AMITY UNIVERSITY
AMITY UNIVERSITY
—HARYANA—

HR POLICY MANUAL

AMITY UNIVERSITY

PREFACE

This manual, drafted by the Human Resources Department , Amity University Haryana (AUH) during 2012-13(5th BOM Meeting held on 09th April 2013 and ratified in 4th meeting of Governing Body held on 27th November 2013), and modified as well as vetted by a Committee of Senior academic administrators in 2017-18 (24th BOM Meeting held on 12th August 2018). After 12th August 2024, the HR Policy Manual has been updated till 2024 with several key changes, including a new timeline for the process and submission of PBAS to ensure timely evaluations, enhanced background checks and document verification protocols, updated guidelines for the application of leaves and revised eligibility criteria for the Career Advancement Scheme (CAS) etc. It provides all necessary information and references to AUH employees. The objective of this document is to set out the guidelines and the applicable policies, rules and regulations of the University, detailing the nature of employment and working conditions at AUH. It includes an overview of the University, details of HR policies and benefits and highlights of the resources, services, and activities that are available.

This manual, however, cannot anticipate every developing situation or anticipate and answer every possible question about employment. The personnel procedures and practices stated in this manual are, therefore, subject to review and change. To maintain the desired flexibility in the administration of personnel policies and procedures, the University reserves the right to revise or rescind any provisions of this manual without notice.

The issuance of this Human Resource Manual is an attempt to bring transparency so that all the efforts are synchronized to achieve the desired results.

However, it is the responsibility of the AUH employees to stay abreast of the current rules, guidelines, directives, policies and practices. If required, employees of AUH may feel free to visit HR Department for any further clarifications.
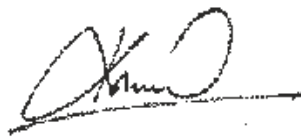
HR MANUAL REVIEWED AND APPROVED

Amity University Haryana HR Manual establishes policies, procedures and working conditions that will be followed by all employees as a condition of their employment at the University.

AUH values the talents and abilities of our employees and seeks to foster an open, cooperative, and dynamic environment in which employees and the Management can thrive concomitantly.
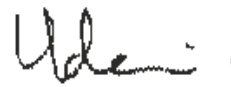
The policy guidelines are therefore aligned with the needs of the employees and as per the requirements of the University.

However, these policies may undergo change from time to time.

The current version of the HR Manual has been designed to allow updates (with deletions and additions) as is considered necessary for the general benefit of the Employees and the University.

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ABBREVIATIONS

AAA   -   Aspire, Act & Achieve

AASC   -   Amity Academic Staff College

API   -   Academic Performance Indicator

ASC   -   Academic Staff College

AUH   -   Amity University Haryana

CAS   -   Career Advancement Scheme

EPFO   -   Employees' Provident Fund Organisation

ESIC   -   Employees' State Insurance Corporation

FDP   -   Faculty Development Programme

F & F   -   Full & Final

FIS   -   Faculty Incentive Scheme

G-HRM   -   Green Human Resources Management

HR   -   Human Resources

HRM   -   Human Resources Management

JIO   -   Joining, Induction and Orientation

NOC   -   No Objection Certificate

PBAS   -   Performance Based Appraisal System

PF   -   Provident Fund

PIP   -   Performance Improvement Plans

RBEF   -   Ritnand Balved Education Foundation

UAN   -   Universal Account Number

ICT   -   Information Communication Technologies

CONTENTS

1. BACKGROUND

1.1 AMITY BELIEF SYSTEM

At Amity University Haryana, we are passionate about grooming leaders who are not only thorough professionals but also good human beings with values and 'sanskars'.

(a) Amity values should permeate HR policies and procedures.

(b) Diverse people who come together in community create a strong and vital bondage that benefits all.

(c) Employees are the most valuable assets of the University.

(d) Employees should be supported in doing a good and efficient job.

(e) Employees deserve to be treated with dignity and respect for their talents and for their further developments.

(f)   Employees need to be recognized and compensated appropriately based on an analysis of their performance.

(g) Need a work life balance for employees.

(h)   Employees should be provided with opportunities to grow professionally, personally, and spiritually.

(i)   HR must strive for balance in advising supervisors managing personnel and advocating for employees.

(j)   Encourage employees to adopt AAA policy of Aspire, Act & Achieve the goals and vision of Amity University Haryana (AUH) at Gurugram.

1.2. VISION, MISSION & CORE VALUES

The Vision, & Mission of Amity Education Group has been drawn out by the Visionary Leaders.
HR Department at AUH draws the reference from the above to define their own Vision, Mission and Core Values.

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

(a) To foster academic innovations to create an environment of student centric learning.

(b) To nurture talent and creativity.

(c) To promote interdisciplinary and trans- departmental culture.

(d) To strengthen industry- academia integration for relevance driven excellence in education and research.

(e)   To promote international collaboration and cooperation.

(f)   To inculcate moral values, help embrace cognitive skills and social responsibilities.

(g) To provide an academic environment where 'Modernity blends with tradition'.

Core Values

(a) National pride and global outlook.

(b) Integrity, transparency and trust worthiness.

(c) Continuous learning and knowledge creation.

(d) Professional morality, scientific ethics and academic freedom.

(e) Quality consciousness and environmental sustainability.

1.3. PHILOSOPHY OF AMITY UNIVERSITY HARYANA (AUH)

(a) We believe that Human Resources at (AUH) are an asset which needs constant grooming and must be prepared for a lifelong commitment in teaching, research and administration.

(b) We believe that equitable and fair treatment of people at work leads to harmonization. Therefoere the entire policy should be based on performance-oriented assessment of competence, commitment and flexibility to make HR effective.

(c) We value and respect each person as an individual and encourage diversity of cultures, thought and behavior circumscribed only by the code of ethics and performance.

1.4. EQUITY AND INCLUSIVITY

AUH, set up in 2010, has now emerged as a young and vibrant campuses, and has been able to recruit some of the best minds because of its Three-Tier HR policy of selecting faculty and staff without regard to race, caste, creed, religion, ethnic origin, ancestry, gender and linguistic identity and irrespective of disability, age, protected status, genetic information, military service or other identities.

It is important to endorse the goals of providing equal opportunity and affirmative action within the University, and to ensure the ethos of diversity in the AUH so that the University community is able to advance the academic purposes of the University.

1.5. CODE OF ETHICS & CONDUCT RULES:

AUH emphasizes that academic freedom as the leading principle of any university's functioning, but this also entails that the members of the University are committed to promoting and maintaining high standards of integrity and accountability in their conduct of teaching, lecturing, tutoring, mentoring, guiding and research as well as in proving support to academic and administrative offices. It is realized that a culture of honesty and transparency in all its institutional activities must emerge through all our actions. In undertaking this commitment, the AUH is dedicated to providing a free academic environment to conduct research, to carry out experiments, to create products and patents, to teach, to speak and to publish, subject to the norms and standards of scholarly inquiry, without interference or penalty, wherever the search for truth, knowledge, scholarship and/or understanding may lead.

In order to undertake the above activities, a code of ethics, also known as a code of conduct has to be followed, because after all, they define and clarify an organization's mission, values, and principles, linking them with standards of professional conduct. A code of conduct serves as a reference for managers and employees when making decisions at work, in issuing notices and notifications, sending e-mail instructions, and expressing opinions as well as in conveying decisions.

Ideally, the AUH would invite its members of teaching and support staff, fellows, research students, visiting students as well as administrative staff to abide by the highest standards of integrity in their conduct of academic work and/or in providing support to academic and research activities.

More details about Conduct Rules will be found as a part of AUH policies elsewhere. However, broadly speaking, academic freedom is the freedom to teach study and pursue knowledge and research without unreasonable interference or restriction, institutional regulations or public pressure. This freedom allows the AUH faculty and scholars to inquire into any subject that evokes intellectual concern, to present findings, to publish data and conclusions without undue control. At the same time, it must be realized that integrity, accountability and responsibility in conducting academics form the cornerstone of any University or any academic enterprise. This is because violations of widely-recognized academic research standards represent serious offences to the entire academic community.

Academic integrity is defined in terms of the University's commitment to the values of honesty, trust, fairness, respect, responsibility, legality and dissemination of knowledge. Just as intellectual and personal

honesty in learning, teaching and research are important, the institutes and offices within the University must inculcate a climate of mutual trust to encourage the free exchange of ideas, ensure fairness in institutional standards, practices and procedures, promote respect for each segment of the University – faculty, administrators, support staff – including casual workers, and students – and remember that the University has this shared responsibility for promoting academic integrity among all members of the community. Any academic community must observe legal norms related to the conduct and publication by not violating IPR or Copyright laws, and must make the results of its research as widely and as freely disseminated or communicated as possible.

Why does Code of Ethics Matter?

(a) Adherence to the Code shows the AUH staff that the University values and protects integrity.

(b) The Code defines the terms of ethical behavior at work.

(c) The Code sets the principles of inter-personal behavior and communication.

(d)   It guides decision-making in difficult situations.

The Organization, in addition to complying with the law and with regulatory requirements in force in conducting of its activities, intends to observe high ethical standards in the daily running of its work.

The code is a tool that integrates rules of law and regulatory standards. AUH believes, in fact, that its decisions and the behaviour of its own personnel are based on ethical rules, even in cases in which they may not be codified by specific legislation. The AUH has an Ethics Committee to

• provide advice to the AUH community on all matters pertaining to academic research ethics;

• advise the Academic Council and Board of Studies (as well as DRCs) on compliance with the 'Code of Ethics in Academic Research';

• provide guidance and clarifications to scholars on ethical issues in respect of teaching, research and other academic activities;

• confirm to the collaborating institutions or organizations, i.e. external parties on behalf of the AUH compliance with ethical standards in respect of research projects undertaken;

• advise the Board of Management and the Academic Council of any policies that may be required in relation to accepting funds from particular sponsors of research;

• act as an investigative/consultative body for any matter of dispute concerning research ethics and conduct; and

• to make recommendations to the internal Grievances or Disciplinary Committee as to what action, if any, should be taken as a result of its investigations.

2. INTRODUCING HR

2.1. DEFINING HR

The HR activities involve recruitment of Faculty & Staff, employee training, on-boarding, providing benefit packages, maintaining diversity in the workplace, and ensuring welfare and many other measures. From the definitional point of view, Human Resources care for knowledge, skills, creative abilities, talents, and attitudes obtained in the population – so as to select the best talents, whereas from the view-point of the individual enterprise, they represent the total quantum of the inherent abilities, acquired knowledge and skills as exemplified in the talents and aptitude of its employees.

2.2. THE RANGE OF HR ACTIVITIES

The HR Department is one of the most important wings of Amity University, responsible for activities such as recruitment of Faculty, Scholars & Fellows as well as Supporting (Staff) and Administrative Staff. With respect to all the above, creation of personal dossiers, managing the procedures of joining/ induction, issuance of appointment letters, managing various kinds of leave for all employees, performance assessments (through PBAS), grant of increments, promotions, NOCs for various purposes, processing of resignations including full & final settlement and gratuity payments, keeping record of absences, visitations, transfers and deployment orders, handling grievances of employees and complaints against employees, and various other miscellaneous administrative activities related to Institutions/ Schools/ Departments are also dealt with by the HR Department.

The HR policy is to ensure that every member of the University isfacilitated to engage wholeheartedly adopt a nondiscriminatory process in all phases and facets of work, including, but not limited to, recruiting, employment, placement, upgrading, demotion or internal transfer, scaling up or reduction of workforce and termination , rates of pay or other form of compen1ation, selection for training, and participation in all University-sponsored employee training and development activities.

The HR Department also processes the work related to extra- mural appointments such as offer of appointment of Adjunct Professors, Visiting Professors and Honorary Professors and Fellows, for consideration of higher management. The Part- time appointments, Temporary faculty and engagement of Guest faculty are also initiated bythe HR Department, to be place before the higher management.

2.3. DOMAINS OF ACTIVITIES

The activities performed by HRM professionals fall under five major domains, while maintaining the organizational designs laid down by the Acts and Statutes, and by the principles outlined by the Governing Board:

(a) Appropriate Staffing including right person for right job,

(b) Performance Based Management and Appraisal,

(c) Organizational & Employee Development,

(d) Reward Systems & Grievance System, and

(e) Leave, Attendance, Gratuity and Increments.

(f) Workplace Safety and Health

(g) HR Analytics and Developing Strategic HR Plans.

2.4 HR OBJECTIVES OF AUH

THE RIGHT PEOPLE

1

- Focus on hiring faculty from Universities of repute viz. IITs, IIMs, Foreign Universities, etc. and with good Research background.
- Only Doctorates (PhD holders) are preferred, especially for Faculty of Sciences, Engineering & Technology and Faculty of Management etc.
- Hiring of Staff are based on multi-level tests/ interaction, which would showcase their skills & talent precisely.

TRAINING & DEVELOPMENT

2

- To provide a well-defined Training & Development Programme for effective employee engagement.
- To focus on establishing training & development sessions for both, Faculty & Staff with latest technologies and best practices.
- To provide our Faculty Members a suitable training program, which would help them learn new ways to teach their students i.e. both in online & offline modes.
- Staff members is provided with Employee Training Sessions which help them enhance their Microsoft Office Skills with latest Technologies.

HEALTH & SAFETY

3

- To focus on an HR Communications Strategy that must help employees speak up their problems openly.
- To have robust Grievance Redressal & Harassment of Female Employees Cell through , which employees should inform us about their issues, which they may also raise on AMIZONE platform.
- Employees must be stimulated so that they tell us about their difficulties and troubles without any hesitation, which would help promote a healthy environment amongst all employees for better productivity.

RETAIN EMPLOYEES

4

- To Foster a Positive Work Environment by creating a supportive and engaging workplace culture that values and respects employees. This includes promoting work-life balance, recognizing and rewarding achievements, and ensuring open communication channels.

- Practice certain programs like Faculty Incentive Scheme and Performance Based Appraisal System, in which a fair monetary reward may be given to the faculties.

2.5. A STRATEGIC APPROACH

HR-management must follow a strategic approach to the effective management of people in any organization such as ours so that they help the University to gain a competitive advantage. HR attempts to maximize employee performance in service which should be a part of an employer's planned objectives. HR is thus primarily concerned with the management of people within the organization, eliminate arbitrary practices, and focus on policies and guidelines in place as a system of academic administration.

HR also plays a pivotal role in establishing clear and concise Policies for Performance Based Appraisal System (PBAS), Self- Assessment, Increments and Promotions.

2.6. GREEN HR

Green Human Resources Management (G-HRM) involves undertaking environment-friendly HR initiatives resulting in greater efficiency, lower costs and better employee engagement and retention, which in turn, help organizations to reduce employee carbon footprints by electronic filing, job sharing, teleconferencing and virtual interviews, recycling, telecommuting, online recruitment and training, office space management for employees, etc. The Green Human Resources Management plays an important role in the industry to promote the environment-related issues. The G-HRM helps us in formulating the best practices to train people to increase awareness about the environment, and implement laws related to environmental protection.

At AUH , we practice G-HRM which is directly responsible in creating green workforce that understands, appreciates, and practices green initiative and maintains its green objectives all throughout the HRM process of recruiting, hiring, training, compensating, developing, and advancing the firms human capital. It refers to the policies, practices, and systems that make employees of the organization go for electronic mode and digital storage and retrieval systems for the benefit of the individual, society, natural environment, the university and the nation.

Amity University Haryana is the first university in India and the second one in Asia to be awarded with the coveted "LEED Green Platinum Certification (EB), USA" which is the highest Green Building Standard for its green building design, operation and maintenance by US Green Building Council.

It was a proud moment for Amity to receive the LEED Platinum Certification, USA for AUG, which speaks volumes about Amity's commitment to safe and cleaner planet for present and future generations. 110 acres lush green campus of Amity University Gurugram has been meticulously designed to ensure optimum utilisation of resources.

The Green Honour Platinum category Certificate was presented to Hon'ble Chancellor, Amity University Haryana by Gopalakrishnan Padmanabhan- Director GBCI (Green Business Certification Inc.).

The HR Policy Manual outlines key objectives aimed at optimizing recruitment, performance management, and employee development. These objectives include the implementation of an online reference checking system to enhance recruitment processes, the integration of an online performance management system with PBAS directly linked to promotions and increments. The manual also introduces a Competency Framework for effective workforce planning and talent acquisition, ensuring the selection of individuals with requisite skills for both current and future needs. Furthermore, the adoption of the STAR methodology (Situation, Task, Action, Result) for Competency-Based Interviews, along with a three-tier recruitment process, ensures a more thorough and effective hiring strategy.

CONCLUSION

The suggested roadmap for educational institutions is aimed at guiding the University towards a path of EXCELLENCE through the implementation of the above-mentioned steps. We are committed to providing our students with a vibrant learning environment that is dutiful, inclusive, and collaborative, where both students and faculty can learn and flourish together. Our focus on learning over teaching supports students in developing their personal and professional identities, helping them grow into complete individuals and responsible citizens of society.

3. FUNCTIONS OF HR

The human resources department handles many kinds of functions of an organization. It is instrumental in providing labour law compliance, record keeping, hiring and training, compensation, reward and encouragement, execution of extra-mural appointments, promotions, counseling and assistance to help with handling specific performance and interpersonal issues. All these functions are critical because without those functions being performed or completed, the organization would not be able to meet the essential objectives of its management, nor would it meet the aspirations and expectations of its staff.

3.1. NEW RECRUITMENT

The success of recruiters and employment specialists is generally measured by the number of positions they fill and the time it takes to fill those positions. Recruiters who work in-house -- as opposed to organisations that provide recruiting and staffing services - play a key role in developing the employer's workforce. They advertise job postings, source candidates, screen applicants, conduct preliminary interviews and coordinate hiring efforts with managers being responsible for taking each case up to the final selection of candidates. An important part of this activity is to ensure that there are no major gaps in faculty and staff availability as per the decisions of the BoM. An important task is also to constant search for highly valuable faculty and professionals who may be willing to switch jobs and are looking for fresh or new avenues. In executing that, spreading the messages for faculty positions through social media platforms, or accessing high value professionals through modern social network archives. For more details of Recruitment policy, refer to Section 6.

3.2. COMPENSATION AND BENEFITS

On the compensation side, the HR functions include setting compensation structures and evaluating competitive pay practices. Health care benefits are also handled bythe HR department.

3.3. EMPLOYEE RELATIONS

Another key function of the HR department is the management of employee relations. When there is a dispute or misunderstanding between or among employees or between employees and a manager, it isthe human resource officers who are tasked to mediate and resolve the issue. Employees are free to bring in or point out such relational problems to the attention of the HR staff for resolution of misunderstandings or conflicts.

3.4 RECORD KEEPING

The HR office is in charge of record keeping for the AUH pertaining to all HR-related activities, including many confidential files. The HR Office keeps records regarding Personal Record of the employees, Performance Appraisal, Provident Fund, Leave Record, Annual Increment and a summary of business transactions . The HR has moved towards the new Human Resources Management System (HRMS) solution which is a part of TCSiON and digitization of records which led to Optimization of processes and greater efficiency and speed. This modernization and digitization has made it possible for HR to bring in Automation at various levels such as:

- Automation of Leave Management
- Automation of Attendance Management
- Automation of MIS Report Formulation
- Automation of Various Report Generation

3.5 LEGAL SECTION

In order to provide a safe and positive workplace for all, employees are expected to comply with standards of conduct and performance while on the job. When standards are not met, progressive disciplinary measures are implemented to encourage employees in order to meet the desired standards. This section also acts as the 'Eyes & Ears' (Vigilance), coupled with inputs from various sources including Security Personnel.

This policy serves as a means to deal with problems related to poor performance or inappropriate conduct. It is to be administered equitably and consistently, with emphasis on correcting the problem rather than on punishing the employee. Indiscipline in the workplace can be disruptive to productivity and performance, so it must be identified and addressed immediately. Different types of indiscipline in the workplace are identified to help eliminate misconduct problems before they develop into lasting bad habits.

The purpose of enforcing discipline is to assist employees in changing their unwanted behavior, such as:

- Absenteeism
- Poor Performance or
- Inappropriate Behavior
- Loud and disparaging remarks (about other colleagues or supervisors)
- Late start to work often on
- Use of profane or inappropriate language
- Behaving unprofessionally with students, guardians, visitors and guests, or
- Blatant refusal to accept reasonable orders from the superiors

Indiscipline in the workplace can be direct and noticeable, causing discomfort to managers and co-workers because of its sometimes confrontational or aggressive nature as in the above instances. However, indiscipline in the University can also be more indirect and less noticeable but still problematic. Examples of indirect indiscipline is often difficult to pin-point but it might include working sluggishly to avoid taking on new assignments, not being available in one's seat, encouraging coworker misconduct (with laughter), or agreeing with constructive criticism but then not applying suggestions to work in improving upon quality or productivity.

There are following types of disciplinary actions available:

- Verbal counseling.
- Written warning.
- Issue of Show Cause Notice, and inquiry if need be leading to major and minor penalties.

4. MORE ABOUT THE OBJECTIVES OF HR

The primary objective of Human Resource is to ensure the availability of right staff for the right jobs so that the organizational goals are achieved effectively.

