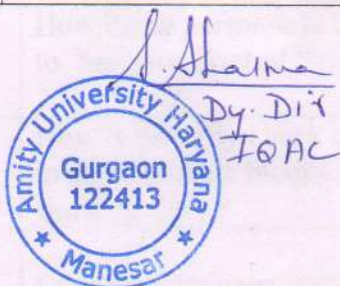
30	Check on any damage in infrastructure	Yes	ASO/Security Spervisor/Marshals and other Security staff are always on a look out to check damage to the infrastructure.
31	Are the security personnel properly deployed over the area under their jurisdiction?	Yes	Guards are specified and allocated their area of jurisdiction.
32	Are the security personnel aware of their responsibilities?	Yes	They are made to learn about their duties as described in the SOPs kept in SCR.
33	Is a deployment plan available in the security office?	Yes	Deployment is as per the posts shown in the Security Standing Orders.
34	Is a register maintained at the security gates / security points ?	Yes	ASO/Security Supervisor/Marshals make entry of their rounds on each post including during the silent hours.
35	Is the attendance sheet of outsourced security personnel deployed during the month being maintained?	Yes	Attendance is maintained by the university management.
36	Is a fire safety SOP laid down?	Yes	As per the Haryana Government Fire Safety Act, 2009.
37	Is an Exit Plan deployed in case of a fire in the building?	Yes	Fire plans have been worked out for each floor of the Academic Blocks A, B, C, D.
38	Is a record of inventory maintained for Fire safety equipments ?	Yes	Inventory is maintained by the Fire Fighting personnel.
39	How often are fire extinguishers serviced / replenished.		As and when needle indicates reduced pressure.
40	Are drill exercises conducted for evacuation in case of fire?	Yes	Fire fighting drills are conducted every fortnight. Video clips are sent to the District Fire safety Officer prior to the annual inspection of the university.
41	Is there a list of fire safety personnel?	Yes	Director, Dy Director, Fire Supervisor(01) & Fire Technicians (04).
42	What is the procedure adopted for controlling parking within the campus?	Yes	Separate parking areas are laid down and marked accordingly.
43	What method is adopted by security to check people commuting in and out from the university premises?		Frisking of personnel in suspicious cases. Physical check is carried out of belongings of all housekeeping staff and construction labourer.
44	How does security identify an Amity employee and Non Amity employee?		Entry is stictly on the basis of Amity I Cards.
45	On what basis does security allow entry to relatives/ or family who are Non Amity employees?		Sentries at the gate inform the person concerned to whom they have come to meet.



S. Sharma
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Cdr NK Dahiya (Retd)
Dy Director
Security & MTC
Amity University, Gurugram

46	What are the provisions for security in hostel blocks 24*7?	(i) Guards are posted on the main entrance of each block round the clock. (ii) Entry gates to the Hostel is locked at 9.30 PM. (iii) Every day attendance is taken at night around 9.30 PM. (iv) CCTV camera is installed in each foyer at entrance. (v) Girls hostel entrance is manned by lady guard.
47	What are the provisions for peripheral security 24*7?	Periphery is provided with a barbed wire fence. In places where the fence is not existing guards are positioned to oversee that there is no trespassing onto the campus.
48	How are cases of breach of peripheral security handled?	The intruder is brought to the ASO/DD security. In serious cases it is brought to the knowledge of the Director and the intrusion is reported to the local police.
49	How is the goodwill with the local police?	It is cordial. There is regular interaction with the staff of IMT Manesar Police station. Boarding and lodging are provided to Police staff on campus as and when required.
50	How are the cases of drinking, smoking and smuggling of these materials on to the campus handled?	The cases are investigated and students are warned for the first time. Repeat offenders are withdrawn from the University hostel.
51	Are the students allowed to enter faculty hostel accommodation?	No only after a written permission of the DSW, in advance.
52	Analysis of data and identification of critical areas which could be focus of our attention.	A continuous monitoring of all aspects of security is done regularly.
<p>Remarks: All terraces are kept locked and keys are stored in security control room. Vehicles parked for long are monitored and owners are told to remove them. Vehicles with AUH tag only are allowed to enter campus.</p>		



N. Dahiya
Cdr NK Dahiya (Retd)
Dy Director
Security & MTC
Amity University, Gurugram

AMITY UNIVERSITY HARYANA

Departmental Audit Report

Audit Date: - 19th March 2015

Auditor: - Dr. Sunita Sharma

Department: - Administration

The following points were observed:

