

**AMITY**  
UNIVERSITY  
— HARYANA —

# ORIENTATION MANUAL

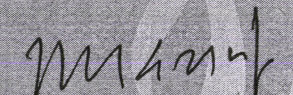
*Congratulations on Joining Amity Family*






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

**HR Department**

January 2021

  
**Registrar**  
**Amity University Haryana**  
**Manesar Gurgaon-122413**

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**Registrar**  
**Amity University Haryana**  
**Manesar Gurgaon-122413**



## INTRODUCTION

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

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

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

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



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

Date : 04 January, 2021

  
**Registrar**  
**Amity University Haryana**  
**Manesar Gurgaon-122413**

## GUIDING PRINCIPLES-AMITY UNIVERSITY

### Vision

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

### Mission

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

### Core Values

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



## AMITY UNIVERSITY AT A GLANCE

### “We Nurture Talent”

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

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

Amity University, India's No. 1 ranked not-for-profit private University is a flagship institution of the Amity Education Group, India's leading global education group, established over two decades ago. Today, the group has grown to 40 campuses spread over 1,200 acres and includes 10 world-class universities, 15 international campuses across London, Singapore, Dubai, Abu Dhabi, New York, San Francisco, Seattle, Mauritius, China, South Africa, Amsterdam, Uzbekistan, Russia & Kenya, 25 schools & pre-schools. Amity is home to over 170,000 students pursuing 300 programmes in 60 diverse disciplines, across pre-school to Ph. D & 50,000 Scholarship holders. Amity University is listed in the United Nation's list of Global Universities and has been 'A+' graded by NAAC. The globally renowned QS World University Ranking (2018) also ranked us amongst the top 3% Universities globally, among 200 Universities in Asia and in top 120 Universities in "BRICS" Nations. THE (Times Higher Education) has ranked Amity University amongst the top Universities globally (World University Rankings 2016-17). Amity University is Asia's only not-for-profit University to get US Regional Accreditation, WASC Senior College and University Commission, USA. Amity is the only private University to be part of Pan Africa e- Network Project. Amity University Dubai recently received the Dubai Human Development Award at the Business Excellence Awards 2019. 1151+ Patents have been filed by

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

Amity is a leading Private Education Group of India, which has more than 150,000 students studying in its 300 programmes spread across 9 Universities and 150 institutions. Amity offers world class high tech infrastructure in its 40 campuses spread over 1200 Acres of land with 7 million sq. ft. of built up area and is staffed with more than 10,000 distinguished faculty, scientists and staff members.

AUH was established in 2010 and since then, under the dynamic and visionary leadership of our **Chancellor, Dr. Aseem K. Chauhan**, the University being “Student Centric University”, has achieved gigantic Growth and is ranked India's No. 1 Private University, credited with:-

- 110 Acres of Campuses and over 6 million sq ft of hi-tech buildings
  - 11 Global Campuses in London, Singapore, Dubai, Abu Dhabi, New York, California, Mauritius, South Africa, China, Romania & Amsterdam.
  - Only private University to be part of Pan Africa e- Network Project
  - 1000 Faculty & Scientists
  - More than 800 patents filed & 2000 Case Studies developed by faculty in the last one year
  - 200 hi-tech Science & Technology Labs
  - 250 Degree Programmes
  - 100 Collaborations with Universities globally
  - 3,000 on-campus Hostel seats
  - 25,000 Scholarship holders
  - 300 Research Projects funded by Government of India.
  - 52,000 On-campus Placements in the last years
  - 300 Technology ventures incubated & many other achievements
- (The figures mentioned above are constantly changing with the growth of Amity Universities and their Institutions).