This primary objective can further be divided into the following sub-objectives:

(a) To help the organization to attain its goals effectively and efficiently by providing competent and motivated employees;

(b) To utilize the available human resources effectively;

(c) To increase to the fullest the employee's job satisfaction and self-actualization;

(d) To develop and maintain the Quality of Work Life (QWL) which makes employment in the organization a desirable personal and social situation;

(e) To help maintain ethical policies and behaviour inside and outside the organization;

(f)   To establish and maintain cordial relations between employees and management; and

(g) To reconcile individual/ group goals with organizational goals.

HRM Objectives	Supporting Functions
1. Societal Objectives	1. Legal Compliance 2. Benefits 3. Union- management relations
2. Organizational Objectives	1. Human Resource planning 2. Employee Relations 3. Selection 4. Training & Development 5. Appraisal 6. Placement 7. Assessment
3. Functional Objectives	1. Appraisal 2. Placement 3. Assessment
4. Personal Objectives	1. Training & Development 2. Appraisal 3. Placement 4. Compensation 5. Assessment

5. RECRUITMENT PROCESS

Recruitments provide opportunities to AUH Institutes and Schools to align staff skill sets to initiatives and goals, and for both departmental and individual growth. But this needs a proper planning and evaluation of the need that arises.

5.1. JUSTIFICATION

Recruitment is one of basic functions of any HR. When one is sure that a new position is needed, it is important to understand and take into consideration strategic goals for the University and/or department. Are there any upcoming changes that may impact this role. Similarly, when a faculty member leaves, the most logical step is to find a replacement but like any new position, here too it will be important to conduct a Job Analysis in order to tailor the position to what is currently required and to ensure proper classification. One needs to suggest if the tasks carried out by the previous employee will be the same that is expected of a recruit, or something more.

5.2. ELIGIBILITY CRITERIA FOR DIFFERENT POSTS:

For recruitment to various posts the qualifications and other requirements of selection shall be in accordance with the norms of concerned regulatory bodies like UGC/ AICTE/ COA/ NCTE/ RCI/ PCI and BCI/ DMRI. The same, where not prescribed under these rules, shall be prescribed by the Board of Management.

5.3. STAGES OF RECRUITMENT

Recruitment consists of following two stages: Pre-Recruitment actions and Post-Recruitment follow up. These two processes are described as under:

5.3.1. PRE – RECRUITMENT

(a) As the Interviews are generally held twice a year (i.e., in March/ April for July session and in September/ October for January session) of AUH Academic Calendar, any mid session recruitment action needs proper justification.

(b) If there is a requirement in between the session, the interview will be held in the second week of the month, depending on the availability of the Management time-slot.

(c) In the normal instance, the concerned HOIs/ HODs will share the requirement two months before the commencement in each session along with the Teaching Load, Student Ratio and also the Sanctioned Strength. In addition, a proper justification must be supplied by the Directors/ HOIs/ HODs of the respective departments.

(d) All posts are to be widely advertised in newspapers and also on social media sites with particulars of essential/ minimum and other desirable qualifications. Reasonable time shall be allowed to applicants, to submit their applications. Late applications from brilliant candidates are also to be considered.

(e) All the applicants received will be indexed post-wise and department-wise.

(f)   Screening & short listing of the CVs will be done carefully.

(g) Preliminary interaction with respective HOIs/ HODs and Director HR would be desirable.

(h) Formulation of Interview Committee including Subject Matter Experts from Outside as required by UGC.

(I)   Videography of the entire Interview or record of MS Teams interactions will be done.

(j)   Final Remarks of Selection Committee will be recorded in the proforma with confidential remarks.

(k) Recommendation will be sent up for Chancellor's Approval.

- **During Submission of Recruitment Request (Checklist to be enclosed, duly endorsed by HR Team Head).**
  - Govt Issued I Cards – Aadhar Card and PAN Card. In addition Driving License will also be checked for recruitment of Drivers
  - Latest 3 months Salary Slip OR bank statement reflecting salary credit for last 3 months.
  - CBSE Class X and XII Certificates.
  - UG and PG Degree Certificates.
  - PhD Certificate (as applicable).
  - Telephonic Checks with references provided by the candidates

- **After Issue of Offer and Prior to Joining Date.**
  - Evidence of Resignation.
  - Evidence of Acceptance of Resignation.
  - Relieving Letter.

- **Within 60 Days From the Date of Joining.** Detailed background check as per a format which will be shared separately by this Office.

5.3.2. VARIOUS MACRO- AND MICRO-PROCESSES – A DIAGRAMMATIC VIEW

The Pre-Recruitment process involves various Macro & Micro Processes which could be diagrammatically described as under the following:

VARIOUS MACRO & MICRO PROCESSES

PROCESS

Manpower Recruitment (Teaching & Non-Teaching)

MACRO PROCESS

Keeping in view UGC/AICTE normsadditional position - wise manpowe rrequirement (Teaching and Non - Teaching) is determined by the AUH.

A requisition for recruitment of these personnel is then sent to HR to fill up the vacancies.

All posts are to be widely advertised in leading newspapers with particulars of essential/minimum and other desirable qualifications, if any, and admissible emoluments.

Preliminary Interaction
• All the applications received for a particular post are short listed initially at Recruitment Department as per UGC Guideline
• Later screened by a Screening Committee which comprises of respective HODs/ HOIs of respective departments & Director HR.

The candidates recommended by the Screening Committee will be invited for interview by the Recruitment Department.

Technical/Selection Committeecomprising the HOD/ HOI concerned,subject experts/specialists assesses the candidates' suitability.

Final Interview is conducted by the Vice Chancellor, Pro-VC, Deans & also includes Subject Experts from Outside along with HOD/ HOI of the respective Departments and Director HR as Members of the Committee.

The candidates recommended are approved by Chancellor/ Founder President - RBEF

MICRO PROCESS

Timeline for Recruitment: As per the academic calendar signed by the management, interview will be held in April for July Session September/ October for Session.

Simultaneously, reputed portals are also screened to source prospective candidates.

The Screening Committee will draw a list of candidates eligible to be called for interview.

The date of interview meeting with the Selection Committee and management shall be so fixed as to allow sufficient notice to each member and to the candidates.

Candidates who appear for the final round of interview after the Technical Tests are assessed by the Board of Management.

Provisional offers of appointment are issued by HR to the candidates shortlisted for appointment.

5.3.3. COMPOSITION OF SELECTION COMMITTEES

For Teaching Staff Departments/ Institutes

(a) The Vice Chancellor - Chairperson

(b) The Pro Vice Chancellor - Co-Chairperson

(c)   Director HR - Member Secretary

(d) Director/ Head of the Department/ Institute - Member

(e) An academician (outside subject expert) nominated by the Chancellor - Member

(f)   One to two experts in the concerned subject nominated by the Director of the Respective Department - Member

For Non-Teaching & Administrative staff

(a) Vice Chancellor or nominee of VC - Chairperson

(b)   Pro Vice Chancellor - Member

(c)   Director HR - Member Secretary

(d) Dean/ Director/ HOI of Institute/ Department - Member

(e)   Two University officials/ Senior Members nominated by the Director of Respective Department - Member

5.3.4. POST – RECRUITMENT

After recruiting the individual, a Provisional Offer Letter will be issued, mentioning the Date of Joining, the Institution & other terms of references for the employment.

On receipt of acceptance of the Offer letter the new employee will be requested to report on the due date of joining to HR department.

On the day of joining the new employee is fully briefed by the Induction Team and is further directed to the on boarding team who assist the candidates to complete joining formalities and later is directed to his / her respective Institution/ Department.

There will then be a requirement to generate Employee Code, issue of I-Card, Biometric Attendance, fitting up of Personal Records in hard & soft medium on Amizone/ TCS iON.

HR also provides Single and Family Accommodation as per availability at the Campus for both Faculty and Staff.

And HR also shares- Two short Introductory Videos for usage of Amizone and TCSiON/ HRMS Module to familiarize AUH Employees with the usage of Amizone and TCSiON/ HRMS Module. The link is appended below:
TCS_AMIZONE_Final 1.m4v
AMIZONE 1.m4v

6. BEST PRACTICES FOR HIRING "RIGHT PERSON FOR THE RIGHT JOB"

6.1. HIRING POLICY AND PROCEDURES

Objective:

Amity University Haryana believes that hiring qualified individuals to fill positions contributes to the overall success of the university. As HR Department, our endeavour is to facilitate 'Right Person for the Right Job' in order to ensure that University/ Institute performs optimally. Each employee is hired for specific Institute to make significant contributions to the University. In hiring the most qualified and experienced candidates for positions, the following process are followed twice a year i.e. in March/ April for July Session and in September/ October for January session, based on the Academic Calendar (and in between on as required basis).

6.2. HIRING PROCESS AND PROCEDURES:

6.2.1. DEPARTMENT REQUISITIONS

Requisitions with justification should be initiated by the HOIs/ HODs and then forwarded to the Human Resource (HR) department for assessment and sourcing of right person for the right job. Department Requisitions should indicate the following:

(i) Position Title

(ii) Number and Proper Justification for the open position

(iii) Essential Job Description and Qualifications

(iv) Work Load of the Current Faculty and the New Open Position (as per the attached format).

6.2.2. JOB POSTINGS:

External Requirement

All posts are widely advertised in leading newspapers with particulars of essential/ minimum and other desirable qualifications, if any, and admissible emoluments.

Internal Requirement

Open Positions are also posted in specialized site like LinkedIn . There are various different other methods through which applications are sourced in HR, viz. through Amity Portal http://www.amity.edu/career_ amity.aspx or through employee referrals.

All applications for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully.

6.2.3. INTERVIEW AND SELECTION PROCESSES

(i) TIER I: All the applications received for a particular post are shortlisted initially at the HR department by the RS (Recruitment & Selection) Team as per UGC Guidelines.

(ii) TIER II: Later screened by a Screening Committee which comprises of respective HOIs/ HODs of the respective department & Director HR. Technical/ Selection Committee comprising the HOIs/ HODs concerned, subject experts/ specialists assesses the candidate's suitability

(iii) TIER III: The candidates shortlisted by the Screening Committee are invited for the Final Interview by the Selection Committee.

(iv) Final Interview is conducted by the Vice Chancellor, Pro Vice Chancellor and also includes Subject Matter Expert from outside along with HOI/ HOD of the respective Departments and Director HR as Member Secretary of the Committee.

(v) At AUH, we have a robust system of document verification as well as background checks in place for the last few years. At the time of Interview, the Certificates are checked and before joining the following documents are sought: - Checklist Proforma as Appendix A and B appended below.

6.2.4. REFERENCE CHECKS//PRE-EMPLOYMENT BACKGROUND VERIFICATION

HR conducts professional reference checks and employment verification of the candidates before the recommended candidates interview forms are send for the approval of Chancellor at Head Office to ensure the workplace safety and avoiding bad hires.

6.2.5. JOB OFFERS

After the approval is received from the Central Office, an offer will be made contingent on the satisfactory completion of required joining reports and background checks. Once the HR department receives satisfactory results from the JIO (Joining & Induction/ Orientation) Section of the HR department, who prepares the Joining Report, candidates will be provided with a final Appointment Letter during the Orientation/ Induction. If the candidate fails to accept an offer of employment within seven working days, the offer may be rescinded by the University.

6.2.6. PROFORMA TO BE SUBMITTED:

FACULTY REQUIREMENT – ACADEMIC YEAR ……….. (EVEN/ ODD SEMESTER) AMITY UNIVERSITY HARYANA

INSTITUTE	COURSE	CREDIT LOAD (ODD SEM)	TEACHING LOAD (ODD SEM)	AS PER TEACHING LOAD			REMARKS
				PRESECRIBED FACULTY STRENGTH	CURRENT DEPLOYMENT	REQUIREMENT	

6.2.7 MEDICAL FITNESS

Successful applicants for employment may be required, as a condition of employment, to take a medical examination to establish their fitness to perform the jobs for which they have applied without endangering the health and safety of themselves or others. If management determines that an examination is appropriate to a particular position, all applicants for the job to whom a conditional offer of employment has been made should be examined.

GUIDELINES AND CRITERIA FOR PHYSICAL FITNESS FOR PRE-EMPLOYMENT MEDICAL EXAMINATION

1. **AIM:-**The aim of these guidelines is to select, for a particular post, a person who must be in good physical and mental health and must be free from any physical defect or disability that is likely to interfere with efficient performance of the duties.

2. **SCOPE:**
    a. Any person seeking appointment in Amity University Gurugram shall be required to undergo medical examination.
    b. The Pre-employment medical examination shall be a part of the selection procedure of a candidate for a particular post.

3. **RELAXATION FOR PHYSICALLY CHALLENGED PERSONS:**
    a. Physically challenged persons may be selected against the identified Posts, where such persons can perform their duties with reasonable efficiency and without undue physical strain or hazard.
    b. The candidate except for the handicap must be within the normal range of all other physical standards.
    c. Any change in the nature of the job of this category will require re-medical examination for ascertaining suitability of the candidate for the job.

4. **MEDICAL FITNESS FORM (Attached as Below)**

PRE – EMPLOYMENT
FITNESS CERTIFICATE

C A N D I D A T E	Name: .... Date of Birth: .... Age: .... Blood Group: .... Sex: Male ☐ Female ☐ Marital Status: Married ☐ Unmarried ☐ Address: .... Any Allergy/ Serious Ailment in Past or Present: ....
C L I N I C A L F I N D I N G S	

Passport Size Photograph

C E R T I F I C A T E	I Dr. : .... hereby cer?fy that I have cer?fied Mr./ Ms. .... on .... and find him/ her **FIT/ UNFIT** for employment. Remarks if unfit: .... **Signature & Seal** **Reg. No.** **Address / Tel. No.** _____ _____ _____

D E C L A R A T I O N	I declare that the above informa?on is true and correct to the best of my knowledge and I am not suffering from any disease / illness, the presence of which I have not revealed. I fully understand that any misrepresenta?on of this declara?on could lead to the termina?on of my offer / appointment. In case of any discrepancy arising out of my declara?on, I will undergo the medical check-up by the university's suggested doctor and their findings will be fully binding on me and ac?on thereon towards my employment will be accepted by me. I give my consent to Amity University Haryana to seek further informa?on, if any, from me directly or from any appropriate doctor. **Signature of Candidate :** _____ **Date :** _____

To be signed by a doctor with minimum M.B.B.S. Qualification.

7. INDUCTION AND ORIENTATION

7.1. WHAT DOES INDUCTION DO?

Induction is a technique by which a new employee is rehabilitated into his surroundings and introduced to practices and policies of Amity University Haryana.

a) New Recruits, after they join Amity University Haryana, are taken through induction programme where they are briefed about the vision, mission, aims and objectives of AUH as well as its core values. The induction programme is also aimed at facilitating a smooth transition from old organization to the AUH world as well as to provide an opportunity to interact with Departmental Heads, Colleagues – and eventually with the Director and Deputy Directors of the Institute as well as with the Deans of the Faculties. Overall, the programme aims at giving a new joinee an understanding of what defines AUH, how AUH works and the lives AUH touches.

b) On the day of joining, all the Certificates are verified, and the new joinee is then brought to the Director HR's Office, who scrutinizes the entire File before signing the Joining Report. The candidate is then taken to meet the Pro VC, Hon'ble VC. His/ Her basic induction with IT Department, Transport, Admin. and his/her Institute/ Department is undertaken on the same day.

c) Upon joining of the candidate, the Relieving Letters from the previous organization and Verification checks are also undertaken at the University Level.

d) The new joinee is also issued with the HR Policy Manual and HR Orientation Manual for smooth induction into the Amity University Haryana. He/she is also familarised with the TCSiON and Amizone.

The Proforma of Induction is attached as Appendix "D".

7.2. NEED FOR INDUCTION PROGRAMME

(a) To intimate them about the mission, Aims, and objectives of Amity University.

(b) To give general information about the terms and conditions of employments

(c) To give clear understanding of their roles and responsibilities

(d) Better work performance

(e) Department interaction/Interaction with colleagues

7.3. A DIAGRAMMATIC VIEW OF INDUCTION

The act or process of inducting or bringing in, introduction, entrance, beginning, and commencement.

Joining Report	ID Generation	E- Orientation Manual	Induction Programme	Interaction with HOIs/ HODs
New Recruits, after they join AUH, are to fill "Joining Report" and submit all relevant documents viz. educational qualification certificates, experience certificates (if any), Adhaar card, PAN card, address proof, relieving letter from previous organization (if any), etc.	They shall be issued with the Employment ID as well as Amity E-mail ID within 24 hours, after completion of furnishing all documents as part of Joining Report.	New Joinees are welcome through E-HR Policy Manual and other guidelines and procedures to acquaint New Joinees with all the important administrative information about AUH.	They are then taken through **Induction Programme** where they are briefed about the Vision, Mission, Aims and Objectives of AUH as well as its Core Values.	The Induction Programme is also aimed at facilitating a smooth transition from old organisation to the AUH world as well as to provide an opportunity to interact with Departmental Heads, Colleagues – and eventually with the Director and Deputy Directors of the Institute as well as with the Deans of the Faculties. Overall, the programme aims at giving a new joinee an understanding of what defines AUH, how AUH works and the lives AUH touches.

7.4. ORIENTATION

Orientation programs assist staff in understanding institutional values and culture, and as a result, encourage commitment to the institution. As an ongoing process, orientation begins during recruitment and selection, and continues as needed throughout the individual's employment. The Office of Human Resources supports this process with an orientation program for new staff members.

7.5. EMPLOYING UNIT RESPONSIBILITIES

(a) Provide new employees with an orientation specific to their workplace.

(b) Provide on-the-job training needed for new employees to assume their responsibilities.

(c) Provide new employees with timely and relevant benefit information.

(d) Provide the new employee with the dates and locations of the University's orientation program offered by the Office of Human Resources.

7.6. INCREMENTS

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

For Teaching Staff Performance Grade/ API Ratings, API Score of PBAS will be considered.

Timelines for Increment (Teaching and Non- Teaching Staff):

Increment for Teaching and Non- Teaching are filled twice a year.

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

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

7.7. METHODOLOGY

For Teaching – Refer PBAS Compendium

For Non- Teaching

Non-Teaching is graded between A to D in the Appraisal Forms, where A is the lowest and D is highest. If the individual score is less than 20 then he/she is to be warned by the HR.

A= 0-20

B=21-30

C=31-40

D=41-50

Two Increments are given to Faculty on completion of Ph.D.

The Proforma of Increment for Non – Teaching Staff is attached as Appendix "E".

7.8 LEAVE RULES

Amizone & TCS iON

https://www.amizone.net/ Amizone is an Intra-net web for Amitians 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 to 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).

ATTENDANCE AND WORK SCHEDULE

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

   (d) CL may be granted for the working days involved. Accordingly, any Saturday (where it is not a working day) / Sunday or any other weekly off day applicable to the employee concerned / University's holiday which intervenes, will not be counted towards leave.

   (e) CL may be taken in terms of 1/2 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 @l5 days for each half-year, subject to other conditions being fulfilled."

   (b) "Rule Set" in TCSiON for applying EL prior proceeding on Leaves- The System shall accept application of Backdated Leaves for last 10 days only. Beyond 10 days it will not be accepted.

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

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

(i) 1/30th 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. **Note:** Leave for more than 30 days will be approved by the Head office.

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

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

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

(i) A capping of 210 EL's has been put in the TCSiON HRMS System, wherein over and above 180 EL leaves can only be availed if required and these leaves (in excess of 180 EL) cannot be enchased.

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

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 1/2 day, for the first or the second half of day the first half ending with the conclusion of the lunch interval and the second half beginning with the commencement of the lunch interval.

(f) SL application for more than 3 days in one spell, or for EL due to reason of sickness for more than 3 days in one spell, will be accompanied by a medical certificate from a registered medical practitioner, any fee payable for the medical certificate being borne by the employee concerned.

(g) SL can be taken in combination with any other kind of leave, except CL. Provided that in a case involving the employee's sickness, when no other kind of leave with pay is due, its combination with CL may be permitted by the competent authority.

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

(i) On return from SL (leave on medical grounds) if an employee is not found medically (physically and mentally) fit, then he/she may not be allowed to resume duty until complete recovery from sickness and on production of certificate of fitness from a certified medical practitioner acceptable to the University

(j) The SL cannot be accumulated and lapses on 31st December, if not availed.

4. Maternitv/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 excercised by the doctor/individual due to any medical reasons.

5. Study Leave

(a) Study leave shall not be granted to a teacher who is due to retire within 3 years of the date of returning after the expiry of the study leave.

(b) Study leave without pay may be granted to an Asst. Professor /Asstt. Librarian/ Asst/ Director of Physical Education and Sports after a minimum period of two years of continuous service in the University.

(c) Total period of study leave will not normally exceed three years in one spell. However in the first instance it may be sanctioned for two years and may be further extended up to one more year if there is adequate progress as reported by the research guide etc.

6. Sabbatical Leave

(a) Confirmed teaching staff of the University, who have completed minimum seven years of service as Associate Professor/ Professor may be granted Sabbatical leave to undertake study or research or other academic pursuit solely with the object of increasing their proficiency and usefulness to the University and higher education system.

(b) The duration of leave shall not exceed one year at a time, subject to a maximum of two years in the entire career of teacher.

(c) A teacher, who has availed himself/herself of Study Leave, would not be entitled to the Sabbatical Leave.