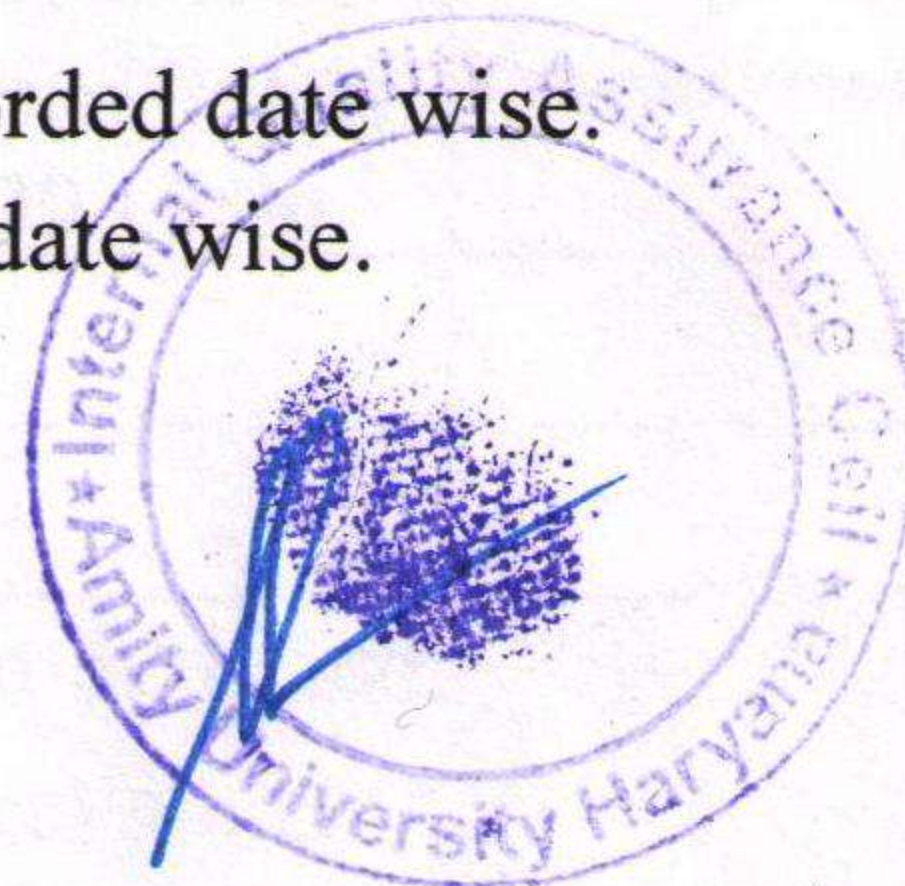
Transport

Good Points:

1. Imprest money used for filling CNG is duly signed by driver, supervisor & head.
2. Hiring rates of taxies are fixed by university after comparing rates of vendors.
3. All requisition slips are approved by VC, Dy. VC.
4. Average KPL of the Vehicle is calculated on 25th of every month. Reason for monthly variation n be checked and recorded.
5. Register for saved trips of Buses is well maintained. Also subsequent utilization is recorded.
6. Maintenance record of all vehicles is being maintained in hard copy and soft copy.
7. Records of bus passes issued are properly maintained.

Non Conformities:

1. The number of pages in the register has not been certified.
2. Complaint register has been maintained from 2nd September 2014 to 14th October 2014. Thereafter softcopy of complaints have been maintained. No records were maintained prior to September 2014.
3. Files have not been affixed with codes and docket sheets.
4. Records of CNG tempo travelers' numbers HR-55R-5685 and HR-55R-5691 are available from 22nd September 2014' onwards which include receipts of CNG filled from CNG stations. Prior to this no record has been maintained since the date of purchase.
5. Kilometer reading of vehicle HR-55R-5685 was not entered in the register for 22nd September 2014.
6. Record of vehicles purchased by AUG prior to 18th December 2013 was not available in the register maintained.
7. At times, servicing schedule of all vehicles of AUG has not been followed.
8. Requisition slip was not filled by Dr. Monica for demand of vehicle on 18th March 2015. Record show that Innova was used to travel to Lodhi Road, New Delhi, but she had travelled to Manesar only. The vehicle used by her was Indigo.
9. (i) Vouchers related to servicing have not been recorded date wise.
(ii) Similarly, refilling bills has not being recorded date wise.