  
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## ACCREDITATIONS

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

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

  
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## ACTIONS TO BE COMPLETED BY EMPLOYEE ON JOINING

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



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

**Note:**

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

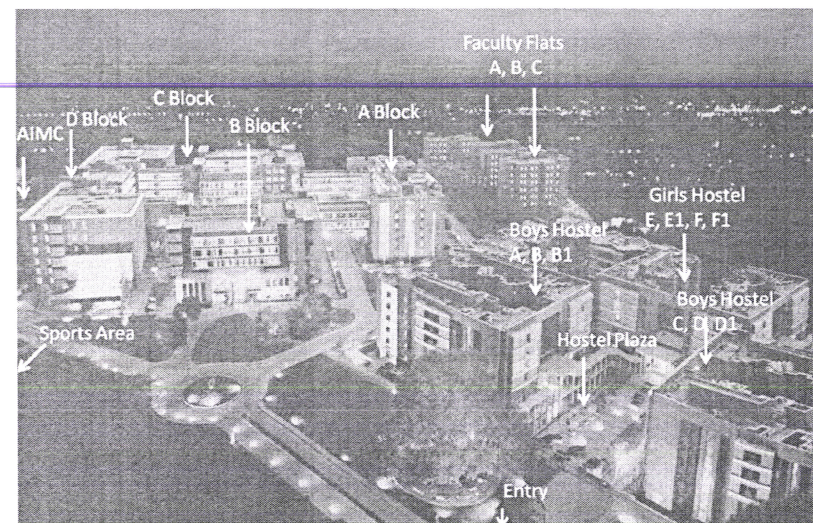
8. Forward your vehicle particulars, as per the format at Annexure-III, to the Deputy Director Security (Second Floor, A Block) along with copy of the Vehicle RC, for issuance of Car Pass sticker.
9. Kindly enter your **personal details** on TCS iON for which you will be assisted by the JIO Section of the HR Department.
10. All employees with Salary up to Rs 21000/- are required to submit **ESIC Declaration Form (Annexure-V)** to HR Department (Extn. 4116).
11. In case of any kind of difficulty, please contact the following:-

a) **Rear Admiral (Retd.) Kishan K. Pandey, AVSM, VSMD** Director-HR  
Ext. 4114, Mob. 9810827569

b) **Dr. Viveak Ballyan, Assistant Director-HR**  
Ext. 4111, Mob. 9953310937

c) **Dr. Shalini Chhabra, Assistant Director -HR**  
Ext. 4112, Mob. 8826606467

  
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**CAMPUS LAYOUT**

Block A			Block C		
Sr. No	Floor	Department/Labs	Sr. No	Floor	Department/Labs
1	Basement	Medical Lab, Admin Store	1	Basement	Engg Labs :- Mechanical Labs, Civil, Aeronautics, Electronics, Electrical Labs
2	Ground Floor	Marketing, CRC, AICP, DSW, Admin, Accounts, DVC, A-Block Audi, Reception, PVC Office, Conference Room, VIP Lounge, Admission Office, MDP Room, SPORTS Academic Affairs	2	Ground Floor	Computer Science Labs, Robotics Lab, IT Control Room, CSE Faculty Rooms, Photocopier Shop, ASET Director Office, ASET Examination Control Room
3	First Floor	IQAC, Academic Affairs Office, AIB, AIISH, Amity Skill Institute, Faculty Room ACON AND ASEES	3	First Floor	Computer Science Labs, Robotics Lab, IT Control Room, CSE Faculty Rooms, Photocopier Shop, ASET Director Office, ASET Examination Control Room
4	Second Floor	Transport Department, Maintenance, Security Control Room, IT Control Room, CIRF LAB, Dr AK Nagpal Office AMS Advisor, Biotechnology Labs	4	Second Floor	Computer Lab, Electrical Lab, Electronics Lab
5	Third Floor	ACON, Nutritional LAB - AMS, AICP, ACON, AV Aids Room, CHN Lab	5	Third Floor	Pharmacy Labs, Mechanical and Civil Faculty
6	Fourth Floor	ACOAST Lab, Solar Lab, ASEES Lab, Air Pollution Department Director Office, ASFDT Labs and Faculty Room, HOD Office, AIB Lab	6	Fourth Floor	AIP Labs, AIP Director Office, staff and faculties
Block B			Block D		
Sr. No	Floor	Department/Labs	Sr. No	Floor	Department/Labs
1	Basement	ASFA, ASLA, IT Store, Sunken Plaza, Marketing Store, Deja Brew Restaurant, Housekeeping Store	1	Basement	Central Library, Examination Control Room
2	Ground Floor	Conference Room, SAP Counselling Room, Office of International Affairs, ASCO Faculty Room, ASCO Studio, B Block Audi	2	Ground Floor	VVIP Lounge, D-Block Audi, Lead Lab, Conference Room
3	First Floor	Amity TV Office, ASCO LT, Animation Labs	3	First Floor	VC Office, HR, Registrar Office
4	Second Floor	ALS Director office, ALS Faculty Room, Library Law, LT Law, Moot Court	4	Second Floor	ASAP Department Lab and LT, Faculties, Stem Cell Institute, Nanotechnology Department
5	Third Floor	ACC	5	Third Floor	ASAS Department, Language Department
6	Fourth Floor	ABS Director office, Prof RC Sharma office, Dy Director Office, Faculty Room, LT ABS	6	Fourth Floor	AMS, AIBAS Department
Hostel Plaza- Ground Floor			Student Mess, CCD, Dosa Plaza, ATM, Departmental Store, ASH, Cook house, Optometry and Vision Science Opposite C and D Block		
MISC			Herbal Garden, Sports Complex, Dog Academy, Cow Shelter, AIMC, Herbal Garden, Military Academy, Hash Tag, Juice Corner, Faculty Flats		