7. Station Leave

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

8. Duty Leave

(a) Duty Leave Up to 15 working days in a year may be allowed for:

   (i) Attending conferences, congresses symposia and seminars on behalf of the University or with the permission of the University

   (ii) Delivering lectures in Institutions/Universities at the invitation of such Institutions/Universities Received by the University and accepted by the Vice Chancellor.

   (iii) 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

   (iv) Attending official meetings or conferences to which an individual has been nominated by the University

   (v) For performing any duty for the university as authorized.

(b) Duty leave may be combined with EL, SL or Extraordinary leave.

9. Compensatory Leave

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

9. The aforesaid Leave/Attendance Rules are Summarized and Tabulated below:

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

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

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

LEAVE MARKING GUIDELINES

Summary

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

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

(b) Sick Leave Credit Rule:

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

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

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

(c) **Notice Period.** Summary during the notice period, employees are allowed only 1 Casual Leave (CL). Any other leave taken will be considered as Leave Without Pay (LWP).

(d) **Salary On Hold Upon Resignation.** Once an employee resigns, the university holds the employee salary. Even if the employee serves the notice period still the university holds the salary and once the resignation approval is received from CVIO only then his or her case is processed for his/her dues clearance. This measure is taken seeking damages for any financial losses incurred due to the employee's stay in university and also to ensure a seamless transition of responsibilities and maintain the continuity of operations.

7.9. APPLYING FOR LEAVE: GUIDELINES & PROCEDURES

An employee who desires to proceed on leave shall apply on the prescribed form to the authority competent to sanction leave through proper channel and must not avail the leave before it is sanctioned.

In extraordinary cases where for reasons beyond his/ her control, it is not possible to obtain prior sanction, the employee seek telephonic sanction from the competent authority and on resumption of duty, submit the application on the prescribed form within 24 hours.

LEAVE MANAGEMENT POLICY

A) Salary Cycle – AUH follows the salary cycle from 26th of previous month to 25th of the current month. The onus of checking the individual attendance rests with the respective employee, because the Salary Sheet is generated based on the attendance reflected on the Amizone System. HOIs/ HODs are further requested to Recommend/ Approve/ Reject the Leaves (CL/ SL/ EL), Manual Punches, and Permissions; of their respective Faculty and Staff Members by 25th of every month. It takes about a day to reflect these approvals on Amizone and hence any approvals after 26th of the month will not be factored for that months' salary statement.

B) Policy for Application of Leaves

1. As per the current Guidelines issued by the HO, all Employees are requested to apply for EL/SL/CL prior proceeding on Leave. In case of emergent leave, an individual is advised to apply for leave from home on the day of proceeding on leave. Further, Central Office has incorporated "Rule Set" in TCSiON, which will not accept application of leaves EL/ CL/ SL beyond 10 days.

2. HO will not accept any request for application of leave beyond 10 days. Hence, all AUH Employees are requested to make note of the same, for compliance.

3. The onus of checking the individual attendance rests with the respective employee, because the Salary Sheet is generated based on the attendance reflected on the Amizone System.

C) Leave Rules

(a) Sick Leave (SL):
*   Employees are entitled to 10 Sick Leaves per year, which can be availed at any time.
*   5 SL each are credited in January & July every year.
*   If more than 5 Sick Leaves are taken, a medical report must be submitted.
    *   The SL cannot be accumulated and lapses on 31st December, if not availed.

(b) Casual Leave (CL):

Employees have a quota of 12 Casual Leaves per year, with the flexibility to take up to 3 at a time.
*   1 CL each are credited every month.
*   The CL cannot be accumulated and lapses on 31st December, if not availed.

(c) Earned Leave (EL):
*   An annual allocation of 30 Earned Leaves is provided.
*   Up to 30 EL can be marked at once, but any additional EL requires approval from the Head Office.
*   Employees can apply for EL a maximum of 5 times per year.
*   Employees will be entitled to in cash EL to a maximum of 180 days.

(d) Compensatory Offs:
*   Employees working on Saturdays/Sundays/Holidays are eligible for 2 compensatory days off per month, valid for the next 2 months. They are required to ark their attendance through Biometric System for a minimum of 6 hours.

8. PROBATION AND CONFIRMATION

AUH employees would be on a probation period of minimum One Year from the date of joining. This is mandatory for all employees as defined within the scope mentioned below.

During the period of probation, the University's Competent Authority will assess employee's performance and on satisfactory completion of probation, the said appointment will be confirmed.

The University shall at its absolute discretion determine whether to confirm an employee or not. Unless an employee's extension of Probation is confirmed in writing, initial period of probation will be deemed to have been confirmed on completion of one year on its own.

Also, if during the said probation period, the University finds the employee's performance or any aspect of his/her behaviour to be unsuitable, his/her services can be terminated without any notice or payment in lieu of the notice period.

Exit during Probation: If any employee want to leave university before confirmation during the probation period, 7 days' notice period or as would be mentioned in the Appointment Letter from the University, is required to be served. In this case, employee shall not be entitled for any dues or benefits except for the salary till his/ her last working day.

Should the University find the employee's performance or any aspect of his/her behaviour to be unsuitable, his/her services would be terminated without any notice or payment in lieu of notice.

9. ACCEPTANCE OF OUTSIDE ASSIGNMENT

During the period of an individual's employment, in case he/ she undertakes any outside assignment, direct/ indirect business – honorary or with remuneration, the same must be reported to the Management for approval. In case of any training/ consultancy, one third of the revenue generated through such activity will be shared with the University. In exceptional circumstances, it can be waived on discretion of the Management. Such an activity should in no manner interfere with the task assigned by the University. It is further clarified that teaching assignment in any mode is not permitted to be undertaken with any outside institution.

10. PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

(a) Every faculty member appointed in Amity University Haryana (AUH) will be assessed for his/ her performance based on the Academic Performance Indicator (API) score obtained in various Categories of Performance Based Appraisal System (PBAS) proforma.

(b) The PBAS proforma has been evolved as per guidelines stipulated in "UGC Regulations on Minimum Qualifications for Appointment of Teachers in Universities and Measures for the Maintenance of Standards in Higher Education-2010" no. F.3-1/2009 dated 30 June 2010, hereafter referred as UGC Regulations.

c) As per our prevailing system, two Appraisal Cycles are followed in an Academic Session, one as on 1st January and the second one as on 1st July.

To ensure that the Appraisal Process is completed well in time and the Increments are ready to be put up and approved by the Competent Authority on due date i.e., 1st January and 1st July, the following timelines have now been promulgated by the Head Office for compliance: -

PROCESSING OF PBAS			
1.	HR to forward blank PBAS Forms to concerned Faculty Members.	1st Oct of preceding year	1st April of reporting year
2.	PBAS to be filled by Individual Faculty Member and submitted to respective HOI	15th Oct of preceding year	15th April of reporting year
3.	HOI to evaluate and submit to HR	25th Oct of preceding year	25th April of reporting year
4.	HR to get it verified by Screening Committee	12th Nov of preceding year	12th May of reporting year
5.	HR to process it with Pro VC and Hon'ble VC.	22nd Nov of preceding year	22nd May of reporting year
6.	HR to prepare API Scores Summary Sheet and Scan all documents for dispatch to HO.	25th Nov of preceding year	25th May of reporting year
PROCESSING OF APPRAISAL FORMS			
1.	HR to forward blank Appraisal Forms to respective HOIs.	15th Oct of preceding year	15th April of reporting year
2.	HOIs to submit duly filled forms to HR	25th Oct of preceding year	25th April of reporting year
3.	Appraisal Forms to be vetted by Pro VC and Hon'ble VC.	15th Nov of preceding year	15th May of reporting year
4.	HR to prepare Excel Sheet and Scan all Appraisal Forms for dispatch to HO.	10th Dec of preceding year	10th June of reporting year

1. **For Jan & July Cycle.** For Subsequent Years, the revised timelines are as under: -

   Guidelines for filling up PBAS for the July and January Cycle are:

(a) Eligible Faculties for filling up PBAS in July and January Cycle:

All Faculty Members including new joiners who have joined between 1st April , and 30th September, are required to fill the PBAS form for the July cycle. Similarly, Faculty Members who have joined between 1st October and 31st March are required to fill the PBAS form for the January cycle.

(b) Period for filling up PBAS:
Example
a. Faculty members who falls in the July Cycle will fill the PBAS forms for the period 1st July to 31st March for the reporting year for July Cycle.
b. Similarly, Faculty members who falls in the January Cycle will fill the PBAS forms 1st January to 30th September for the preceding year for January Cycle.
c. If any faculty member has a publication/research paper, etc., published after the said period, he/she may include that in his/her API score for the next academic year. The scores for Categories I, II, III, IV, and V may be assessed up to the mentioned period.

(c) Note.
  Ph.D. Increment Cases will be forwarded to CVIO on biannual basis, together with the Appraisal Forms.

(d) The HR Department will maintain a record of API score for each year on each faculty.

HR has initiated the process of duly filled E–PBAS Forms in the Pandemic in year 2020.

• The PBAS Form is filled by the individual faculties in .docx format, along with all the relevant documents in PDF format.

• It is then sent to the respective HOD/ HOI for their Evaluation and Remarks.

• HR receives the form from the HODs/ HOIs and send it to the Screening Committee, headed by Prof. (Dr) Rajendra Prasad & Co-Headed by Prof. (Dr) Udaya Narayana Singh.

• Every Screening Committee Member follows the PBAS Guidelines as per the Compendium in letter and spirit.

• Thereafter, the forms are being sent to the Pro Vice Chancellor and Hon'ble Vice Chancellor for their Remarks & Signatures.

• Finally, HR converts all the PBAS Forms to PDF format so that no one tampers with the data and then scans and send them to CVIO.

Individual Faculty

HOD / HOI Evaluation

HR Pre-Screening

Screening Committee

PVC & VC Signatures

PDF Dispatch to CVIO

The Proforma for Performance Based Appraisal System (PBAS) is attached as per Appendix "H".

11. CAREER ADVANCEMENT SCHEME (CAS)/ PROMOTIONS

Following are the steps followed in the process of Cadre Review

1. **Initiation by HR:** HR initiates the Career Advancement Scheme (CAS) process, which occurs every three years.

2. **Preparation of Eligible Faculty Data:** HR prepares the eligible faculty data according to the guidelines set by Amity University. This data likely includes criteria such as academic qualifications, teaching experience, research publications, etc.

3. **Presentation to Management:** The prepared faculty data is presented to the management for approval.

4. **Notification to Eligible Faculty Members:** Upon management approval, HR notifies eligible faculty members to fill out the CAS form.

5. **Exceptional Performance Recognition by HOI:** If the Head of Institution (HOI) identifies a faculty member within their respective department who is performing exceptionally well in terms of research, they have the authority to recommend the case for direct selection.

   This step allows for recognition and expedited advancement of faculty members who demonstrate outstanding contributions to research, ensuring that exceptional performance is appropriately acknowledged and rewarded within the Career Advancement Scheme process.

6. **Filling of CAS Form:** Eligible faculty members fill out the CAS form with their relevant information and achievements.

7. **Recommendation by HOI/HOD**: The filled CAS forms are recommended by the respective Heads of Institution (HOI) or Heads of Department (HOD).

8. **Submission to HR Department:** The recommended CAS forms are then submitted to the HR department for further processing.

9. **Conducting Cadre Interview:** A cadre interview is conducted by a selection committee. This committee comprises one external subject expert, one internal subject expert, and a panel consisting of the Honorable Vice Chancellor, Pro Vice Chancellor, HOI/HOD, and Director HR.

10. **Recommendation for Approval:** After the cadre interview, the selection committee recommends certain faculty members for advancement.

11. **Final Approval by Chancellor:** The recommended cadre forms are sent to the Head Office for the final approval of the Honorable Chancellor.

This step-wise process ensures transparency and fairness in the Career Advancement Scheme for faculty members at Amity University.

The Proforma of CAS is attached as per Appendix "I"

12. TRANSFER & OTHER PERSONAL MATTERS

No Internal Transfer within Amity University Campus. As per the Extant Guidelines from the Top Management, Internal Transfers within Amity Universities are not being entertained due to financial implications.

He/She would have to resign and apply afresh to Amity University Campuses. HR can at best give a "Recommendation Letter" to support his/her case.

Other Personal Matters:

a) Procedure for Seeking Permission for Higher Studies or Conference Attendance

The procedure for seeking permission to go out of station or abroad for higher studies, conferences, or seminars.

1.   Recommendation Process:

- The Head of Institution (HOI) is required to recommend the case of the faculty member seeking permission and submit it to the HR department.
- HR will then forward the recommendation via email to the Pro Vice-Chancellor (Pro VC) and Vice-Chancellor (VC) for their approval.

2.   Approval Workflow:

- Upon receipt of the recommendation, the HR department will prepare a noting detailing the request and forward it to the Head Office for the final approval of the Chancellor.
- Permission for such leaves will only be granted upon receiving the Chancellor's approval.

3.   Duration and Bond:

- The maximum duration for such leaves is six months. Any extension beyond this period will require the faculty member to submit a bond before processing the request.
- The salary or increment of faculty members availing such leaves will be processed upon their return to the University and resuming their duties.

This procedure is designed to ensure transparency, accountability, and adherence to our university policies. Faculty members are encouraged to plan their academic pursuits and professional engagements in accordance with these guidelines.

b) Procedure for Dealing with Health-Related Issues of Faculty Members/Family Members

Recommendation Process:

In cases concerning health-related matters, the Head of Institution (HOI) is responsible for recommending the case of the faculty member and forwarding it to the HR department.

HR will then transmit the recommendation to the Pro Vice-Chancellor (Pro VC) and Vice-Chancellor (VC) for their review and approval.

Approval Workflow:

Upon receiving the recommendation, HR will prepare a noting outlining the details of the request and forward it to the Head Office for the final approval of the Hon'ble Chancellor.

Approval for such requests will be granted upon the endorsement of the Chancellor.

Salary or Increment Processing:

Faculty members availing leaves due to health-related issues will have their salary or increment processed upon their return to the University and resumption of their duties.

This procedure has been established to uphold transparency, accountability, and adherence to our institutional policies. We believe it is essential to provide necessary support and accommodation to faculty members facing health challenges while maintaining the integrity and efficiency of our operations.

a) No Objection Certificate (NOC), etc

13. RETIREMENT/ AGE OF SUPERANNUATION

An employee is liable to retire on attaining the age of 65 years, or earlier, if found medically unfit. The University is committed to equal opportunities for all its employees and recognises the benefits of a diverse workforce, including the skills, knowledge and experience older employees contribute to the business of the University, to the broader staff community and to the learning journey of our students. The University acknowledges that employees should, wherever possible, be able to continue working past the previous default retirement age of 65 years. However, any such extension of employment beyond 65 years would be based on his/ her performance, medical state and at the discretion of the AUH.

14. RESIGNATION, TERMINATION & EXIT INTERVIEWS

Resignation Letter should come through HOI/ HOD after the approval from Vice Chancellor/ Pro Vice Chancellor to HR Department for necessary action.

On receipt of Resignation letter, Exit Interviews are conducted. If accepted, their relieving letters are issued soon after.

A) RESIGNATION, TERMINATION & EXIT INTERVIEWS FOR FACULTIES

1. Probation: You will be on probation for a period of one year from the date of joining duty. If considered necessary, the period of probation may be extended by the management at its sole discretion without assigning any cause or reason. You shall be automatically confirmed on completion of one year of service from the Date of Joining, provided there are no adverse remarks by the HOI/ Management during the initial one year of probation period." Further, you are required to serve seven days' notice period if you resign from your duties, even during probation period.

2. Abandonment & Automatic Termination: Unauthorized absence from duty for a continuous period of 07 working days (including the period for which leave though applied has not been granted) and/ or overstay beyond sanctioned leave for a period of 07 working days will render you to lose your lien on the service and the same shall automatically come to an end without any notice or intimation. You will be liable to pay one month's salary in lieu of notice, which shall be deducted from your salary or other dues.

3. Your employment with the University shall be subject to Resignation/ Discontinuation/ Separation of your services as mentioned herein, unless otherwise prescribed under the Resignation/ Discontinuation/ Separation of services policy of AUH for the time being in force: -

4. During probation, your services can be discontinued at any time by serving fifteen working days' notice on account of unsatisfactory performance or otherwise you are required to resign from the services by giving seven days' notice.

5. After confirmation of your services, your services can be discontinued by giving minimum one month' notice and you can resign from the services by giving one month notice.

6. Notice so prescribed for the purpose of resignation during probation/ after confirmation shall be subject to the following conditions:-

7. Notice of Resignation should be avoided in non- teaching period. "Non- Teaching period" is the period when no actual teaching takes place. This period starts immediately after the end of actual teaching in a particular semester/ term (six months)/ session and ends up immediately before the start of actual teaching in a subsequent semester/ term (six months)/ session.

8. You may resign from your services by giving one month notice, as above said subject to the condition that you will complete the respective academic teaching load. Moreover, you are required to take the No Objection Certificate (NOC) from your Reporting Officer and Director HR.

9. Notice of Resignation as prescribed if submitted, AUH shall be entitled to relieve you at its discretion at any time within the notice period without compensation. Similarly, in case you are being served with the notice of discontinuation/ separation of your services by the University, you can also leave at any time within the notice period and in that case, you will not be made to pay any compensation.

10   In case of unsatisfactory performance or discharge of duties or in case of any attitudinal/ disciplinary problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and/ or any conduct on your part which is inconsistent with the employer – employee relationship and/ or prejudicial to the interest of AUH; the University shall be at liberty to discontinue your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.

11   You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the person authorized for this purpose.

Note: Before termination, the personnel file and all relevant documents must be reviewed to ensure that the termination is appropriate and defensible in a subsequent lawsuit. Some behavior warrants automatic dismissal, like: (a) Violent behaviour or threats of violence; (b) Drug and alcohol use on duty; (c) Carrying a weapon in Campus; (d) Theft, destruction of the Campus; (e) Insubordination; (f) Abandonment of job

B)   RESIGNATION, TERMINATION & EXIT INTERVIEWS FOR STAFF

1.   Probation: You will be on probation for a period of one year from the date of joining duty. If considered necessary, the period of probation may be extended by the management at its sole discretion without assigning any cause or reason. You shall be automatically confirmed on completion of one year of service from the Date of Joining, provided there are no adverse remarks by the HOI/ Management during the initial one year of probation period." Further, you are required to serve seven days' notice period if you resign from your duties, even during probation period.

2.   Abandonment & Automatic Termination: Unauthorized absence from duty for a continuous period of 07 working days (including the period for which leave though applied has not been granted) and/ or overstay beyond sanctioned leave for a period of 07 working days will render you to lose your lien on the service and the same shall automatically come to an end without any notice or intimation. You will be liable to pay one month's salary in lieu of notice, which shall be deducted from your salary or other dues.

3.   Your employment with the University shall be subject to Resignation/ Discontinuation/ Separation of your services as mentioned herein, unless otherwise prescribed under the Resignation/ Discontinuation/ Separation of services policy of AUH for the time being in force:

4   During probation, your services can be discontinued at any time be serving fifteen working days' notice on account of unsatisfactory performance or otherwise you are required to resign from the services by giving seven days' notice.

5   After confirmation of your services, your services can be discontinued by giving minimum one month' notice and you can resign from the services by giving one month notice. Moreover, you are required to take the No Objection Certificate (NOC) from your Reporting Officer and Director HR.

6   Notice so prescribed for the purpose of resignation during probation/ after confirmation shall be subject to the following conditions: -

7   Notice of Resignation as prescribed if submitted, AUH shall be entitled to relieve you at its discretion at any time within the notice period without compensation. Similarly, in case you are being served with the notice of discontinuation/ separation of your services by the University, you can also leave at any time within the notice period and in that case, you will not be made to pay any compensation.

8   In case of unsatisfactory performance or discharge of duties or in case of any attitudinal/ disciplinary problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and/ or any conduct on your part which is inconsistent with the employer – employee relationship and/ or prejudicial to the interest of AUH; the University shall be at liberty to discontinue your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.

9   You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the person authorized for this purpose.

The Proforma for Exit Interview is attached as Appendix "J".

The Proforma for Employee Clearance Form is attached as Appendix "K"

15. REDRESSAL OF GRIEVANCES

The Amity University Haryana is committed to providing a productive and conducive work environment where grievances are dealt fairly and promptly. It aims to facilitate a work culture where no grievances exist as it will help in improving the performance and productivity of the employees.

1. A grievance Cell is functioning in the Record Office of HR Department.

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. Grievance redressed in systematic way by involving the respective Department/ person connected to that issue.

4. The Committee may hold its meeting from time to time as may be necessary.

5. HR escalates the grievances/ complaints to higher management if any case, the complaints and grievances could not be handled.

6. At AUH, grievances are handled in a time bound manner.

7. AUH aims on preventing of misconduct rather than controlling through punitive measures.

Nature of Grievance could be:-

(I) Academic Grievance

    a. Examinations related issues

    b. Subject related issues

    c. Department/ Laboratories related issues

    d. AMIZONE/ TCS iON (HRMS Module) related issues

    e. Any Other Matter related to Academics

(II) Administrative Decisions, Services or Facilities

    a. Issues related to Transport Facility

    b. Issues about Cafeterias/ Mess

    c. Issues about Other Facilities provided by the University (Water, Electricity, Maintenance, etc.)