Guest House

1. The number of pages in the register has not been certified.
2. Files have not been affixed with codes and docket sheets.
3. Guest register maintained since 13th December 2011. However after first entry in 2011, next entry was in October 2014'.
4. Filling of requisition slips for accommodation in guest house started from 2013 onwards.
5. No records were maintained for the meals of guest.
6. Feedback register not maintained for Guest House.

Stationery

1. The number of pages in the register has not been certified.
2. Files have not been affixed with codes and docket sheets.
3. Requisition slips do not have a uniform format.
4. Stationery requisition slip & issue vouchers at times do not tally in consolidated sheet.

Fixed Assets

1. No record available prior to 2012.
2. Stock register had entries which did not have supporting PO as the purchase was done on verbal demand.
3. The number of pages in the register has not been certified.
4. Files have not been affixed with codes and docket sheets.
5. List of number of telephone instruments issued in the university is not maintained.
6. Some I T equipments are entered in the stock register but details of issue voucher not available.
7. Bill details are not filed according to dates of purchase or serial number.
8. All fixed assets of the university (old & new) need to be labeled for matching the details at the time of annual stock taking.
9. Stock Registers need to be maintained item wise with extra leaves to enter further purchases in future.

House Keeping

1. Block supervisors need to be more active in ensuring cleanliness everywhere especially in students toilets which are not well maintained.
2. Charts to be maintained with time slots for cleaning of all blocks & supervisor of respective block to sign after checking. (Specimen given below)

S. No.	Date	Name of Safai Karamchhari	Checked by Admin Blk Supervisor		Sign. Supervisor	Remarks
			Morning shift 8:00 - 12:30	Afternoon shift 12:30 - 5:00		
1						
2						

3. The number of pages in the register has not been certified.
4. Files have not been affixed with codes and docket sheets



Hospitality

1. The number of pages in the register has not been certified.
2. Files have not been affixed with codes and docket sheets.
3. Records are well maintained with all bills, vouchers & approvals from May 2013 onwards.

Maintenance

1. The number of pages in the register has not been certified.
2. Records are well maintained with all bills, vouchers & approvals.
3. Stock register has been maintained item wise.



AMITY UNIVERSITY HARYANA

Departmental Audit Report

Audit Date: - 31st March 2015

Auditor: - Dr. Sunita Sharma

Department: - Registrar and HR Office

Registrar Office

The following points were observed:

Good Points:

1. Record of MOU's was well maintained.
2. Students continued to get scholarship on the basis of admission test and their academic achievement during the entire course of study.

Non Conformities:

1. Files have not been affixed with codes and docket sheets.
2. Documents were not filed date wise.
3. Notice and Agenda:
 - i. Attendance sheet of members present in the 9th Board of Management meeting was not recorded.
 - ii. In the attendance sheets of all Board of Management meeting held signature of few persons were missing,
 - iii. Record of entries of members and their signature in the registers for various statutory bodies i.e. Academic Council, Governing Body etc. are not being maintained properly.

HR Office

The following points were observed:

Good Points:

1. Record of Teaching & Non teaching staff was well maintained.
2. Increment files are being maintained from July 2012 onwards, previous to this Head Office was maintaining the same.
3. List of rejected candidates is being maintained since July 2012 onwards..
4. File related to API was introduced in July 2014' and has been maintained.