**LIST OF SENIOR FUNCTIONARIES/IMPORTANT DESKS**

S.No.	Name	Designation	Extension No.
1	Prof. (Dr.) P. B. Sharma	Vice Chancellor	1003
2	Maj. Gen.(Retd) B.S. Suhag	Deputy Vice Chancellor	1020
3	Prof.(Dr.) Padmakali Banerjee	Pro Vice Chancellor & Dean Academics	1005
4	Dr. Ravi Manuja	Registrar	4108
5	Maj. Gen. (Retd.)Gurpal Singh Bal	Dean Student Welfare	1030
6	Rear Admiral (Retd.) Kishan K Pandey	Director HR & Additional Charge of Transport and Hospitality Officer	4114
7	Dr. Gunjan M. Sanjeev	Vice President - RBEF & Director - International Affairs	2000
8	Dr. Vikas Madhukar	Director - Admissions	2400/1061
9	Mr. SachinJuneja	Director - Market Promotions	2101
10	Mr. Rajiv Mishra	Head - Amity TV	2200
11	Sqn. Ldr. (Retd.) Sudhir Kumar Singh	Director - Administration	1006
12	Dr. Mohan Lal Bansal	Controller of Examinations	4500
13	Ms. Nitu Sinha	Yoga	
14	Mr. A.K. Mitta	Deputy Director - Maintenance	1214
15	Col. (Retd) Vijai Singh	Deputy Director - Hostel	1608
16	Mr. Vivek Rawat	Manager - IT	1206
17	Mr. Mahavir Prasad Aggarwal	CFAO	1000
18	Cdr Narendra K Dahiya (Retd)	Deputy Director - Security & MTC	1218
19	Dr. Rajesh Sharma	Deputy Librarian	4506
20	Accounts Office		1014
21	Dr. Sapan Kumar Ghosh	Medical Officer	1618
22	IT Help Desk		1207
23	Front Office	A-Block	9/1001
24	Counselling Desk		1065
25	Gate No. 1		1604
26	Gate No. 2		1605

**LIST OF HEADS (FACULTY)**

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

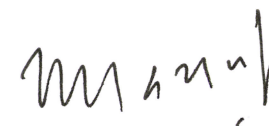


## GENERAL GUIDELINES AND INFORMATION

### Personal Conduct and Appearance

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

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



Registrar  
 Amity University Haryana  
 Manesar Gurgaon-122413



## SALIENT FACILITIES AND WELFARE SCHEMES

- Fully air-conditioned cubical/cabin for faculties & other staff members
- Desktop/Laptops to employees
- Internet Access
- Wi-Fi Campus
- State of the Art Amity Central Library
- Telephone and Mobile facility as per job requirement.
- Open parking spaces
- Well-equipped gym
- Shooting Club
- Upcoming Horse-Riding Academy
- Free yoga classes
- Managementtries to accommodate employee's children at neighboring Amity International Schools.
- On Campus Crèche Facilities for the employees
- On Campus Amity Clinic with doctors and medical staff
- ATM in Campus (near Hostel)
- Medical Insurancepolicy for all employees
- Transport Facilities (On Nominal Payment)
- 5 days working pattern
- Newspaper allowance
- Conveyance reimbursement
- Faculty Club
- Bonus
- Diwali gifts
- Dedicated Laundry Facility
- Sports Facility
- Semi-furnished Accommodation Facility to Staff/Faculty (Subject to availability and on approved charges)
- Psychological Counseling by experts
- Amity Eye Clinic
- Audiology & Speech Language Pathology Clinic
- Provident Fund & Employee's State Insurance Scheme
- Redressal of Grievances
- 24 x 7 Electricity and R.O. Plants
- Faculty Club
- Gratuity

## AMITY BUS SERVICE

219, 2nd Floor, Academic Block A  
Ph. No.: 0124-2337015, Email: hsingh1@ggn.amity.edu

Amity University Haryana provide bus facilities from different places like Gurugram, New Delhi, Palwal, Faridabad, Rewari & Bhiwadi.