(III) Unfair Treatment

    a. Grievance about Employee's Behaviour towards other employees or students

    b. Grievance about Student's Behaviour towards employees

(IV) Harassment and Discrimination

    a. Issues related to Harassment (Sexual)

    b. Issues about Discrimination or Racial Treatment

SUMMARY

Amity University Haryana is committed to provide a fair and grievance- free work environment for the employees. In the formulation of the Grievance Policy, the University intends not only to handle grievances of the employees but also look at ways and means of reducing the grievances at the University.

16. EMPLOYEE WELFARE

The University has implemented many welfare measures for all Faculty and Staff members. Some of them are listed below.

(i) Centralized Air Condition Campus – Fully air- conditioned cubical/ cabin for Faculties, Staff and other Officials.

(ii) Faculty Accommodation – Limited Single and family accommodation is available at the campus for both faculty and staff.

(iii) Faculty Club – Initiative has been taken in this direction. Residents' welfare Association is active in the campus. 24*7 activities have been launched recently.

(iv) Laptops for Teaching Staff – All Faculty Members on joining are issued with Amity Laptops for use during the tenure with Amity. One can also opt to use his/ her own Laptop in which case a monthly sum is reimbursed to the individual. This amount at present is Rs. 750/- per month

(v) Desktop for Staff Members – Amity provides Desktop to all Staff Members.

(vi) Wi-Fi Campus – Campus is covered with Wi-Fi throughput (indoor and outdoor).

(vii) Phone Facility–Telephone and Mobile facility is provided to Employees as per job requirement.

(viii) Transport Facility – Amity provides bus service to all Faculty and Staff Members on nominal payment.

(ix) Central Library – The Central Library at Amity is like integrated knowledge Resource Centre that are stocked with over 50,000 books; periodicals, references, national & international journals, covering all aspects of academic studies and research material. Central Library is spread over 50,000 sq ft.

(x) On Campus Cafés and Hostel Mess – Amity has a multi- mix of Food Courts with outlets like Café Coffee Day, Dosa Plaza within the Campus. Also it has two Hostel Mess and cafeterias in Academic Buildings. A food truck is also stationed at the campus.

(xi)   Parking Facility – Amity provides open parking facilities for Faculty and Staff Members.

(xii)   Maintenance Services – These services are available in the Academic blocks, hostels and in the accommodation provided to faculty and staff.

(xiii)   Gym Facility – Amity also has a Gym equipped with most modern fitness machines.

(xiv)   Free Yoga Classes – Morning & evening free yoga classes are offered to all Amitians in Campus.

(xv)   Sports Facilities – A huge sports complex is created in the campus catering to Football, Cricket, Volley Ball, Basketball, Badminton etc.

(xvi)   Laundry Facilities – Available on the campus for both faculty and staff.

(xvii)   Automated Teller Machine (ATM) – Amity has an Axis Bank ATM operating within the Campus.

(xviii) Departmental Store – Amity has a Departmental Store fulfilling daily usage needs within Campus.

(xix)   Crèche Facility – On Campus Crèche Facility for all the Employees.

(xx)   Amity Medical Clinic – Amity Clinic headed by a Resident Doctor is located inside the Hostel, Ground Floor. The clinic is equipped to provide basic medical facilities.

(xxi)   Ambulance Facility – Patients with serious medical conditions are referred to the nearest hospital. An ambulance is available 24*7.

(xxii)   Jobs for Spouse – Management considers accommodating their children at neighboring Amity International Schools.

(xxiii) Refreshment – All the Senior Level Employees are provided Tea (depending on their tastes) twice a day.

(xxiv)   5 Day Working Pattern – Amity follows 5 days working pattern for their Employees.

(xxv)   Salary Payment – Salaries are paid monthly preferably by bank transfer on the first day of the following month.

(xxvi)   Employee Provident Fund (EPF) – All Amity Employees with salary up to Rs. 15,000/- are eligible for EPF.

(xxvii) Increments – The management consistently endeavours to reward the individuals for their professional performance and achievements. Employees are considered for suitable increments/ allowances based on their assessed performance grade and recommendations of the HOI/ HOD.

(xxviii) Promotion – Promotion is granted to the employees based on their assessed performance and recommendations of the HOI/ HOD.

(xxix)   Ph.D. Increments – Faculty who acquire Ph.D. Degree while in service are entitled for additional increments.

(xxx)   Gratuity – Gratuity admissible to the eligible employees in accordance with AUH Gratuity rules.

(xxxi)   Mediclaim Policy – All members on regular rolls are covered under Group Mediclaim Policy (Subject to a limit of Rs. 1 lakh for officer grade, Rs. 25,000/- for support staff grade).

(xxxii) Diwali Bonuses and Gifts – Diwali Bonuses and Gifts are provided to all the Employees which fall under the policy of Bonus.

(xxxiii) Employee State Insurance (ESI) – Amity University Haryana provides ESI facilities to the employees as per the law and standard of the ESIC Act 1948. In Amity, the ESI is being registered for those employees whose salary is Rs. 21,000/- per month or less.

(xxxiv) Faculty Incentive Scheme (FIS) – To retain talent and promote research, "Faculty Incentive Scheme" is proposed to provide incentives to Faculty for their contribution towards Intellectual Capital.

(xxxvi) 24x7 Electricity & R.O. Plants – There are 24x7 Electricity & R.O. Plants at AUH Campus for all students, faculty & staff members.

(xxxvii) Leave Benefits – Faculty & Staff Members are entitled to various leaves viz. Casual Leaves (1 per month), Earned Leaves (15 per 6 months), Sick Leaves (10 per year), Maternity Leaves (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 ML from the date of delivery, if one so wishes), Medical Termination of Pregnancy (45 days), Study Leaves (maximum 2+1=3 years), Sabbatical Leaves (1 year at a time, maximum of 2 years in the entire career of a faculty), Duty Leaves (up to 15 working days), Extraordinary Leaves (2 months).

17. THE INTERNAL COMPLAINTS COMMITTEE

Amity University investigates sexual harassment complaint as per the procedure laid down in the Regulations of Amity University.

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

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

AMITY UNIVERSITY
— HARYANA —
Established vide Government of Haryana Act No.10 of 2010

AUH/IC/2294/2023-24   Date: 30th April 2024

OFFICE ORDER

Sub: Re-Constitution of Internal Complaints Committee

The Internal Complaint Committee of Amity University, Haryana is re-constituted as under: -
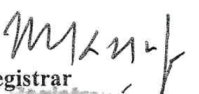
Sr No.	Name	Status in the Committee	Contact No	Email ID
1.	Pro. (Dr.) Ila Gupta	Chairperson	9899075605	igupta@ggn.amity.edu
2.	Dr. Manju Aggarwal	External Member	9415410716	manjua@lko.amity.edu
3.	Prof. (Dr.) Machiavelli	Member	9996633376	msingh2@ggn.amity.edu
4.	Prof. (Dr.) Pooja Rana	Member	9910558366	prana1@ggn.amity.edu
5.	Dr. Komal Tomar	Member	7982515743	ktomar@ggn.amity.edu
6.	Dr. Vijay Kumar	Member	9650522584	vkumar@ggn.amity.edu
7.	Dr. Mustafa Nadeem Kirmani	Member	8295320920	mnkirmani@ggn.amity.edu

The re-constitution of Internal Complaints Committee has the approval of the competent authority.

The committee gets functional with immediate effect.

The committee is to co-opt three student representatives, in case the matter involves students, as mentioned below: -

1. One Class Representative from UG program.
2. One Class Representative from PG Program
3. One Class Representative from Ph.D Program

Registrar
Registrar
Amity University Haryana
Manesar Gurgaon-4724

To: The Chairperson and all the members.

Cc: Vice Chancellor
     Pro Vice Chancellor
     All Deans /Directors /HOIs
     Head Marketing Team for uploading on the University website.

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.

18. EMPLOYEE PROVIDENT FUND (EPF)

AUH provides Employee Provident Fund facilities to the employees as per the law and standard of the Employee Provident Fund & Miscellaneous Provisions Act, 1952.

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

PRESENT RATES OF CONTRIBUTION

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

10% rate is applicable for:

• Any establishment in which less than 20 employees are employed.

• Any sick industrial company and which has been declared as such by the Board for Industrial and Financial Reconstruction

• Any establishment which has at the end of any financial year, accumulated losses equal to or exceeding its entire net worth and

• Any establishment in following industries:-
(a) Jute (b) Beedi (c) Brick (d) Coir and (e) Guar gum Factories.

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

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

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

Notes:

UNDER EPF:

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

UNDER EPS:
- Contribution is payable out of the employer's share of PF and no contribution is payable by employee.
- Pension contribution not to be paid:

When an employee crosses 58 years of age and is in service (EPS membership ceases on completion of 58 years). When an EPS pensioner is drawing Reduced Pension and re-joins as an employee.

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

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

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

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

19. EMPLOYEE STATE INSURANCE (ESI)

Amity University Haryana provides ESI facilities to the employees as per the law and standard of the ESIC Act 1948.

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

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

20. GRATUITY

Employees who serve the University for a minimum period of five years, are entitled for Gratuity. After the HR Department at AUH receives the Resignation Approval from Head Office, gratuity of an employee is prepared as per the calculation given below:-

Gratuity formula = [Basic+DA]*No. of yrs*15/26

POLICY FOR EMPLOYEE(S) ELIGIBLE FOR PAYMENT OF GRATUITY

Introduction:

In order to bring uniformity in payment of gratuity to all permanent full-time regular on-roll employees (Teaching / Non-Teaching / Grade IV) of Amity University Haryana, the policy of Gratuity has been produced.

Eligibility:

All permanent full-time regular on-roll employees (Teaching/ Non-Teaching/ Grade IV) of Amity University shall be eligible to receive the "Payment of Gratuity" at the time of retirement or resignation or on superannuation provided the concerned employee(s) has rendered continuous service of not less than 5 years in any stage.

Forfeiture of Gratuity:

The Gratuity payable to an employee shall be forfeited if his/ her services have been terminated for causing damage or loss or destruction of property of Amity University Haryana, to the extent of the damage or loss.

The Gratuity of an employee may be wholly or partially forfeited:

• If the services of such employee have been terminated for his/ her riotous or disorderly conduct or any other act of violence on his/ her part.

• If the services of such employee have been terminated for any act involving moral turpitude (a corrupt act or practice) etc or anything which is detrimental to the University.

The policies, regulations and procedures being mentioned herein are subject to change without prior notice, if necessary.

This policy is to be reviewed once a year. The Management reserves the full right to make exceptions, review, change rules and other requirements as it may deem fit from time to time.

21. MEDICAL FACILITIES

AMITY MEDICAL CLINIC

1. Amity Clinic is located 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 hr 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/-
        Director & Above   (as mentioned in the appointment letter)

    (b) Staff (Salary above Rs. 21,000/-)   -   Rs. 30000/- to Rs. 50000/-

    (c) Student   -   Rs. 25000/- (Normal Hospitalization)

                                       -          Rs. 75000/- (In case of Accident)

3. Insurance Company
    ICICI Lombard General Insurance Company Limited for servicing AUH Group
    Medical Insurance Policy for the Period of 29/10/2023 to 28/10/2024.

    Mailing Address:
    ICICI Lombard Health Care,
    ICICI Bank Tower, Plot Number 12, Financial District, Nanakram Guda,
    Gachibowli, Hyderabad-500032

    Registered Address:
    ICICI Lombard General Insurance Company Limited,
    ICICI Lombard House, 414, Veer Savarkar Marg,
    Near Siddhivinayak Temple, Prabhadevi, Mumbai-400025

4. Procedure for Hospitals on Network For the purpose of getting treatment under Mediclaim Policy by Members of the Management, Faculty, Staff and Students, we give below procedure for lodging the claim for the information of all:

• 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.

- The photocopy of Amity ID card to be produced to the Hospital on network.

- The information of admission must be sent to Finance Officer or Addl. Finance Officer through respective HoD/HoI within 24 hours of hospitalization.

- Confirmation for coverage to be issued by the respective Accounts Office to the TPA, to the individual, to the HoI/HoD for availing cashelss benefit.

- 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.

- A list of hospitals on network are available on www.parkmediclaim.com.

5. Procedure For Non-Network Hospitals

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

- The claim in prescribed format (Copy Enclosed) to be submitted along with following documents to the respective Accounts Office for reimbursement from insurance company:
  - Summary of Expenses incurred
  - All Doctors Prescriptions
  - All Investigation reports including X-Rays along with prescriptions.
  - All Bills of Hospital & Medical stores
  - Discharges summary of the hospital
  - Copy of Amity ID Card
  - Copy of Registration Certificate of Hospital

- 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.

6. Additional Coverage for Students

- In case of unfortunate death of student due to accident, the Insurance Company shall pay Rs. 5,00,000/- (Rupees Five Lakhs). The documents to be submitted for such a claim are as under.
  - Copy of Amity ID-Card
  - Death Certificate
  - Copy of Post Mortem Report
  - Cremation Certificate
  - Copy of FIR with the Police for the accident and death
  - Bills of the hospital, if any, towards treatment
  - The copy of Driving License of Car/Motorcycle is required
  - About the accident/death should be conveyed to the Accounts Department immediately after the incident so that the Insurance Company can be informed for registration of the claim.
  - Documents as mentioned under serial number (i) to (vi) are required to be submitted in original to the Accounts Department for onward submission to the claim to the Insurance Company. These documents are to be submitted immediately, i.e. within 15 days from the death or cremation so that the claim is not be rejected by the Insurance Company on account of delayed submission.

- In case of unfortunate death of Father (Bread Earner) of a student due to accident, the Insurance Company shall pay Rs. 4,00,000/- (Rupees Four Lacs) to the concerned student on submission of the claim along with all the documents as mentioned above.

7. Period of Coverage

- Coverage for Members of the Management, Faculty, Staff and Students will be available as stipulated in the Appointment letter and till association with amity.

- 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

- The above guidelines are subject to other general conditions as applicable to General Mediclaim Policy.

- Insurance cover would not be available in case the validity of the insurance does not remain in force because of whatsoever reasons.

22. FACULTY INCENTIVE SCHEME (FIS)

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

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

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

Details of Incentive Scheme:

a) Guiding research scholars for Ph.D. :- Rs. 5000/- for each Ph.D. awarded from Amity University.

b) On being granted a patent :- Rs.15000 (One Time)

c) Getting sponsored projects :- 1% (One Time) of the total project amount. {Please refer Appendix B: S.No.(a) for interpretation of payout}

d) For international travel to institutes of repute by arranging funds on their own for establishing collaboration/signing of MoUs, etc. :- Rs.10,000 (One time)

e) Publication of research papers/ articles/ case studies, etc. :-

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

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

f) For being editor of In-house/National Journal: Rs. 5,000/- per annum

{Please refer Appendix B: S.No.(d), (e), (f), (g) & (h) for interpretation of payout}

g) For being editor of an International Journal: Rs. 10,000/- per annum

{Please refer Appendix B: S.No.(d), (e), (f), (g) & (h) for interpretation of payout}

Appendix A: General Guidelines:

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

Appendix B: Additional Guidelines for Interpretation Of Provisions In The Faculty Incentive Scheme of 27th April 2017

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

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

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

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

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

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

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

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

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

All Faculty Members are requested to fill up the attached proforma for claiming FIS. As also to fill the Online Link Form, as below: https://forms.office.com/r/BWX17HPNTa

The data needs to be compiled Institute-wise and the same be submitted to Director DRP; duly endorsed by the respective HOIs.

Director DRP verifies each and every application/ case for Incentive and forward the compiled data to the HR Department which is duly endorsed by Dean - Faculty of Science, Engineering, and Technology.

Once this process is completed, the HR Office compiles the final recommendations, duly endorsed by the Pro VC and the Hon'ble VC for further processing and final approval of Hon'ble Chancellor Sir.

The proforma for FIS is attached as per Appendix " L"

23. POLICY GUIDELINES FOR CONDUCTING FACULTY DEVELOPMENT PROGRAMMES, COLLOQUIA, SEMINARS, CONFERENCES, WORKSHOPS AND SIMILAR EVENTS (BOTH OFFLINE & ONLINE)

Introduction: The 'Policy guidelines for conducting Faculty Development Programmes (FDP), Colloquia, Seminars, Conferences and Workshops and similar events will apply to all institutes of Amity University Haryana.

Several events are organised at AUH institutions during academic sessions. These workshops, seminars, conferences, FDPs and events are essential for academic development of the faculty/ students and to create excellent collaborations. The events also bridge the gap between Academia, Governmental Agencies, PSUs and Industry. The events provide a forum for academic and intellectual discussions in areas of scientific discoveries, innovations, skill development, patenting, technology transfer, manufacturing and other relevant fields. Such events also pave the way for future tie-ups, collaboration and consultancies.

For the smooth conduct of these events, an annual calendar of FDPs, seminars, conferences and workshops need to be created by various institutions as part of annual academic planning.

2. Objective:

2.1 To formulate a procedure for conducting FDPs, Colloquia, Seminars, Conferences, Workshops and similar events on both Offline and Online modes.

2.2 To have standardized procedure for the events in all AUH Institutes as guidelines

2.3 To have an academic calendar by all institutes to avoid any clashes regarding venue and dates.

2.4 To ensure more & more Faculty Members attend the FDPs/ Colloquia/ Seminars/ Conferences etc. in order to broaden their horizon.

2.5   To optimally utilize the digital media for conducting these virtual FDPs, Colloquia, Webinars etc.

3.0 Procedure:

Following guidelines have been formulated to standardised the procedure for the conduct of events:

3.1.   Prior sanction of Vice Chancellor/ Pro Vice Chancellor for the proposed event.

3.2.   The institution to send detailed proposal in the specific proforma, preferably prior commencement of each of the Academic Semester.

3.3   HOIs/ HODs should ensure all Faculty Members are nominated in rotation to attend such FDPs/ Seminars/ Conferences.

3.4   An individual should not be detailed for such conferences/ seminars for more than 15 days in a year, in order to give chance to more and more faculty to get the exposure .

3.3.   Proforma may be edited from time to time but will mainly contain:

    a. Name of the Event

    b. Type of Event: FDPs/ Colloquia/ Seminar/Conference/Workshop/ Webinar/ Colloquia

    c. Objective of the Event

    d .Theme of the Event

    e. Date of the Event

    f. List of proposed Chief Guest, Guest of Honour, Invited Speaker, etc.

    g. Venue(s)

h. Participating organizations (tentative list)

I.   Participation Fee (if any)

j.   Accommodation Charges (if any)

k. Arrangements required for the participants coming from outside (if any)

i.   Organising Committee

m. Faculty & Student Coordinators w.r.t various activities eg., Registration, Publicity, Publication, Sponsorship, Logistics, Finance, Website, etc.

n. Type of platform, proposed to be used (Zoom, MS Teams, Google-Meet, Cisco-Webex, etc.)

3.4. A detailed programme schedule must be attached with the proposal.

3.5. The detailed programme schedule should contain details of the programme including sequencing of event with time, date and venue.

3.6. The organisers should refrain from organising events in frivolous areas and focus on value addition.

3.7. The programme must be authorised/ signed by the Head of the Institution

3.8. A tentative list of guests, along with their profile must be attached with the proposal.

3.9. A tentative budget should also make the part of the proposal

4.0. Use of digital mode of conducting FDPs, Colloquia, Webinars should be planned for greater benefits and larger participation, across Amity Universities.

4.0. Budgeting:

The budget to be attached with the proposal, shall include:

a. Details of Sponsorship for promotion, advertisement in Souvenir, Stall Booking etc.

b. Planned contribution by the students, if any

c. Funds generated from other sources like Registration Fee etc.

d. Awards / Prizes to be given, including financial aspects

e. Souvenir &Saplings

f. Registration Kit

g. Badges, Coupons if any

h. Cab / Transport /Logistics

I. Proceedings, journal, brochure, poster, backdrop, banner, etc.

j. Food

k. Other miscellaneous expenditure

l. Reimbursement of fees for attending FDP will be at the discretion of the Management.

5.0. Organising Committees:

For the smooth conduct of the event following committees can be formed as per the discretion of the event organizer:

a) Organising Committee (Patron, Chair, Organising Secretary/ Convener, Members)

b) Technical Committee (Members) – in case the conference/seminar include Research papers/ Case Study presentation

c) Advisory Board (Members) – Not mediatory if there are no Research papers/ Case Study presentation

In addition to the above committees, following committees should also be constituted involving faculty members and students:

d) Registration – Before the event, during the event with signatures, collection of Visiting Cards, issue of Registration kit etc. especially for offline events.

e) Disciplinary committee– During the event

f) Sponsorship – Finalising proposal, sending proposal, meetings (if required) & follow ups, receiving sponsorship amount in advance.

g) Finance – Preparing Budget, keeping record of all income & expenditure, issue of funds, getting the invoices, making payment to speakers, and dealing with Accounts Department. etc.

h) Hospitality – Ensuring serving of tea/ coffee, snack, meals etc., as per specified time, for participants and guests.

I) Logistics – Arrangements to be made for cab/ transport, if required.

j) Publicity – Sending invites to approved list (by HOI) for Chief Guest, Guest of Honour, Speakers, delegates, media, participants from various organizations, Universities /institutions, research centres etc., Advertisement, website updations, uploading event information on Amizone, finalizing Brochure, backdrop, banner, souvenir, mailer, advertisement etc.

k) Publication – Co-ordination work w.r.t. print of Journal/ Proceedings etc., with all concerned and Printer/ Publication House.

l) Stage Management – Finalisation of Master of ceremony, Students' team, IT support, Admin officer, arrangements for lamp lightening, Saraswati Vandana, Folders for speakers, Name plates, Souvenir & Sapling presentation etc.

m) IT Support – Liaise with the IT Team for supporting virtual FDPs, webinars, online lectures etc.