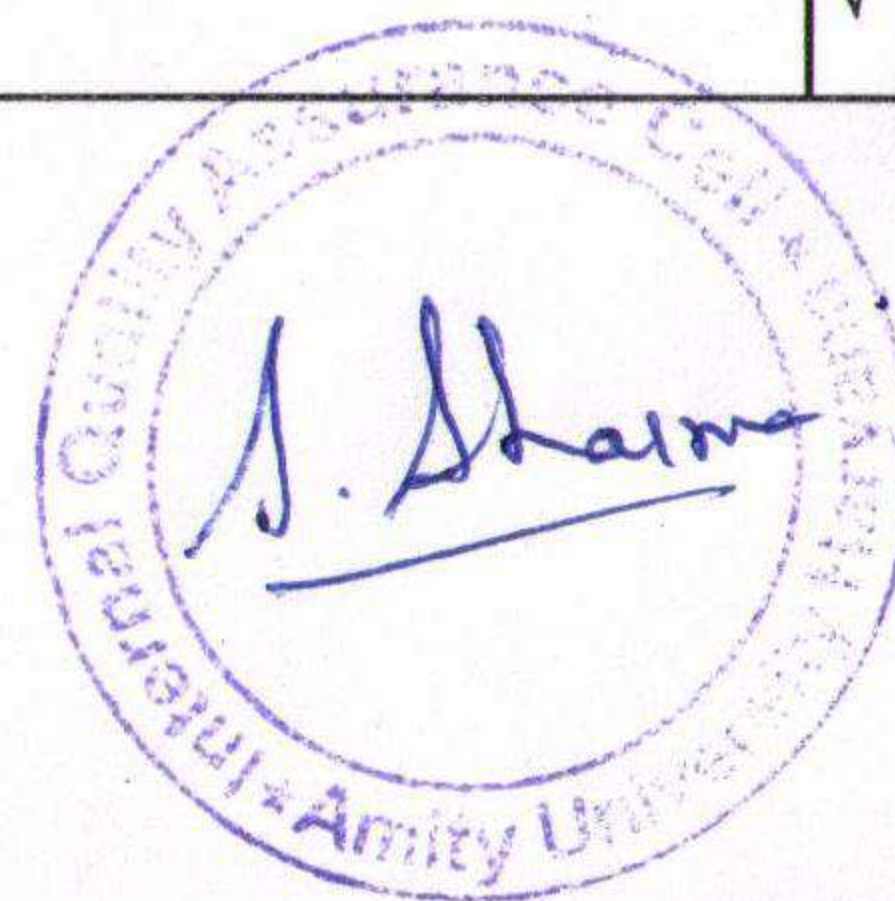


Non Conformities:

1. Files have not been affixed with codes and docket sheets.
2. The Minutes of the meeting held at the time of interview should also have the attendance sheet attached to it.
3. Leave Records of staff Teaching & Non teaching are maintained. At times there is a gap in updation of records.
4. Record of the attendance of candidates who are interviewed is being maintained from January 2014 onwards; prior to this it was not maintained.



AMITY UNIVERSITY GURGAON				
CHECKLIST - INTERNAL AUDIT 2018-2019				
Check List No. 2018 - 1, Rev I		Date: 23rd July 2018		
Internal Auditor – Dr. Sunita Sharma, Ms. Poonam Kundu				
Checklist For Mess				
S.No	Points for Checking	Yes	No	If Yes, Records Perused
A	Students			
1	Is student mess committee formed in hostel?	√		
2	Is menu revised from time to time taking inputs from the other students?	√		
3	Are menu prepared in advance for 1×7 days?	√		
4	Is there any provision of food for sick child ? (a different menu) as per needs.	√		
5	Is there a separate menu designed for holidays/occasions/festivals?	√		
B	Hygiene Of Food Rooms & Equipment			
1	Are food rooms and equipment in good condition and well	√		
2	Are food rooms clean and tidy and do staff clean as they	√		
3	Is equipment easy to clean and kept in a clean condition?	√		
4	Are all food and hand contact surfaces e.g. work surfaces, delivery area, slicers, fridge handles, food probe, in good condition and cleaned regularly?	√		
5	Are cleaning cloths suitable for use and regularly cleaned and disinfected and used properly?		x	Dispose dirty cloths having foul smell
C	Food Storage			
1	Is food in fridges/freezers covered?	√		It is suggested to wrap food with clean wrap and stored in air tight containers
2	Are freezers working properly?	√		
3	Are deliveries appropriately stored immediately?	√		It is advised to store items at designated area and to get frequently pest control.
4	Are fridges and freezers defrosted regularly?	√		
D	Food Handling Practices			
1	Are ready to eat fruit/salads/vegetables trimmed and washed thoroughly?	√		



2	Are adequate clean utensils available for self service?	√		
3	Is food on display screened for customers?	√		
E	Personal Hygiene			
1	Are staff fit to work, wearing clean, suitable protective clothing and following personal hygiene rules particularly hand washing?	√		
2	Are wash hand basins clean with water and soap?	√		
3	Is hair nets are worn by the mess staff?	√		