6.0. Event promotion:

a. The complete details of the event should be uploaded on institutions' website and updated from time to time.

b. Prior notification should be sent to concerned departments for uploading the brief details of the event on 'Amizone' under 'Upcoming Events' section.

c. Media Department should be informed well in advance for press coverage & photography arrangements. A press release should be uploaded on Amizone post event which may be prepared by Faculty co-ordinator & media department.

d. Mailer, Poster, Brochure, Backdrop, Banner etc., should be designed, printed/ circulated used as per approvals.

e. Badges for participants/ delegates, speakers, guests, media, volunteers etc., may be designed & printed as per the Budget approval.

f. Registration Kit for offline events may include Note Pad, Pen, Amity Brochure, Programme Schedule, Event brochure, Upcoming Event's leaf, Sponsor's leaf, folder / bag, badge with string etc.

7.0. Duration:

a.   The Duration of each FDP should be atleast 5 working days.

b.   Each Institute should plan atleast two (2) FDPs in an Academic Year (one per academic semester)

c. HOIs/ HODs to ensure each and every Faculty member of their respective Institute attends atleast one FDP per year.

d. The duration of other events will be as approved by the Competent Authority.

e. The authority for the purpose of this policy is Vice Chancellor/ Pro Vice Chancellor

8.0. Venue:

a. The venue for On-campus event will be as per the requirement of the event and will   require prior approval of the approving authority.

b. The venue should be booked in advance to avoid booking clash

c. For Online events too, attempts should be made to avoid time clashes.

d. Organising committee will ensure that no damage is caused by the students/participants at the venue and proper discipline is maintained throughout the event.

9.0   Financial Management:

a.   All sponsorships should be made in favour of Account designated by the Account Department of AUH. However, an account in the name of the seminar/event/workshop is to be opened, if required, in the bank by the concerned institution where all the funds collected for the Event must be deposited. In such cases, prior approval of VC/ Pro VC is required.

b.   Online payment can be provided for in consultation with the Accounts Department of AUH.

c. All records of collection, sponsorships, funds generated from other sources must be maintained by organisers or Finance Committee, if any.

d. The organisers must provide full financial details to the Accounts Department of AUH after the completion of the Event

e. The endeavor of the organisers should be to manage self-financing of the events.

Proforma for submission of proposals for organizing FDPs/ Colloquia/ Seminar/ Workshop/ Conference and Similar Events.

A.   Institutional Details

1.   Name and address of the Institution   :

2.   Name of the Event   :

3.   Name and contact details of the Chief Organiser/ Coordinator   :

B.Seminar/ Workshop/ Webinar/ Conference details

1.   Title of Seminar/ Workshop/ Webinar/ Conference   :

2.   Level of event(State/ National/ International)   :

3.   Venue   :

4.   Date and duration of the event   :

5.   Theme of the event   :

6.   Objective of the event   :

7.   List of proposed Chief Guest, Guest of Honour, invited Speaker, etc.   :

8.   Participating Organisations   :

9.   Arrangements required for the participants coming from outside (if any) :

10. Justification/ Rationale/ Necessity for organising the programme:

11. Schedule of the programme (Attach a detailed session-wise

Programme schedule)

12. Organising Committee   :

13. Faculty Coordinator and student Coordinator for various activities:

Note:

1.   Please attach list of participants and guests along with their profile.

2   .Give details of budget as per the above guidelines.

3.   All proposals should be authenticated and forwarded by HoI.

Amity Academic Staff College at AUH

As we know that continuous learning is the minimum requirement for success in any field and delivery of professional trainings in the higher education is an important practice to rejuvenate the faculty members in respect to their talents, abilities, experiences, skills and most important their character. Therefore, to enhance the professional excellence among faculty members, universities should have strong platform with focus on nurturing the talents and competencies of faculty members as per the changing demands in the teaching-learning process which should be at par with the global standards of quality and performance. To cater to this requirement, we propose to start Amity Academic Staff College (AASC) at Amity University Haryana.

VISION:

The Amity Academic Staff College to be a world class facility to facilitate the growth of world class faculty and a university environment tuned to Quality, Relevance and academic, research and service excellence.

MISSION:

To prepare and enrich the faculty members and administrative officers and staff with required professional and character skills and to develop them professionals of the new age deeply committed to serve the university, society, industry and corporates in line with national and global aspirations.

OBJECTIVES:

- To provide adequate opportunities for the professional development of faculty in higher education system within the framework of knowledge society to inculcate values, motivation and the skills in the art of teaching.
- To impart training to faculty members to evolve themselves into an inspiring leader.
- To induct the newly placed teachers by providing inputs on policies, practices and procedures of the university
- To create the culture of self-learning, team teaching and collaborative learning.
- To organise specially designed orientation program for in-service teachers on innovative pedagogies for effective teaching.
- To organise refresher courses for serving teachers.
- To enhance the research capabilities of teachers and research scholars by inculcating sound research methodology.
- To expose teachers to the information communication technologies (ICT) to make them effective in academic and professional delivery.
- To train non-teaching staff to improve their efficiency and effectiveness.
- To nurture leadership capabilities in teachers and officers and staff of the university.

Here, HR plays an important role in the Academic Staff College (ASC) catering to the needs of Academic and Non-Academic Staff of the university. Through ASC training academic and non-academic staff will be given an opportunity to grow and learn new things. This will help Academic & Non-Academic staff members to pursue and upgrade their professional development skills for their future endeavours and in line with the current market demand.

Amity Academic Staff College is headed by Director HR.

AMITY UNIVERSITY HARYANA
Documents required at the time of Interview.

S. No.	Documents
1	Self-Attested Testimonials: (a) 10th Mark Sheet (b) 10th Certificate (c) 12th Mark Sheet (d) 12th Certificate
2	Graduation Mark sheets: (a) Ist Year (b) IInd Year (c) IIIrd Year (d) IVth Year (If Applicable)
3	Graduation Degree
4	Post-Graduation Mark sheets
5	Post-Graduation Degree
6	Designation & letter of reference from the previous last working organization served mentioning appointment held
7	Provisional Relieving Letter/ Relieving Letter from all previous organizations
8	Last Drawn Salary Statement of Account/ Certificate
9	Identity Proof & Address Proof: Any (Passport/ Driving License/ Voter ID Card)
10	PAN Card & Aadhar Card
11	Four Passport Size Photographs
12	Highest Qualification Certificate/ Any other certificate
13	NOC from Current Organization
14	Updated CV

AMITY UNIVERSITY HARYANA

CHECKLIST PROFORMA

Please submit one photocopy sets of the following documents:

S.No.	Documents	Tick(√)
1	**Joining and Onboarding Records**	
	1.1 Appointment Letter	
	1.2 Bio-data/brief details	
	1.3 Recommenadation of screening committee	
	1.4 Nomination form	
	1.5 CV	
	1.6 Joining Report	
	1.7 Background check report	
	1.8 Income Tax Declaration form	
	1.9 Form-11	
	1.10 ID card form	
2	**Academic Records**	
	2.1 Senior Secondary and Higher Secondary Records	
	(a) 10th Mark Sheet	
	(b) 10th Certificate	
	(c) 12th Mark Sheet	
	(d) 12th Certificate	
	2.2 Graduation Mark Sheets and Degree	
	(a) Ist Year	
	(b) IInd Year	
	(c) IIIrd Year	
	(d) IVth Year	
	(e) Graduation Degree	
	2.3 Post Graduation Marksheet and Degree	
	(a) Post-Graduation Mark sheets	
	(b) Post-Graduation Degree	
	2.4 Any Other Qualification/Diploma/Certification	
	(a)	
	(b)	
3	**Previous Employement Records**	
	3.1 Designation letter/letter of reference in previous organisation/appointment letter	
	3.2 Provisional Relieving Letter/Relieving Letter from previous organization	
	3.3 Last Drawn Salary Statement of Account/Certificate	
	3.4 Pre- Employment fitness certificate	
4	**Financial Records**	
	4.1 Bank Statement for 3 months	
	4.2 Salary slips for 3 months.	
	4.3 Latest Form 16(in case issued by previous employer)	
	4.4 Latest filed ITR(wherever applicable)	
5	**ID and Address Proofs**	
	5.1 Address Proof:Passport/Driving License/ Voter ID Card/Aadhar card	
	5.2 PAN card	
	5.3 Two Passport Size Photographs	

EMPLOYEE VERIFICATION FORM

Candidate's Employment Details		
Details	**Candidate's Claim**	**As per your records**
Applicant's Name		
Employee Code/ID		
Designation		
Date of Joining		
Date of Relieving (Last Working Day)		
Remunerations Please Specify (Fixed + Variable Cost)		
Reported to (Supervisor)		
Reason for Leaving		
Candidate eligible to rehire? (Please Specify Yes/No)		
If not, please specify the reason?	As per Company policy	Please Specify
	Any Other Reason (Please Specify)	Please Specify
Exit Formalities Status (Please Specify Pending or Completed)		
If pending, please specify status?	Yes/No	Please Specify
	Pending with Employee (Please Specify the dues)	Please Specify
Any issues reported during the tenure towards work ethics, credibility or reputation?		
Additional Remarks, if any		
Respondent Details		
Name & Designation		
Contact Details		

APPENDIX"D"

Employee Satisfaction Evaluation

This Survey is solely for the purpose of determining the level of satisfaction employees have after Induction Process. Respond to each item based on how closely aligned you feel with the statement as per following definitions:	
Satisfied Not	Satisfied

Overall Rate of Induction Process on Following Parameters	Satisfied	Not Satisfied
Received my Employment offer and associated information in a timely manner		
The Information Received before my arrival helped me settle in		
I knew where to report, who to see and felt welcomed on my arrival		
Local Workplace, Health and safety requirements are explained and the check list completed		
Clear and under stable presentations on benefits package and benefits questions were answered		
The induction training is of sufficient duration		

Would you change any of the following to make the Induction Program more effective?

Suggestions

....

....

....

Employee Name   :   Department:

Designation   :   Date:

Note: The form should be submitted to HR within a week.

APPENDIX "E"

AMITY UNIVERSITY HARYANA
ADMINISTRATIVE STAFF APPRAISAL

Photograph

1. School / Institute:

2. Name of the Employee: 3. Designation:

4. Date of Joining: 5. Salary: Rs.   /- p.m.

6. Please give rating on a five point scale (*5 being the best and 1 the poorest*)

S. No.	Qualities	Rating by Director/Head
(a)	Alignment with overall philosophy of Amity	
(b)	Performance on assigned tasks during reporting period	
(c)	Honesty and Integrity	
(d)	Sense of Responsibility, Discipline & Punctuality	
(e)	Ability to handle complex situation without supervision	
(f)	Positive Attitude	
(g)	Ability to work hard and to handle multiple tasks	
(h)	Positive relationship with faculty & staff to whom service was provided	
(i)	Present ability & Communication skills	
(j)	Potential for Growth	

7. Any Additional Remarks by the Director   Total

………
………

8. Rating and Remarks by the Vice Chancellor

………
………

9. Directions of C-VI

………
………

(For Office Use only)

………
………

AMITY UNIVERSITY HARYANA
APPLICATION FOR MATERNITY LEAVE

Name: _____ Institute/Deptt_____

Designation: _____Date of Joining_____ No. of living Child_____

Expected Date of Delivery (EDD)……………………….. (Medical Certificate enclosed)

Maternity Leave applied for: From………………………….To………………..…………… (……..…….No. of Days)

 (*Not more than 45 days before EDD)*

Other Type of leave applied for (in combination with Maternity Leave):

     Earned Leave   from ………………………To…………………………. (No. of days)

 Sick Leave   from ………………………To……………………....... (No. of days)

Leave Without Pay   from ………………………To…………………..... (No. of days)

Arrangements during absence (if necessary):---

Contact No & Address during Leave ---

Date: _____   Signature of Applicant   Signature of HOI / HOD

═══

For Office Use

Leave due as on_____(date) Earned Leave----------- days, Sick Leave------- days
Leave Recommended for Sanction

Maternity Leave   From------------------ To-------------------- (--------------------days)

Earned Leave   From-------------------To---------------------Balance------------days)

Sick Leave   From-------------------To---------------------Balance------------days)

Leave Without Pay   From-------------------To--------------------- (--------------------days)

Date: <u>**Appendix "G"**</u>

Maternity Leave Note Sheet of Ms. XYZ

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

Note: -

1. The approval of Hon'ble Chancellor has been received and enclosed for payment of Salary for the duration of her Maternity Leave (ML-84 Days, EL- 38 Days, LWP- 49 Days).

2. She has resumed her duties after ML as on 17-Mar-2023. Her Joining mail is attached for ready reference.

3. Accommodation & Electricity charges/TDS (if any) will be recovered from Maternity Leave Payment.

4. Any other notes regarding salary days addition/deduction (if any)- NIL.

Director HR   **CF&AO -Finance**

Rear Admiral Kishan K Pandey (Retd.)   **M.P. Aggarwal**

Leave Recommended / Not Recommended

Date: -----------------------

Dy VC / Pro VC

Leave Sanctioned / Not Sanctioned

Date :---------------------   Vice Chancellor

Contact No & Address during Leave --

Date: _____   Signature of Applicant   Signature of HOI / HOD

For Office Use

Leave due as on_____(date) Earned Leave----------- days, Sick Leave------- days

Leave Recommended for Sanction

Maternity Leave   From------------------- To -------------------- (---------------------days)

Earned Leave   From--------------------To ---------------------Balance------------days)

Sick Leave   From--------------------To ---------------------Balance------------days)

Leave Without Pay   From-------------------To --------------------- (---------------------days)

Leave Recommended / Not Recommended

Date: -----------------------

Dy VC / Pro VC

Leave Sanctioned / Not Sanctioned

Date :---------------------   Vice Chancellor

AMITY UNIVERSITY HARYANA
LEAVE ARRANGEMENT FOR FACUTLY

FOR THE CLASSES OF Dr./Mr./Ms :

Date	Period	Time	Subject	Teacher to engage the classes	
				Name	Signature

AMIT UNIVERITY HARYANA
LEAVE ARRANGEMENT FOR FACUTLY

FORTHE CLASSES OF Dr./Mr./Ms :

Date	Period	Time	Subject	Teacher to engage the classes	
				Name	Signature

APPENDIX "H"

AMITY UNIVERSITY HARYANA

Performance Based Appraisal (PBA) for Academic Year _____

PART A: GENERAL INFORMATION

1	Name (in Block Letters)	
2	Institute & Department	
3	Date of Joining	
4	Current Designation & Academic Grade Pay, Salary	
5	Date and amount of last increments, if any	
6	Any degree or fresh qualifications acquired during the year	
7	Highest professional qualifications	
8	Fields of Specialization in Subject/ Discipline	

SUMMARY OF API SCORES

Category	Criteria	API SCORE		
		Score claimed by faculty	Score awarded by HOI/ HOD	Score by validation committee
I	**Teaching, Learning & Evaluation related activities**			
II	**Co-curricular, Extension, Professional Development, Internationalization/ Accreditation etc.**			
	Total (Categories I + II)			
III	**Research Publication & Academic Contribution during the Assessment Period**			
IV	**Personal Attributes & Performance Quality**			
	TOTAL (I+II+III+IV) & Percentage			

Overall Grading

Outstanding (> 90%)	Excellent (81 to 90%)	Very Good (71 to 80%)	Good (61 to 70%)	Average (51 to 60%)	Below Average (< 50%)

APPENDIX "H"

PART – A: ACADEMIC PERFORMANCE INDICATORS
(Please see detailed instructions before filling out this proforma)

CATEGORY- I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES
(Maximum Total Score: 125; Minimum Score required: 75)

1.0   Lectures (L), Seminars (S), Tutorials (T), Practicals (P), Contact Hours (C)
(Give semester-wise details, where necessary) (Maximum Score: 50)

S. No.	Course/ Paper	Level	Mode of Teaching*	Hours per week allotted	% of classes taken as per documented record	API Score
A		API Score		(A)		
B		API Score		(B)		
	Total API Score			(A+B) =		

Note: (a) please refer the PBAS compendium for score calculation {(i.e. category I, Part I, Serial No. 1, Page -3)}
(b)(Maximum score 50 for 100% performance and Proportionate upto 80% performance; below which no score may be given)
(c) Please fill and enclose Annex-I as a supporting document for this section

2.0   Teaching Load in excess of UGC norms (Maximum Score: 10)

S. No.	No. of hours excessed as per UGC norms			Remarks
	Course/Paper	Program	Sem	
	Total API Score			

Note: (a) please refer the PBAS compendium for score calculation (i.e. : category I, Part II, Serial No.2, Page -4)
(b) Please fill and enclose Annex-II as a supporting document for this section

3.0 **Result/Academic Performance (Maximum Score: 10)**

S. No.	Program	Sem.	Course Code	Course Title	Total No. of students	Academic Performance		
						Pass	Fail	Debarred
	Total Students							
	Total API Score							

Note: (a) The total no. of students should match with the no. of students enrolled in the class as per university records.
(b)Please referthe PBAS compendium for score calculation {(i.e. Cat-I, Part III, Serial No.3, Page-4)}

4.0 **Additional knowledge resources provided to students (Maximum Score: 10)**

S. No.	Course / Paper	Mandatory Resources	Y/N	Additional Resource provided	API Score
		Timely Uploading Session Plan on Amizone			
		Timely Uploading Assessment Plan on Amizone			
		Timely Uploading Course material/Lecture Notes/reading material			
		Timely Uploading of attendance/Leave/OD on Amizone			
		Correction of attendance on Amizone			
		Timely Uploading of internal Assessment marks on Amizone			
		Correction of Internal Assessment Marks			
		Timely Uploading of Practical examination marks on Amizone			
		Correction of Practical examination marks			
		Timely Upload of NTCC weekly Progress report			
		Upload of NTCC Marks			
		Correction of NTCC marks			
		Total API Score			

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-I, Part IV, Serial No.4, Page-5)}

5.0 **Use of Participatory and innovative Teaching -Learning Methodologies, Updating of subject content, Course Improvement etc. (Maximum Score: 20)**

S. No.	Short Description	API Score
	Total API Score	

Note:　(a) Please refer the PBAS compendium for score calculation {(i.e. Cat-I, Part V, Serial No5, Page-6)}

6.0 **Examination Duties Assigned and Performed (Maximum Score: 25)**

S. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total API Score			

Note:　(a) Please refer the PBAS compendium for score calculation {(i.e. Cat-I, Part VI, Serial No. 6, Page-7)}

Total Score Earned for Category-I (1+2+3+4+5+6) :	
Total Max. Score for Category-I (1 to 6): 125 Minimum score required　　　　:　75	

**CATEGORY-II: CO-CURRICULAR, EXTENSION& PROFESSIONAL DEVELOPMENT
(Maximum Total Score: 50; Minimum Score required: 15)**

1.0 **Extension, Co-curricular & Field based Activities (Maximum Score: 20)**
(Mentoring Activities, Club/ Committee activities)

S. No.	Type of Activity	Average Hrs/ Week	API Score
	Total API Score		

Note:　(a) Please refer the PBAS compendium for score calculation {(i.e. Cat-II, Serial No.1.1 to 1.14, Page-9-11)}

2.0   Contribution to Corporate Life and Management of the Institution (Maximum Score: 15)
(QAE, Program Leader, Course, Placement Coordinator, etc.)

S. No.	Type of Activity	Yearly/ Semester wise responsibility	API Score
	Total API Score		

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-II, Serial No.2.1 to 2.5, Page-12-14)}

3.0   Professional Development Activities (Maximum Score: 15)

S. No.	Type of Activity	Role	Unit (Activities)	Yearly/ Semester wise responsibility	API Score
	Total API Score				

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-II, Serial No.3.1 to 3.5, Page-14-17)}

Total Score Earned for Category-II (1+2+3) :
Total Max. Score for Category-II (1+2+3)   :   50   Minimum Score required   :   15

CATEGORY-III: RESEARCH, PUBLICATIONBS & ACADEMIC CONTRIBUTIONS

1.1:   Research Papers published in Journals:

S. No.	Title with page number	Journal	ISSN/ ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-authors	Whether you are the main author	API Score
	Total API Score						

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 1.1 page-17-19)}
(b) Supporting document for research paper to be enclosed as Annexure-Cat III (1.1)

1.2   Full papers in Conference Proceedings

S. No.	Title with page number	Details of conference Publications	ISSN/ISBN No.	No. of Co-authors and Date of publication	Whether you are the main author	API Score
	Total API Score					

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 1.2 page-19-20)}
(b) Supporting document for research paper to be enclosed as Annexure-Cat III (1.2)

1.3   Articles/ Chapters published in Books

S. No.	Title with page number	Book Title, editor & publisher	ISSN/ ISBN No.	Whether peer reviewed.	No. of Co-authors and Date of Publication	Whether you are the main author	API Score
	Total API Score						

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 1.3 page-20)}

1.4   Books published as Author or as Editor/Translator

S. No.	Title with page no.	Type of Book & Authorship	Publisher & ISSN/ ISBN No.	Whether Peer Reviewed	No. of Co-author & Date of Publication	Whether you are the main author	API Score
	Total API Score						

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 1.4 page-21)}

1.5   Chief Editor/Guest Editor/Editor/Associate Editor; Member, Consultant Member of Editorial/Advisory Board of Journal and Reviewer/Referee of a Journal

S. No.	Refereed Journal with/without ISBN/ISSN Numbers	Status	API score
	Total API Score		

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 1.5 page-22)}

2.0   Research Projects, Consultancies and Assignments

2.1   Sponsored Projects (Carried out/Ongoing)

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs Lakhs)	API Score
	Total API Score				

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 2.1 page-23)}

2.2 -2.3   Consultancy Projects (Carried Out/Ongoing/Completed)

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakhs)	Whether Policy Documents/ Patent as outcome	API Score
	Total API Score					

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 2.2 to 2.3 page-23)}

2.4   Filing & Award of Patents/ Policy Document/ Technology Transfer Process

S. No.	Type of Patent	Filed		Awarded		API Score
		Date	File No.	Date	Patent No.	
	Total API Score					

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 2.4 page-23)}

2.5   Overseas Assignments

S. No.	Title/Description of Assignment	Agency	Period	Fund Amount (Rs. Lakhs)	Outcome	API Score
	Total API Score					

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 2.5 page-24)}

3.0   Research Guidance

S. No.	Degree	Number of Scholars Enrolled	Status	Degree Awarded	API Score
	Total API Score				

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 3 page-24)}

4.1 & 4.2   Training Courses, Teaching-Learning-Evaluation Technology, Faculty Development Programmes

S. No.	Programme	Duration	Organised by	API Score
	Total API Score			

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 4.1 and 4.2 page-25)}

4.3   Papers presented in Conferences, Seminars, Workshops, Symposia/Session Chaired, etc.

S. No.	Title of the paper presented	Title of Conference/Seminar etc.	Date(s) of the event	Organized by	No. of Co-authors	Whether you presented the Paper	Whether International/ National/State/Regional/ University or College Level	API Score
	Total API Score							

Note: (a) If a paper presented in Conference/Seminar is published in the form of Proceedings (Full Paper), the points would accrue for the publication as Category III, (1.2) and not under this heading.
(b)   Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 4.3 page-25)}

4.4   Invited Lectures (including Extension) and Chairmanships at National or international Conference/ Seminars; Office Bearer/Advisor of Registered Professional Bodies

S. No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc.	Date(s) of the event	Organized by	Whether International/ National/State	API Score
	Total API Score					

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 4.4 page-26)}

4.5:   Experience as Post Doctoral Fellow / Research Associate/Visiting Professor

S. No.	Research Associate / Post Doctoral Fellow	Institution	Duration	Major Achievements	API Score
	Total API Score				

Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 4.5 page-26)}

Total Score Earned for Category-III	

OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions,   awards received etc. not mentioned earlier.

S. No.	Details (Mention Year, Value, etc., where relevant)

I certify that the information provided is correct as per records available with th e University and/or documents enclosed along with the newly filled **PBAS Proforma.**

Signature of the Faculty

CATEGORY IV: BEHAVIORAL SKILLS AND VALUES

On the basis of the criterion mentioned below, kindly rate the individual on a scale from 1 to 5 (1 being least and 5 being the highest):

1	COMMUNICATION SKILLS	
	The ability to convey ideas, feelings and intended meanings effectively, for shared understanding. Actively listens, demonstrates effectively written and oral communication skills.	
2	INTERPERSONAL SKILLS	
	The ability to communicate, interact and relate well with people, both individually and in groups.	
3	LEADERSHIP SKILLS	
	The ability to lead, guide, inspire, empower, motivate and communicate decisions to ensure proper allocation of responsibility and timely achievement of goals with trust and credibility.	
4	TEAM BUILDING ABILITY	
	The ability to encourage cooperation and collaboration, to build effective teams and motivate the members to increase overall performance.	
5	TIME MANAGEMENT SKILLS	
	The act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase efficiency, effectiveness and productivity. It encompasses punctuality and regularity.	
6	DECISION MAKING ABILITY	
	The ability to take clear, consistent, transparent decisions and to choose an appropriate course of action, purposely chosen, from set of alternatives, to arrive at a solution for a given problem and achieve organizational goals.	
7	ABILITY TO MENTOR	
	The ability to counsel, encourage, guide, support, and nurture potential to improve the performance of the mentee.	
8	SELF MOTIVATION	
	The ability of an individual to work towards the laid set of goals with an internal drive and urge, which may not necessarily be attached to the materialistic benefits or appreciation, leading to perseverance for task achievement. It is the internal drive to do something rather than being externally driven to do it.	
9	POSITIVE ATTITUDE	
	Maintains an optimistic approach in all situations while discharging roles effectively and facing challenges constructively.	
10	INITIATIVE DRIVE AND RESULT ORIENTATION	
	It is a personal quality of taking responsibility to get things done proactively and commitment toward timely achievement of result with a focus on desired outcome.	
11	RELIABILITY AND DEPENDABILITY	
	It is the commitment towards sense of responsibility, and the quality of being trustworthy and performing the assigned tasks consistently well.	
12	OPENNESS TO FEEDBACK AND SELF DEVELOPMENT	
	It is a behaviour which implies ability to share ideas, feelings, experiences, and perception with others, accept feedback objectively and implement it for improvement of self and work.	
13	ADAPTABILITY AND RESILIENCE	
	The readiness of an individual to adjust to change, take up challenges and effectively handle adversity.	
14	ETHICAL ADHERENCE	
	It is the behaviour to act in an honest and trustworthy manner in all interactions, to promote values of trust, good behaviour, equity, firmness and fairness.	

Description of Scale Values:

5	**Outstanding**	Always exceeds expectations and beyond
4	**Very Good**	Consistently meets expectations
3	**Good**	Generally meets expectations
2	**Average**	Sometimes meets expectations
1	**Below Average**	Consistently does not meet expectations

The above mentioned description relates to each of the 14 attributes and the level of expected behavioural and values to be exhibited.

Additional Recommendation:

Punctuality and regularity are finding place in the attribute of Time Management Skills in the above list. However, if required, to give additional focus, it is proposed that, the items of punctuality and regularity may be included in the top information sheet of PBAS where in data regarding attendance and number of leave days availed may be picked from Amizone database.

NOTE:
Please give ratings on a 5 – point scale with:

5 – Outstanding, 4 – Very Good, 3 – Good, 2 – Average, 1 – Below Average

• **Shortcoming/ Weakness pointed out, if any, and improvement shown:**

Signature of the Reporting Officer

FULL NAME: _____

DESIGNATION: _____

ANNEXURE I:

Supporting Document to CAT-I (S. No.1)

S.No.	Teaching Week for Odd Semester	NO.OF CLASSES		% Classes taken per Week
		Max No. of Classes as per UGC/Amity Norms(A)	No. of Classes Conducted(B)	
1	1st Week			B/A*100
2	2nd Week			B/A*100
3	3rd Week			B/A*100
4	4th Week			B/A*100
5	5th Week			B/A*100
6	6th Week			B/A*100
7	7th Week			B/A*100
8	8th Week			B/A*100
9	9th Week			B/A*100
10	10th Week			B/A*100
11	11thWeek			B/A*100
12	12thWeek			B/A*100
13	13thWeek			B/A*100
14	14thWeek			B/A*100
15	15thWeek			B/A*100
16	16thWeek			B/A*100
17	17thWeek			B/A*100
18	18thWeek			B/A*100
Total				

Average Classes Conducted (Odd Semester)

Total Classes Conducted (AcademicYear):
Average Classes Conducted in % (AcademicYear):

S.No.	Teaching Week for Even Semester	NO. OF CLASSES		% Classes taken per Week
		Max No. of Classes as per UGC/Amity Norms(A)	No.of Classes Conducted(B)	
1	1st Week			B/A*100
2	2nd Week			B/A*100
3	3rd Week			B/A*100
4	4th Week			B/A*100
5	5th Week			B/A*100
6	6th Week			B/A*100
7	7th Week			B/A*100
8	8th Week			B/A*100
9	9th Week			B/A*100
10	10th Week			B/A*100
11	11th Week			B/A*100
12	12th Week			B/A*100
13	13th Week			B/A*100
14	14th Week			B/A*100
15	15th Week			B/A*100
16	16th Week			B/A*100
17	17th Week			B/A*100
18	18th Week			B/A*100
Total				

Average Classes Conducted (Even Semester)

Signature of Faculty

Verified by HoI/HoD

ANNEXURE II:

Supporting Document to CAT-I (S.No. 2)

1)   O = Average Teaching Load per Week* No. of weeks
     P = Maximum load per week as per UGC/Amity norms* No.ofweeks

     O-P = Y (i.e. No. of hours taught in excess of UGC norms)

     1 extra hour (Over & above average load per week as per UGC norms) = 2 API Points

     Signature of Faculty   **Verified by HoI/HoD**

     *This should be calculated for both the semesters (even & odd) and
     average of the same be considered as O/P.

Summary of Performance Based Appraisal

Name of the Institution:
Name of Faculty Member:
Designation:

S. No.	Category	API Claimed by Faculty **Member**	API Score by HOI	Reason for Disagreement	**OBSERVATIONS** (to be filled Centrally)
	Category-I: TEACHING, LEARNING, AND **EVALUATION RELATED ACTIVITIES**				
	1.0 Lectures (L), Seminars (S), Tutorials (T), Practicals (P), Contact Hours O				
	2.0 Teaching Load in excess of UGC norms				
	3.0 Result/ Academic Performance				
	4.0 Additional knowledge resources provided to students				
	5.0 Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course improvement etc.				
	6*.I) Examination Duties Assigned and Performed				
	Total (Category-I)				
2	**Category-II: CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT**				
	1.0 Extension, co-curricular & Field-based Activities				
	2.0 Contribution to Corporate Life and Management of the Institution				
	3.0 Professional Development Activities				
	Total (Category-II)				
	Category-III: RESEARCH, PUBLICATION & ACADEMIC CONTRIBUTIONS				
	1.1 Research Papers published in Journals				
	1.2 Full papers in Conference Proceedings				"
	1.3 Articles/ Chapters published in Books				

	1.4 Books published as Author or as Editor/ Translator				
	1.5 Chief Editor/ Guest Editor/ Editor/ Associate Editor; Member, Consultant Member of Editorial/ Advisory Board of Journal and Reviewer/ Referee of a Journal				
	2.0 Research Projects, Consultancies and Assignments				
	2.1 Sponsored Projects (Carried Out/ Ongoing)				
	2.2-2.3 Consultancy Projects (Carried Out/ 0ngoing/ Completed)				
	2.4 Filing & Award of Patents/ Policy Document/ Technology Transfer Process				
	2.5 Overseas Assignments				
	3.0 Research Guidance				
	4.1-4.2 Training Courses, Teaching-Learning-Evaluation Technology, Faculty Development Programmes				
	4.3 Papers presented in Conferences, Seminars, Workshops, Symposia/ Session Chaired, etc.				
	4.4 Invited Lectures (Including Extension) and Chairmanships at National or International Conference/ Seminars; Office Bearer/ Advisor of Registered Professional Bodies				
	4.S Experience as Post- Doctoral Fellow/ Research Associate/ Visiting Professor				
	Total (Category-III)				
4	Total (Category-IV: Behavioural Skill and Values)				
5	Total (Category-V: Student Feedback and Quality of Teaching)				
	Total (I+II+III+IV+V)				

HOI Signature

Date

HEAD
Internal Assessment Commi?ee

Note: To be filled in so? copy, get print **and provide with PBAS** form **of faculty members as top** sheet.

APPENDIX–II:

Performance Based Appraisal System

COMPENDIUM OF SCORING METHODOLOGY

Performance Based Appraisal System

COMPENDIUM OF SCORING METHODOLOGY

Introduction

- Academic Performance Indicators (API) Scores are developed by UGC for adoption of Performance Based Appraisal System(PBAS) for Career Advancement Scheme(CAS)

- It is mandatory requirement for Universities to select and promote faculty members.

- PBAS is an effective tool for the assessment of Annual Performance and determination of Annual Increment

Criteria

- The performance is assessed on various factors, broadly classified as:

  1. Category I: Teaching, Learning And Evaluation Related Activities
  2. Category II: Co-Curricular, Extension and Professional Development Related Activities.
  3. Category III: Research Publications & Academic Contribution
  4. Category IV: Behavioral Skills And Values

Category – I: Teaching, Learning and Evaluation Related Activities

- Maximum Scores Allocated   : 125
- Minimum API Score Required   : 75

Elements of Category - I

1 Semester wise details of contact hour and Weekly teaching load per semester
2. Teaching load in excess of UGC norm
3 Result/academic performances
4. Resources provided to students
5. Use of innovative teaching-learning approaches
6. Exam duties assigned and performed

Performance Based Appraisal System

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Category I, Part – I

1. SEMESTERWISE DETAILS OF CONTACT HOURS (max marks- 50)

Mode	Course code	Course Title	Credit Units	Level (UG/PG/Ph.D)	Mode of Teaching (L/T/P/NTCC)	No. of Sections	Teaching load per section per semester	Average Teaching Load per week	% of classes taken as per documented records	API

Weekly Teaching Load

- Assistant Professor (I, II, III)   :   16 - 18 hours   (L/T=1hr=1 load; P=1hr=1/2 load)
- Professor/ Associate Professor   :   14 hours
- HoI/ HoD   :   2 hours less than the prescribed cadre load

The calculation of API score for Weekly **Teaching Load** should be done as per the procedure:-

A) Out of total 50 points for teaching load, score for 25 points, shall be calculated as :
(average teaching hours per week per semester/ prescribed load as per UGC norms) x25=

B) For the remaining 25 points, the score shall be based on percentage of assigned classes conducted as per table given below:-

Calculation of API Score

% of assigned Classes taken	API Score
100	25
90-99	20
80 - 89	15
Less than 80	0
	Max. Score A+ B: 50

Note

- Lectures, seminars, tutorials, practical, contact classes should be based on verifiable records.
- No score assigned if a teacher has taken less than 80% of the assigned classes.
- Maximum score of 50 if teacher has taken 100% of the assigned classes as well as the teaching load prescribed by the statutory bodies

Category I, Part - II

2. TEACHING LOAD IN EXCESS OF UGC NORM (max marks- 10)

S. No	Number of extra teaching hours	API Points
	1 extra hour	2
	2 extra hours	4
	3 extra hours	6
	4 extra hours	8
	More than 4 extra hours	10

Note

- **If a teacher has taken classes exceeding UGC norms, then two points to be assigned for each extra hour of classes/credit**
- **Maximum Score allotted for excess teaching load is 10**

Category – I, Part – III: Format

3. RESULT/ACADEMIC PERFORMANCE (max marks-10)

S.no	Mode	Programme	Semester	Course Code	Course Title	Credit Units	Total Students	Academic Performance	Result

Allocation of score

Result			
Regular	API Score	Back papers (guided self study course)	API Score
100%	10	100%	5
90-99%	8	90-99%	4
80-89%	6	80-89%	3
70-79%	4	70-79%	2
60-69%	2	60-69%	1
<60%	0	<60%	0

Max. Score: 10

NOTE: Fail & debarred shall be equally considered.

Category – I, Part – IV: Resources Provided To Students

4. RESOURCES PROVIDED TO STUDENTS (max scores- 10)

S.No.	Course Title	Mandatory	Y/N	API Scores (if yes)	Additional Resources provided
		1. Timely Uploading Session Plan on Amizone		2	
		2. Timely Uploading Assessment Plan on Amizone		1	
		3. Timely Uploading Course material/Lecture notes/ reading material		2	
		4. Timely uploading of attendance/ Leave/OD on Amizone		1	
		5. Correction of attendance on Amizone		-1	
		6. Timely uploading of internal Assessment marks on Amizone		1	
		7. Correction of internal assessment marks		-1	
		8. Timely uploading of Practical examination marks on Amizone		1	
		9. Correction of Practical examination marks		-1	
		10. Timely upload of NTCC weekly progress report		1	
		11. Upload of NTCC marks		1	
		12. Correction of NTCC marks		-1	
		Total		10	

- The category contains negative marking for:

    1. Correction of attendance on Amizone
    2. Correction of internal assessment marks
    3. Correction of Practical examination marks
    4. Correction of NTCC marks

Category I, Part – V

S.No.5	Approaches	Innovative Teaching Learning methodologies used
	1. Lectures	1. Blended Learning
	2. Tutorials	2. Case Based Learning
	3.Practicals	3. Cooperative Learning
		4. Field Based Learning
		5. Inquiry Based Learning
		6. Lab Based Learning
		7. Problem Based Learning
		8. Community Service Learning
		9. Just in time teaching
		10. Role Plays
		11. ICT based teaching/ Web based Learning
		12. Popularization programmes
		13. Conduction of Workshop/ Seminars
		14. Developing and imparting Remedial/Bridge Courses and Counseling modules
		15. Developing and imparting soft skills/communication skills/personality development courses/module
		16 Developing and imparting specialized teaching-learning programmes in physical education, library ; innovative compositions and creations in music, performing and visual arts and other traditional areas
		17. Any other, Specify

Calculation of API Score

Maximum score for this category : 20

- **Lecture-Tutorials-Practical (LTP)** : 10
  - **LTP+ any one method** : 13
  - **LTP+ any two methods** : 16
  - **LTP+ any three or more methods** : 20

Category I, Part – VI: Format

S.No.	Type of examination	Duties Assigned	API Scores

6. EXAM DUTIES ASSIGNED AND PERFORMED (Max. score–25)

Criteria of allocation of Scores

Duty	Criteria	API
1. Paper Setting	1a. Ques. Paper up to 2 courses	1
	1b. Ques. Paper more than 2 courses	2
2. Paper Moderation	2a. Ques. Paper up to 2 courses	1
	2b. Ques. Paper more than 2 courses	2
3. Evaluation of Answer Books	3a. Up to 300 copies	2
	3b. 300-400 copies	3
	3c. (>) 400 copies	4
4.Viva Voce of students for NTCC	4a. Up to 10 students	2
	4b. 11-20 students	3

	4c. (>) 20 students	4
5. Internal examiner for practicals	5a. Up to 2 shift	2
	5b. 2–4 shift	3
	5c. (>) 4 shift	4
6. Invigilator	6a. Up to 5 duties	1
	6b. 6-10 duties	2
	6c. 11-15 duties	3
	6d. (>) 15 duties	4
6.1 Centre Superintendent	6.1a. Up to 1000 students	5
	6.1b. 1001- 2500 students	7
	6.1c. 2501–4000 students	9
	6.1d. (>) 4000	10
6.2 Asst. Superintendent	6.1a. Up to 1000 students	3
	6.1b. 1001- 2500 students	4
	6.1c. 2501–4000 students	5
	6.1d. (>) 4000	6
6.3 Flying Squad	6.3a. 1-2 duties	1
	6.3b 3-5 duties	2
	6.3c. 6-8 duties	3
	(>) 8 duties	4
6.4Faculty Coordinator (exams)	6.4a. Up to 1000 students	1
	6.4b. 1001- 2500 students	2
	6.4c. 2501–4000 students	3
	6.4d. (>) 4000	4

Category II: Co-Curricular, Extension and Professional Development Related Activities.

- **Maximum Scores Allocated** : 50
- **Minimum API Score Required** : 15

Category – II: Co Curricular, Extension and Professional Development Related Activities (Max score: 50)					
1. Co Curricular, Extension and Professional Development Related Activities (max. score:20)					
1.1	**Institutional Co Curricular activities for students (Max: 10)**				
S.No.	**Name of Activity**	**Role**	**Unit** (students/ companies/ places)	**Max API Score**	**Short Description/ Evidence**
1.1.1	Industry visit		1 point per company	5	Company Name
1.1.2	Industry internship Guidance		1 point per 5 students	5	No. of students
1.1.3	Field Studies/ Educational Tours		1 point per tour	5	Company Name
1.1.4	Placement related activities:				
	1. Brochure designing & student profile verification		0.5 points upto 30 profile verification	5	No. of students
	2. Company Database development/ verification/ update		0.5 points Upto 30 companies	5	No. of companies
	3. Helping students in resume writing/GD/PI		0.5 points Upto 30 students	5	No. of students
	4. Number of companies confirmed for placement		0.5 points Upto 2 companies		Name of companies
	5. Coordinating with placement cell/CRC/ IIC etc as faculty host		1 point Upto 5 companies	5	No. of companies
	6. Number of students placed		1 point Upto 5 students	5	Name and programme of students

1.2
Positions held/ Leadership role played linked with extension work (Max: 10)

	Name of activities	Role	Unit (meetings/ activities/ visits)	Max API Score	Short Description/ Evidence
1.2.1	Mentoring		1.25 / meeting	5	Date and no. of meetings
1.2.2	Military training (UG/PG)/ ACC		2 per Camp	5	Date and no. of camps
1.2.3	Human Values quarter		2 per activity	5	Date and no. of activities
1.2.5	Club activities/ Committee activities (for eg. Dance, Music, Photography, Dramatic clubs or Cultural Committee, Sports Committee, Legal Aid Clinic, Environment Committee, Research Committee etc) (To be taken from Amizone)		1 per activity	5	Number of activities
				Max. Score	**10**

1.3	**Students and staff related activities**				
1.3.1	**Socio cultural or Sports activities organised or prepared team (Sangathan, . Youth Festival)**	**Role**	**Unit** (events)	**Max API Score**	**Short Description/ Evidence**
	1 Inter Amity Institutions/ Campuses		1 point per Event	5	Name and date of the Event, university/ Institution
	2 . Inter University		2.5 point per Event	5	Name and date of the Event & Name of Universities
	3. Corporate competitions		2.5 point per Event	5	Name and date of the Event & Name of Companies
1.3.2	**Campus Publications (Max: 5)**		**Unit** (publication)		
	1. Institutional Journal		2.5 point each	5	Name, frequency and date of publication

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		Unit	Max Score	Short Description/ Evidence
	2. Institutional Newsletter	1.25 point each	5	Name, frequency and date of publication
	3. University Newsletter	1.25 point each	5	Name, frequency and date of publication
	4. Institutional Annual Report	2.5 point each	2.5	Date of publication
	5. University Annual Report	2.5 point each	2.5	Date of publication
	6 Sangathan Souvenir	2.5 point each	2.5	Date of publication
	7. Youth Festival Souvenir	2.5 point each	2.5	Date of publication
	8. Annual Human Values quarter Souvenir	2.5 point each	2.5	Date of publication
			Max Score **10**	
1.4	**Community Work**	**Unit** (activity)	**Max API Score**	**Short Description/ Evidence**
1	Values of National Integration	2.5 point each activity	5	Name of the activity
2	Environmental Education/ Awareness Program	2.5 point each activity	5	Name of the programme
3	Blood donation Camps	2.5 point each activity	5	Date of the camp
4	Human Rights (eg. International Women's day etc)	2.5 point each activity	5	Name of the activity & Date
5	Scientific Popularisation among school children/ Community)	2.5 point each activity	5	Name of the activity & Date
6	Flood or drought relief	2.5 point each activity	5	Name of the activity & Date
7	Any Other, Please Specify	2.5 point each activity	5	Name of the activity & Date
			Max Score	**10**
			Max. Aggregate Limit :	**20**

2. Contribution to corporate life & Management of Institution (max score:15)

	Contribution to corporate life (Max points: 10)	Role	Unit (committee/ Lecture/ Workshop)	Max API Score	Short Description/ Evidence
2.1					
2.1.1	Members of corporate/ academic committee outside Amity		2.5 point per committee	5	Name of Committee and Membership Period
2.1.2	Members of professional body outside Amity		1 point per committee	5	Name of organisation and Membership Period
2.1.3	Organising Guest lectures		1 point per Lecture	5	Name of organisation
2.1.4	Subject related events/ Workshops organised		1 point per Workshop	5	Name, date and place of the event
2.2	**Governance responsibilities (Max points: 10)**				
2.2.1	Dean/ Director/HOI/Head of Department			5	
2.2.2	Member of Academic council/ Court/ Executive council/ URC			5	
2.2.3	Member of DRC/ BOS			5	
2.2.4	Member of UDC/ EDC/ Anti Ragging Monitoring Cell			5	
2.2.5	Member of Examination committee/Examination Disciplinary committee			5	
2.2.6	Dean/ Dy. Dean/ Asst. Dean of student welfare committee			5	
2.2.7	Proctor/ Dy. Proctor/ Asst. Proctor			5	
2.2.8	Programme Leader/ Programme Coordinator/ Course coordinator/ Lab Incharge/ Studio Incharge/ Library Coordinator			5	
2.2.9	Warden/ Asst. Warden			3	

	Description	Role	Unit (Board/committee)	Max API Score	Short Description/ Evidence
2.3	**Participation in University/ Institutional committees (Max points: 10)**	**Role**	**Unit** (Board/committee)	**Max API Score**	**Short Description/ Evidence**
2.3.1	Member of Accreditation committee/ Ranking/IQAC		0.5 per committee	**5**	Name of Committee and Membership Period
2.3.2	Admission Board		2.0 per Board	**5**	Name of Board and Membership Period
2.3.3	Anti Ragging Cell		1.5 per committee	**5**	Name of Committee and Membership Period
2.3.4	Any other please specify		1.5 per committee	**5**	Name of Committee and Membership Period
2.4	**Responsibility or participation in: (Max points: 10)**		**Unit** (activity)		
2.4.1	Institutional Student welfare activities		2 points per Activity	5	Details of activities
2.4.2	Institutional Counseling activities		2 points per Activity	5	Details of activities
2.4.3	Institutional Discipline related activities		2 points per Activity	5	Details of activities
2.5	**Organistion of Conference/ Seminar/ Workshop (Max points: 10)**		**Units** (Conference/ Seminar/ Workshop)	**Max API Score**	**Short Description/ Evidence**
2.5.1	Institutional (< 10 participants from outside)		2 per conference/ Seminar/ workshop	5	Title & date
2.5.2	Regional (> 50 Participants from outside)	Chairperson	3 per conference/ Seminar/ workshop	5	Name of conference, Date and number of participants
		Member Secretary/ Treasurer	2 per conference/ Seminar/ workshop	5	
		Member	1 per conference/ Seminar/ workshop	5	

S.No.		Role	Unit	Max. API Score	Name of conference, Date and number of participants
2.5.3	National (> 100 participants from across the country)	Chairperson	5 per conference/ Seminar/ workshop	5	Name of conference, Date and number of participants
		Member Secretary/ Treasurer	4 per conference/ Seminar/ workshop	5	
		Member	3 per conference/ Seminar/ workshop	5	
2.5.4	International Conference(> 25 International participants)	Chairperson	10 per conference/ Seminar/ workshop	10	Name of conference, Date and number of participants
		Member Secretary/Treasurer	8 per conference/ Seminar/ workshop	10	
		Member	6 per conference/ Seminar/ workshop	10	
			Maximum Aggregate Limit:	**50**	

3. Professional Development related Activities (max score:15)

3.1	Membership in Profession related activities/organization committee of Seminar/ conferences/ Student Chapters outside Amity (Max points: 10)

S.No.	Name of activity/ Seminars/ Conferences	Level	Role	Unit (Activities)	Max. API Score	Short Description/ Evidence
3.1.1		At International level	Chairman	5 per Activity	5	Name and date of activity
			Member Secretary	4 per Activity	5	Name and date of activity
			Member of committee	3 per Activity	5	Name and date of activity
3.1.2		At national level	Chairman	4 per Activity	5	Name and date of activity
			Member Secretary	3 per Activity	5	Name and date of activity
			Member of committee	2 per Activity	5	Name and date of activity
3.1.3		At state level	Chairman	3 per Activity	5	Name and date of activity
			Member Secretary	2 per Activity	5	Name and date of activity
			Member of committee	1 per Activity	5	Name and date of activity

3.1.4	Student Chapters:		Role	Unit	Max. API	Type of activity
	1. CSI		Chairman	5 per Activity	5	
	2. ASSOCHAM					
	3. FICCI					
	4. TIE		Member Secretary	4 per Activity	5	
	5. CII					
	6. AIMA					
	7. NHRD Network					
	8. SAE					
	9. ABET		Member of committee	3 per Activity	5	
	10. IET					
	11. NEN					
	12. ICAI					
	13. ICSI					
	14. ICWAI					
	15. Any other, specify					

3.2	Participation in Subject association/ Conferences/ Seminars without paper presentation outside Amity (Max points: 10):					
	Type of activity	**Level**	**Role**	**Unit (participation, Conference/Seminar)**	**Max. API**	**Short Description/ Evidence**
3.2.1	Subject association		Chairman	3 points per participation	5	Name and date of participation
			Member/ Subject Expert	2 points per participation	5	
3.2.2	Conferences/ Seminars without paper presentation		Chairman	3 points per conference/ Seminar	▬	Name and date of Conferences/ Seminars
			Attended	2 points per conference/ Seminar		

3.3	Participation in short term training courses **(Max points: 10)** :			
	Type of activity	**Unit** (activity)	**Max. API**	**Short Description/ Evidence**
3.3.1	Refresher Courses	3 points each	5	Title & duration of the course and organiser
3.3.2	Faculty development programmes	3 points each	5	Title & date of FDP and organiser
3.3.3	Pedagogical workshops	3 points each	5	Title & date of workshop organiser
3.3.4	Corporate Training Programme	3 points each	5	Title & date of Programme and organiser
3.4	Membership/participation outside Amity **(Max points: 10):**			
	Type of Committee	**Unit** of Membership (No.)	**Role**	**Max. API**	**Short Description/ Evidence**
3.4.1	State/Central bodies/committees on education	5 points each	Chairman	5	Organisation name, Committee name & Duration
3.4.2	State/Central bodies/committees on Research and National development	3 points each	Member Secretary/ Treaurer	5	Organisation name, Committee name& Duration
3.4.3	Court/ Executive council/Senate/ Academic council/ Board/ of Studies/ URC/ Examination Committee, Selection Board etc.	2 points each	Member	5	Organisation name, Committee name& Duration

3.4.4	Editorial Committees of Journals/proceedings etc	Chief Editor	5 points each	5	Name of journal/ proceedings & Duration
		Dy Editor/ sub editor	3 points each		
		Member	2 points each		

3.5	Publication (not covered in category III) **(max–10)**				
	Type of Publications		**No. of publications**	**Max. API**	**Short Description/ Evidence**
3.5.1	Articles in newspapers		1 point each	5	Name& Date of publication
3.5.2	Magazines or other publications		1 point each	5	Name& Date of publication
3.5.3	Speaker/ subject expert in Television programmes		1 point each	5	Name of program & Date of telecast
3.5.4	Radio talks		1 point each	5	Name & Date of talk
3.5.5	Any other, please specify		1 point each	5	Name & Date
	Maximum Aggregate Limit				**15**

Category III: Research Publications & Academic Contribution

Format

1.1	Research Papers Published in Journals								
S.No.	Title with page number	Journal	Published year	ISBN/ISSN No., whether Indexed or not?	Whether Peer Reviewed. Impact Factor, if any	No. of Co-Authors	Whether you are main author	Level (National/ International)	API Score

Calculation of API

Basic Score

Type of Journal	Author Role	Basic Score
• Refereed Journal with ISBN/ ISSN no. and indexed by reputed indexing agencies like Scopus, Thomson Reuters.	Sole author (100%)	**20/publication**
	First author/ Principal author/ Corresponding author (60%)	
	No. of Co- authors (n) (40%/ n)	
• Refereed Journal with ISBN/ ISSN numbers but not indexed	Sole author	**10/publication**
	First author/ Principal author/ Corresponding author	
• Non-refereed but recognized and reputable journals and periodicals, having ISBN/ ISSN numbers	No. of Co- authors (n)	
• Paid, non-indexed and non-refereed journals with or without ISBN / ISSN numbers		**0**

1. Final Score (including Impact Factor) :

Type of Journal	Impact Factor	Final Score (Engineering/Agriculture / Veterinary Science/ Sciences/ Medical Sciences)	Final Score (Faculties of Languages/ Arts / Humanities/Social Sciences/ Library/ Physical Education/ Management)
Refereed and Indexed Journal with ISBN/ ISSN no.	Below 1	Basic Score + 5	**Basic Score + 10**
	1-2	Basic Score + 10	**Basic Score + 15**
	2-5	Basic Score + 15	**Basic Score +25**
	More than 5	Basic Score +25	**Basic Score +30**

❖ If only 3 authors

API score per author = $\dfrac{\text{Final Score}}{3}$

(This is done to avoid more giving more weightage to co-author in the scenario of 3 authors, wherein, one author is the First/Principal Author, second author is the Corresponding Author and third author is the Co-author)

❖ If more than 3 authors

1. API score of First author/ Principal author/ = 60% of the Final score

   Corresponding author

2. API score of Co – Authors = $\dfrac{40\% \text{ of Final score}}{N}$, Where N is the Number of co-authors

1.2 Full Papers in Conference Proceedings (Excluding Abstracts)

S.No.	Title with page no.	Name of the Organizer	Level (National/ International)	ISSN/ ISBN No.	Type of event (Internal/ External)	Date of Publication	No. of Co-Authors	Whether you are main author	API Score

(Division of API score for individual authors for publications should be after augmenting the basic score of the publication with impact factor)

1. API Score :

a. Sole Author = 10/Publication

b. If only 3 authors API score per author = $\dfrac{\text{Total score}}{3}$

(This is done to avoid more giving more weightage to co-author in the scenario of 3 authors, wherein, one author is the First/Principal Author, second author is the Corresponding Author and third author is the Co-author)

c. If more than 3 authors

- First author/ Principal author/ Corresponding author = 60% of total score per Publication

- Co- authors = $\dfrac{40\% \text{ of total score per Publication}}{N}$, Where N is the Number of co-authors

1.3 Articles/chapters published in books (Max. 50)

S.No.	Title with page no.	Name of publisher	ISSN/ ISBN No.	No. of Co-authors	Whether you are main author	API Score
	Text or Reference Books published by International Publishers with an established peer review system				If yes	10/chapter
					If no	5/chapter
	Course books by National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers.				If yes	5/chapter
					If no	3/chapter
	Course Books by Other local publishers with ISBN/ ISSN numbers				If yes	3/chapter
					If no	2/chapter
	Chapters contributed to edited knowledge based volumes published by International Publishers.				If yes	10/chapter
					If no	5/chapter
	Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ ISSN no. and with no. of national and International directories				If yes	5/chapter
					If no	3/chapter

1.4 Books published as single author, editor/translator (Max: 50)

S.No.	Title of book	Type of Book& Authorship	Publisher & ISSN/ISBN no	Whether peer reviewed	API Score	
					Sole Author	Sole Editor/ translator
	Text or Reference Books published by International Publishers with an established peer review system				50 points/ book	25 points/ Editor/translator
	Course books by National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers.				25 points/ book	12.5 points/ Editor/translator
	Revision of Books				10 points / book	5 points/ book
	Course Books by Other local publishers with ISBN/ ISSN numbers				15 points/ book	7.5 points/ Editor/translator
	Course Books by Other local publishers without ISBN/ ISSN numbers				10 points/ book	5 points/ Editor/translator
	Review of Book proposed to be published by reputed publishers				5 points / book reviewed	--

NOTE : If there are more than one author/ Editor/ Translator/ Reviewer, points will be divided equally

1.5 Chief Editor/Guest Editor/ Editor/ Associate Editor; Member, Consultant Member of Editorial/ Advisory board of journal and Reviewer/ Refree of a Journal

S.No.	Title of Journal	Whether Peer Reviewed. Impact Factor, if any	API Score		
				Chief Editor/ Guest Editor/ Associate Editor	Member, Consultant Member of Editorial/ Advisory board of journal and Reviewer/ Refree (Max. points not to exceed 30)
	Refereed Indexed Journals by reputed indexing agencies with ISBN/ ISSN no.			15 Points/ journal during the year	10 Points/ Journal during the year
	Refereed Journal with ISBN/ ISSN no. but not indexed by reputed indexing agencies			10 Points/ Journal during the year	5 Points/ Journal during the year
	Refereed Journal without ISBN / ISSN no.			5 Points/ Journal during the year	5 Points/ Journal during the year
	Non-refereed but recognized and reputable journals and periodicals			5 Points/ Journal during the year	3 Points/ Journal during the year
	Paid, non-indexed and non-refereed journals with or without ISBN / ISSN no			0	0

2. Research Projects, Consultancies and Assignments

S.No.	Project	Title	Agency	Period	Domain	Grant/ Amount Mobilized	API Score
2.1	Sponsored Projects carried out/ ongoing				Engineering/ Agriculture/Applied Sciences/ Life Sciences/ Pharmacy &Medical Sciences/ Bio- technology/ Nano Technology	50,000 - 5 lakhs	10/ Project
						5 lakhs-30 lakhs	15/ Project
						Above 30 lakhs	20/ Project
					Languages /Arts/Humanities /Social Sciences / Physical Education/ Management/ law	25,000 - 3 lakhs	10/ Project
						3 lakhs-5 lakhs	15/ Project
						Above 5 lakhs	20/ Project
2.2	Consultancy Projects carried out /ongoing				Engineering/ Agriculture/Applied Sciences/ Life Sciences/ Pharmacy &Medical Sciences/ Bio- technology/ Nano Technology	Minimum 5 lakhs	5 points for each 5 lakhs
					Languages /Arts/Humanities /Social Sciences / Physical Education/ Management/ law	Minimum 1 lakhs	5 points for each 1 lakh
2.3	Completed projects : Quality Evaluation					Acceptance from funding agency	20/Major project 10/Minor project
2.4	Patent/ Technology transfer/ process/ Policy document				Engineering/ Agriculture/Applied Sciences/ Life Sciences/ Pharmacy &Medical Sciences/ Bio- technology/ Nano Technology	Patent/ Technology transfer/ process	• Filed : 20 / patent • Granted: 30/patent at national level & 50 at international level • Technology transfer process: 50/patent

2.5	Overseas Assignment funded by a public agency/ International Agency	Languages /Arts/Humanities /Social Sciences / Physical Education/ Management/ law	Major Policy document of Govt. Bodies at Central and State level	30/document
			Overseas Assignment	25/assignment (more than 1 year)
				20/assignment (3– 12 months)
				15/assignment (Less than 3 months)

Note: The points for patent/ consultancy/ projects shall be distributed in the same manner as for Research papers published in Journals

3.0 Research Guidance

S.No.	Degree	No. of scholars enrolled	Status	API Score
	UG Major project/ Dissertation and M.Sc. Project		Dissertation completed	0.5 point/ scholar
	M.Phil/M.E/M.Tech/ LL.M or Equivalent		Dissertation completed	3 point/ scholar
	Ph.D or Equivalent		Degree Awarded	10 point/ scholar
	Ph.D or Equivalent		Thesis submitted	7 point/ scholar
	Ph.D / M/Phil Thesis evaluation			5 /3 points / thesis

4.1 & 4.2 Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration) **(Max: 50 points)**

S.no.	Programme	Title of the training programme	Role (President/Chairman/ Convener/Coordinator/ Director/Secretary)	Organized by	Duration	API Score
	Organiser of Faculty Development Programme(s)				Less than one week duration	10 points each
	Organiser of Corporate Training Programme(s)				One week duration	20 points each
	Organiser of seminar					
	Organiser of Refresher course(s)				More than one week duration	30 points each
	Organiser of Pedagogical workshop(s)					

Note : If there are more than one organizer, points will be shared equally by all

4.3 Papers presented in Conference, Seminars, Workshops, Symposia Proceedings **(Excluding papers published in form of proceedings as it is already covered in 1.2)**

S.No.	Name of the Organizer	No. of Co-Authors	Whether you presented the paper	Level	API Score
				International level	10 Points each
				National level	7.5 Points each
				Regional/ State level	5 Points each
				University/ Institute level	3 Points each

Note : 100% marks for sole presenter

If more than one participants, 60% for the presenter and 40% will be divided equally among co- authors

4.4 Invited Lectures and Chairmanships at national or international conference/seminar/ Advisor of registered professional bodies

S. No	Title of Lecture/Academic Session	Title of Conference /Seminar etc	Organised by	Role (Session chair/ Resource person/ invited speakers/ Advisor of registered professional bodies	Level	API Score
					International	10 Points each
					National	5 Points each

4.5 Experience as Visiting Professor/ Post Doctoral Fellow/ Research Associate (Max : 10)

S.No.	Experience as:	Institution	Duration	Major achievements	API Score
	Research Associate				5 points each year
	Post Doctoral Fellow				5 points each year
	Visiting Professor				10 points each year

The API score claim of each of the sub-categories in the Category-III (Research and Publications and Academic Contributions) will have the following cap to calculate the total API score claim, as per UGC Notification No. F.1-2/ 2009 (EC/PS) V (i) Vol.-II dated 13.06.2013:-

Sub-Category	Cap as % of API cumulative score in application
III (1.1-1.2: Research Papers (Journals etc.)	30%
III (1.3-1.5) Research Publications (Books etc.)	25%
III (2.0-2.5) Research Projects / Patents	20%
III (3.0) Research Guidance	10%
III (4.1-4.4) Training Courses and Conference / Seminars, etc.	15%

CATEGORY IV: BEHAVIORAL SKILLS AND VALUES

On the basis of the criterion mentioned below, kindly rate the individual on a scale from 1 to 5 (1 being least and 5 being the highest):

1	COMMUNICATION SKILLS	
2	INTERPERSONAL SKILLS	
3	LEADERSHIP SKILLS	
4	TEAM BUILDING ABILITY	
5	TIME MANAGEMENT SKILLS	
6	DECISION MAKING ABILITY	
7	ABILITY TO MENTOR	
8	SELF MOTIVATION	
9	POSITIVE ATTITUDE	
10	INITIATIVE DRIVE AND RESULT ORIENTATION	
11	RELIABILITY AND DEPENDABILITY	
12	OPENNESS TO FEEDBACK AND SELF DEVELOPMENT	
13	ADAPTABILITY AND RESILIENCE	
14	ETHICAL ADHERENCE	

Allocation of Scale Values:

5   **Outstanding**   Always exceeds expectations and beyond

4   **Very Good**   Consistently meets expectations

3   **Good**   Generally meets expectations

2   **Average**   Sometimes meets expectations

1   **Below Average**   Consistently does not meet expectations

The above mentioned description relates to each of the 14 attributes and the level of expected behavioural and values to be exhibited.

NOTE:- Shortcoming/ Weakness must be pointed out, if any, and improvement shown.

<u>API score and Faculty Performance Grade/API Rating</u>

1.   API scores of category I to IV are used to work out **Faculty Performance Grade (FPG)** in respect of each Faculty using tables as explained in succeeding paragraphs**.**

2.   Scores obtained in Cat-I and Cat-II are added and points earned, denoted as **'A'** are derived from the Table 1 below. These points denote the **Teaching Quality** of the Faculty. The table is designed to ensure that the individual gets maximum 5 points if he/she has earned maximum required API score of 160-175.

Table - 1

TQ: CAT- I + CAT-II	
Score: Cat. I + Cat. II	**Points Earned (A)**
160 -175	**5**
145 -159	**4**
130 -144	**3**
115 – 129	**2**
100 – 114	**1**
Less than 100	**0**

3.   Score obtained in Cat-III is given weightage as per the Table – 2 below. The weightage factor has been worked out in the table below considering the minimum per year CAT-III score as stipulated in the Appendix – III Table – II (A) of UGC Regulations. For Example, an AP-I is expected to achieve at least 10 per year in CAT III. Similarly AP-II, AP-III Associate Professor & Professor are required obtain 20,30, 40 & 50 scores, respectively. Anyone who has scored this minimum required score is given a weightage of '1' point as can be seen in the second last line of the table below. Maximum weightage of '5' points is awarded to the Faculty, who works harder and achieves the total score expected for the entire assessment period applicable for the respective grades. The point earned as per this table-2 are denoted as **'B'** and denote the **Research Quality** of the faculty.

Table-2

RQ: CAT- III					
Cat. III API Score					
AP-I	AP-II	AP-III	Asso. Prof.	Professor	**Points Earned (B)**
50 and More	90 & above	100 & above	120 & above	150 & above	**5**
40-49	75-89	80-99	100-119	110 - 149	**4**
30-39	60-74	60-79	80-99	90 - 109	**3**
20-29	40-59	45-59	60-79	70 - 89	**2**
10-19	20-39	30-44	40-59	50 - 69	**1**
Less than 10	Less than 20	Less than 30	Less than 40	Less than 50	**0**

4. Scores obtained in Cat-IV and Cat-V are added and points earned, denoted as **'C'** are derived from the Table 4 below. These points draw focus on the **Feedback** the faculty has obtained from his/her superiors and students. The table is designed to ensure that the individual gets maximum 5 points if he/she has earned maximum required API score of 73-80.

Table -3

FB: CAT- IV + CAT-V	
Score: Cat. IV + Cat. V	**Points Earned (C)**
73 to 80	**5**
66 to 72	**4**
59 to 65	**3**
52 to 58	**2**
45 to 51	**1**
Below 45	**0**

4.   Thereafter the Points Earned in **'A'** (from total of Cat-I +Cat-II) ,**'B'** (from Cat-III) and **'C'** (from Cat-IV+ Cat V) are used in the formula as shown against each designation as in Table-4 below and overall **Faculty Performance Grad**e (**FPG**) points are calculated. The formulae have been devised keeping in view that AP-I is expected to do more of teaching than research but as one grows senior he/she is expected to devote more time on the Research. The multiplication factors in the formulae, as shown in Table-4 below, is given for different designations:

Table -4

Faculty Performance Grade (FPG)	
AP-I	**1.0A+0.5B+0.5C=FPG**
AP-II	**1.0A+0.5B+0.5C=FPG**
AP-III	**0.8A+0.7B+0.5C=FPG**
Associate Prof.	**0.7A+0.8B+0.5C=FPG**
Professor	**0.6A+0.9B+0.5C=FPG**

5.	Finally, as per the **FPG** calculated as per Table-4 above, API Rating of Faculty Performance Grade is decided as per table – 5 below:-

Table -5

S.No.	Category Cut-Off Status	Annual Faculty Performance Grading (AFPG)	API Rating
1	All categories cleared	9.5 – 10.0	Excellent **(A+)**
2	All categories cleared	7.0 – 9.4	Very Good **(A)**
	a) **One CAT CNM** but all other categories cleared		**A-**
3	All categories cleared	5.0 – 6.9	Good **(B)**
	a) **One CAT CNM** but all other categories cleared		**B-**
4	All categories cleared	3.0 – 4.9	Satisfactory **(C)**
	a) **One CAT CNM** but all other categories cleared		**C –**
5	**Two or more CAT CNM** but all other categories cleared	Any AFPG	**C - -**
	-	0.0 - 2.9	Poor **(D)**

6.	Assessment by the superior Officer /HoD/HoI will also be given due weightage while making final recommendation for Promotion/Increment.

Appendix III: Amity Guidelines for Career Advancement- Existing Faculty/Direct Selection (Prof/Asso Prof)

S No.	Cadre Designation	Ph.D (Mandatory)	NET/SLET/Ph.D	Experience	Performance Scores/Research Requirement	Featured Designation	Remark
A	Associate Professor to **PROFESSOR**	Yes**		15yrs (Teaching-Higher Education), Out of which 5yrs should be at the level of Asso Prof.	Last 3yrs of API Scores. Review should be done as per UGC Promotion of teachers under Career Advancement Scheme (CAS). Document attached.	PROFESSOR	Refer Policy Guidelines for Performance Assessment of Faculty & Promotion/Increments
	PROFESSOR (Direct Selection) (For candidates from Academics/Academic Research-Post Ph.D. Research in Academic Institute)	Yes**	Ph.D (as per UGC Regulation 2009). OR NET/SLET/M.Phil (where NET is exempted) & Ph.D	12yrs Teaching-Higher Education, out of which 5yrs should be at the level of Asso Prof. For candidates involved in Academic Research, 5yrs should be at the level of Asst Prof or its equivalent in Research in an Academic Institute & 7yrs at the level of Asst Prof or its equivalent in Research in an Academic Institute. In addition a min of 5 yrs. of full time Teaching experience can be considered.	The candidate should actively engaged in research with evidence of published work with minimum of 10 publications as books and/or research/policy paper. Candidate should possess 10 years of Research/Corporate/Teaching experience post Ph.d.		
	PROFESSOR (Direct Selection) (For candidates from Industry/Corporate/Research Org.)			17yrs (Industry and/or post doctoral Research), Out of which 5yrs should be at the level of Asso Prof or its equivalent in Industry/Research Org & 12yrs at the level of Asst Prof (Lecturer) or its equivalent in Industry/Research Org.			
B	AP3 to **ASSOCIATE PROFESSOR**	Yes**		12yrs (Teaching-Higher Education), Out of which 3yrs should be at the level of AP3.	Last 3yrs of API Scores.Review should be done as per UGC Promotion of teachers under Career Advancement Scheme (CAS), Document attached.	ASSOCIATE PROFESSOR	
	ASSOCIATE PROFESSOR (Direct Selection) (For candidates from Academics/Academic Research-Post Ph.D. Research in Academic Institute)	Yes**	Ph.D (as per UGC Regulation 2009). OR NET/SLET/M.Phil (where NET is exempted) & Ph.D	10yrs Teaching-Higher Education, out of which 3yrs should be at the level of AP3. For candidates involved in Academic Research, 3yrs should be at the level of AP3or its equivalent in Research in an Academic Institute & 7yrs at the level of AP1/AP2 or its equivalent in Research in an Academic Institute. In addition a min of 3 yrs. of full time Teaching experience can be considered.	The candidate should actively engaged in research with evidence of published work with minimum of 5 publications as books and/or research/policy paper. Candidate should possess 8 years of Research/Corporate/Teaching experience post Ph.d.		
	ASSOCIATE PROFESSOR (Direct Selection) (For candidates from Industry/Corporate/Research Org.)	Yes**		12yrs (Industry and/or post doctoral Research), Out of which 3yrs should be at the level of AP3 or its equivalent in Industry/Research Org & 9yrs at the level of AP2/AP1 or its equivalent in Industry/Research Org			
C	AP2 to **AP3**	No	NET/SLET/ M.Phill (where NET is exempted) or Ph.D (as per UGC Regulation 2009)	If, **NET/SLET or Ph.D(as per regulation 2009-** 9yrs or if, **M.Phil (if NET is exempted)-**10yrs	Last 5yrs of API Scores, Review should be as per UGC Promotion Guidelines. Review should be done as per UGC Promotion of teachers under Career Advancement Scheme (CAS). Document attached.	AP3	Refer Policy Guidelines for Performance Assessment of Faculty & Promotion/Increments
		No	PG Degree in technical Courses where NET/SLET is not compulsory as per UGC Guidelines	11yrs			
D	AP1 to **AP2**	No	NET/SLET/ M.Phill (where NET is exempted) or Ph.D (as per UGC Regulation 2009)	If, **NET/SLET or Ph.D (as per regulation 2009)**4yrs or (if NET is exempted) **M.Phil** 5yrs	Last 4yrs of API Scores, Review should be as per UGC Promotion Guidelines. Review should be done as per UGC Promotion of teachers under Career Advancement Scheme (CAS). Document attached.	AP2	
		No	PG Degree in technical Courses where NET/SLET is not compulsory as per UGC Guidelines	6yrs			
E	AP1/AP2/AP3 to **ASSOCIATE PROFESSOR/PROFESSOR**			Faculty having relevant Research (post doctoral) experience or industry experience, working as AP1, AP2, AP3 can be considered for the post of Associate Professor/Professor based on criteria laid down for Asso Prof (Direct Selection)/Prof (Direct Selection).			
F	Removal of **Star (*)**			If any facuty/candidate qualifies norms of UGC and years of experience are as per Amity Norms (total years on post held/last post) then star(*) may be removed and cases may be send with clear remarks by campus head for approval of C-VI. Document of Cadre Review is attached for reference.			Career Advancement Scheme/CAS).odf Cadre Review, 1May2014.doc

** For Architecture discipline, Ph.D. is not mandaotory, however it is desirable.

Note: Internal candidates who are very bright can apply for Direct Selection to Asso Prof/Prof as and when the position is advertised/open and their candidature shall be processed along with other external candidates as per the above guidelines.

<u>**Selection/ Screening cum Evaluation Committee and their Functions**</u>

1. **Cases for CAS promotions for different levels will be referred to different committees as mentioned below:**

   a)   Asst. Prof. Grade/ Stage I to II **-----** Screening cum Evaluation Committee
   b)   Asst. Prof. Grade/ Stage II to III **-----** Screening cum Evaluation Committee
   c)   Asst. Prof. Grade III to Associate Prof. **-----** Selection Committee
   d)   Associate Prof. To Professor **-----** Selection Committee
   e)   Professor to Sr. Professor **-----** Expert Committee

<u>**Composition of Committees:**</u>

2. <u>**Screening cum Evaluation Committee (SE Committee)**</u> shall have the following composition:

   a)   **The Vice Chancellor** .... Chairperson
   b)   **Pro Vice Chancellor**………… Member
   c)   **The Dean** of concerned Faculty
   d)   **HoD/ HoI**
   e)   **One Subject Expert** in the concerned subject nominated by the Vice Chancellor from the University panel of experts.

   The **quorum** for the committee shall be **five** including one Subject Expert from University, who need to be present.

3. <u>**Selection Committee (Sel. Committee)**</u> shall have the following composition:

   a)   **The Vice Chancellor** .... Chairperson
   b)   **Pro Vice Chancellor**………… Member
   c)   **Three Experts** in concerned subject nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the University.
   d)   **Dean**, wherever applicable
   e)   **HoD/ HoI**
   f)   **An Academician** nominated by the visitor/ Chancellor, where applicable.
   g)   **An Academician** representing

   SC/ ST/ OBC/ Minority/ Women/ Differently**-** abled categories to be nominated by the Vice Chancellor.
   Quorum for the committee shall be **at least four members** including two outside experts.

Procedure to be followed by Committees:

4. **Screening cum Evaluation Committee. For CAS promotions from AP-1 to II and AP-II to III, the SE committee will proceed as follows:**

   a)   The SE-Committee will verify the API score as filled up by the candidate through deliberations on each of the three sections of the PBAS Proforma during the interview of the candidate and satisfy that the API scores are authentic and meet the eligibility criteria.

   b)   During the Interview the SE will also assess the candidate on his/ her capacity to use latest technology in teaching and research.

   c)   Each member of the SE Committee will give recommendations in writing to the Chairperson as per **Appendix – VII.**

5. **Selection Committee for CAS promotion from AP-III to Associate Professor and Associate Professor to Parofessor**

   a)   The Selection Committee will verify the API Score as filled up by the candidate though deliberations on each of the three sections of the PBAS Proforma during the interview of the candidate and satisfy itself that the API Scores are authentic and meet the eligibility criteria.

   b)   During the Interview the Selection Committee will also assess the candidate on his/ her capacity to use latest technology in teaching and research.

   c)   Each member of the Selection Committee will give marks to the candidate out of 100 as per following distribution:

Assessment Parameters	Asst. Prof. Grade III to Associate Professor	Associate Professor to Professor
Contribution to Research	30 %	50 %
Assessment of domain Knowledge and teaching practices	50 %	30 %
Interview Performance	20 %	20 %

   d)   Anyone scoring 50% or less will have to re-appear after a minimum period of one year.

   e)   Each member will endorse an independent report on the candidate as per **Appendix – VII.**

   f)   The Chairperson will at end of all interviews, study the reports from individual members and make final recommendations to the Board of Management in writing and will attach all the reports from the members.

Application for Promotion and Assessment by Committee
(To be filled by Candidate)

Name   :   Designation   :

Institution   :   Date of Joining   :

Request for promotion: From ……………To …………………

Qualification Parameters	Present Status							

!   **Academic Qualifications**
   • Ph.D
   • NET/SLET/M.Phil. (where NET is exempted)
	• (As per UGC regulations of 2009)
	⬜ Q on …… /NotQ							

⬜⬜Teaching Experience- (as fulltime teacher only & for UG/PG or above level students)	*Org.*	*Designation*	*Grade/Salary*		*Period*			
⬜⬜Industrial Experience/Post Ph.D. Research	*Org.*	*Designation*	*Grade/Salary*		*Period*			
! **API Score**		*Yr-1*	*Yr-2*	*Yr-3*	*Yr-4*	*Yr-5*	*Avg. Score*	*Total Score for Assmt. period*
	CAT-I							
	CAT-II							
	CAT-III							
	CAT-IV							
	CAT-V							
⬜⬜No. of Publications in refereed and indexed Journals. …………	• ………							

! **Guidance to Ph.D. students (Desirable)**	1. Name……..
	   Period…….
	   University…………
	
	2. Name……..
	   Period…….
	   University………							

Orientation and refresher course/ Research Methodology Course	○ Course name…….. ○ Date…………							

*The application should be Appended with the updated CV and Documents in Support of Academic Qualification, Teaching Experience, Research Experience, API Score, publication etc.

Signature of the Candidate

Assessment by the Promotion Committee Member

Assessment Parameters	Maximum Marks Allotted				Marks Awarded
	AP I to AP II	AP II to AP III	AP III to Asso. Prof.	Asso. Prof. to Prof.	
Contribution to Research	10	20	30	50	
Assessment of domain knowledge and teaching practices	70	60	50	30	
Interview Performance	20	20	20	20	
TOTAL	100	100	100	100	

Remarks of the Member

Date: _____   Name & Designation of Member

(Signature of member)

Remarks of the Chairperson _____

Date: _____   (Signature of Chairperson)

Appendix-IX:

4-Step Performance Reviewing & Monitoring System

Step 1
- VC to hold meeting with HoIs & handover Performance Assessment Docket (Letter from Chancellor, Letter from VC & Performance Assessment Report from HoI) to respective HoIs while providing suggestions as to how they can improve faculty quality in their Institutions.

Step 2
- VC & HoI to hold an Annual Performance Feedback Meeting together with each faculty member individually & hand over the Performance Assessment Docket.
- A thorough performance review to be done with the faculty member and improvement modules to be categorically recommended.
- Director-HR/Registrar to be included in this meeting.

Step 3
- Faculty member to prepare Monthly Improvement Plan/Agenda/Tracker in consonance with his/her HoI basis the Improvement Modules recommended by the VC & HoI in the Annual Performace Feedback Meeting.

Step 4
- Monthly Performance Review Meeting to be conducted by the HoI/Peer Mentor to track the progress being made by each faculty member on his assigned Improvement Modules.
- Step-4 to be followed throughout the acdemic year till next appraisal cycle.

AMITY UNIVERSITY HARYANA
EXIT INTERVIEW FORM

Personal Details		
Employee Name :		
Designation :		
Institution :		
Name of Current HOD :		
Date of Joining :		
Date of Resignation :		
Total Duration at Amity :		
Reasons For Job Switch (All applicable reasons with remarks can be mentioned)		
Better Profile :		
Better Emoluments :		
Personal Reason :		
Any Other Reason :		
Name Of Organization Joining :		
What triggered you to look for change :		
Good/Enjoyable experiences with Amity		
Difficult/upsetting experiences with Amity		

Please complete Responses (Unsatisfactory; Satisfactory; Good; Excellent)		
Questions	**Response**	**Remarks**
Overall rating of Amity as an organization		
The performance measurement and the feedback system		
The communicatiuon within the organization		
Recruitment and Induction procedures in Amity		
Willingness of superiors to listen and help in solving problems		
The salary structure		
The working environment		
Growth opportunities		
Effectiveness of Appraisal process		
Any Other Comments		
Contact No :		
Alternate Contact No :		
Personal Email ID :		
Mailing Address for Future Correspondence		
Director-HR		

AMITY UNIVERSITY HARYANA
Employee Clearance Form

Part I – To be completed by Employee			
Employee Name		Designation	
Employee Code		Institution/ Department	
Date of Joining		Date of Resignation	
Personal E-mail/ : Contact Number:		Last Working Day		Signature:

Part II –To be Completed by HOI
Brief of Responsibilities:
Items Held (R: Returned; NR-Not Returned; NA-Not Applicable)
Responsibilities Handed Over To & Sign: - Sign: -
Name & Signature of HOI: -

Part III –To be Completed by Library Department					
Departmental Library Clearance	R	NR	NA	No Dues	Signature of Librarian:
Central Library Clearance	R	NR	NA	No Dues	Signature of Librarian:
Pending Issues (If Any)					
Remarks (If Any)					
Signature of HOD (Library):-				Date:	

Part IV- To be Completed by IT Department			
Items Held	**Status (R/NR/NA)**	**Date**	**Signature**
PC/ Laptop			
Any IT related items (Others)			
Other (Please Specify)			
Date of Deactivation of Official Mail ID			
Signature of IT Head: -			

Part V- To be Completed by Admin, Security & Maintenance Department				
Items Held	**Status (R/NR/NA)**	**Date**	**Concerned Authority**	**Signature**
Office Furniture Keys			Admin Supervisor	
Admin Store Items			Store i/c	
Accommodation: Single/Family			Manager Admin	
Electricity Bill:			DD Maintenance	
Other Recovery:			DD Maintenance	
Security Office			Director- Security	
Remarks:			Director - Admin	

APPENDIX "K"

Part VI- To be Completed by Transport Department			
Particulars	**Status**	**Date**	**Signature**
Transport Availed (Yes/No)			
Bus Pass Submitted Dated On			
Signature of Deputy Director- Transport			
Part VII- To be Completed by HR Department				
Particulars	**Status**	**Concerned Authority**	**Date**	**Signature**
EL Closing Balance (**No of Days**)		EDP i/c		
ID Card / Access Card (**YES/NO**)		Executive		
Notice Period Served (**No of Days)**		Executive		
Salary of Notice Period Recoverable (**No. of Days**)		Executive		
Total Working Days		Executive		
Exit Interview Completed		Alpha / Bravo Asst. Director		

Part VIII – To Be Completed by Employee and Verified by Accounts		
Claims	**Status**	**Name of Project**
Are there Any Research Projects? (**YES/NO**)		
Project Completed **(YES/NO)**		
All Assets with Documents of Projects Handed Over **To**:		**Signature of Employee taken the Assets handover**
Detail of Fixed Assets handed Over: -		
Final Utilization Certificate Submitted with Accounts & Funding Agency		**Signature of Employee**
Mention **Form No (IF enroll in PhD with Amity University)**		**Signature of HOI**
Remarks by Accounts		**Signature of Accounts**

APPENDIX "K"

Part IX – To Be Completed by Accounts				
Claims	**Status**		**Date**	**Signature**
Reimbursement Balance & O/s Advances (If Any**)**				
EL Amount Payable				
Salary Payable				
TDS Recovery				
Other Recovery				
Signatures of Accounts Representative		**Signature of CF&AO**		
Final Remarks:				
Signature of Director – HR				

<u>**Accounts Working: -**</u>

AMITY UNIVERSITY   **APPENDIX-L**

Details of Incentive for Publications

S. No.	HR Documents Reg. No.	Date of Applying Application (MM/DD/YYYY)	Name of Faculty Member	Designation	Institution	Title of Publication	Name of Journal

AMITY UNIVERSITY   **APPENDIX-L**

Details of Incentive for Publications

S. No.	Site Details	ISSN/ ISBN No.	Impact Factor	No. of Citations	Publisher's Name	Total Incentive Payable	Remarks of Academics Team at HO	Remarks of HR

AMITY
UNIVERSITY
—HARYANA—

Amity University, Amity Education Valley, Gurugram, Manesar, Haryana, India.
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