The routes are as given below:-

<b>219, 2<sup>nd</sup> Floor, Academic Block A</b> Sec- 5, Phase- 2, Gurgaon via Jyoti Hospital to AUH Starting @ 07:50am	Sikandarpur, Gurgaon via Huda Metro Station to AUH Starting @ 07:45 am	Jai cinema, Gurgaon via Sec 10A Rajiv Chowk AUH Starting @ 07:45 am	Neelkanth Hotel Gurgaon Via MG Road metro station to AUH Starting @ 07:45 am
<b>Route No.9</b>	<b>Route No.10</b>	<b>Route No.11</b>	<b>Route No.11 A</b>
Mayfield Garden Mall, Block N, Gurgaon via Badshahpur to AUH Starting @ 07:45 am	Bajghera Chowk, Gurgaon via Sheetla Mata Mandir, Jharsa Chowk to AUH Starting @ 07:40am	Law College, Sec. 17, Dwarka, New Delhi via Sec. 9 Metro Station to AUH Starting @ 07:05 am	Uttam Nagar East Metro Station, N. Delhi via Raja Puri, Samalkha Underpass to AUH Starting @ 06:45am
<b>Route No.12</b>	<b>Route No.14</b>	<b>Route No.15</b>	<b>Route No.17</b>
Jai Cinema, Gurgaon via Shivaji Nagar to AUH Starting @ 07:45 am	MG Road Metro Station to AUH Starting @ 07:50 am	Dabri Gaon, New Delhi via Palam Mode, Mahipalpur Red Light to AUH Starting @ 07:05 am	Brass Market, Rewari via Dharuhera Bus stand via Sec 6/M2K Mod Dharuhera to AUH Starting @ 07:30am
<b>Route No.18</b>	<b>Route No.19</b>	<b>Route No.20</b>	<b>Route No. 7 A</b>
Bhiwadi Mor Toll Tax Plaza Via Ashiana Aangan to AUH Starting @ 07:55 am  Route No. 18 A Sec-6, M2K Mor, Bestech Park View,DHR, Dharuhera via Kapdiwas to AUH Starting @ 08:15 am	Dussehra Ground, Ballabhgarh Via Bata Flyover turn/ Hardware chowk via Masjid Mode, Faridabad to AUH Starting @ 07:00 am	Palwal Bus Stand via Ghughira via Sohna Main Chowk to AUH Starting @ 07:00 am	Sec. 10 A Chowk, Hyatpur Mor via Vatika to AUH Starting @ 07:55 am  Route No. 16 (Staff) Vatika, MG Road Metro Station via IFFCO chowk to AUH Starting @ 08:10 am

Bus Leaving Timings:- All Amity University Buses Leaves the Campus at 05:10 p.m.

### NOTE:

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

*Manesar*  
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**Manesar Gurgaon-122413**



## CAMPUS ENTRY SYSTEM

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

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

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

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

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

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

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

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

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

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

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

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

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

*myh myf*  
**Registrar**  
**Amity University Haryana**  
**Manesar Gurgaon-122413**



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

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

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

#### ACCOMMODATION CHARGES

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

#### GUEST HOUSE CHARGES – AUH

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

*M. S. Malik*  
 Registrar  
 Amity University Haryana  
 Manesar Gurgaon-122413



## MEDICAL FACILITIES

### Amity Medical Clinic

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

### Group Mediclaim Policy

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

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

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

3. **Insurance Company**

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

4. **TPA Company**

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

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

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

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

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

  
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(b) The claim in prescribed format (Copy Enclosed) to be submitted along with following documents to the respective Accounts Office for reimbursement from insurance company:

- (i) Summary of Expenses incurred
- (ii) All Doctors Prescriptions
- (iii) All Investigation reports including X-Rays along with prescriptions.
- (iv) All Bills of Hospital & Medical stores
- (v) Discharges summary of the hospital
- (vi) Copy of Amity ID Card
- (vii) Copy of Registration Certificate of Hospital

(c) The settlement with the TPA may take some time. The management, however, does not take any liability in case of rejection or deduction of claim by the Insurance Company.

#### 7. Period of Coverage

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

#### 8. Disclaimer

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

  
 Registrar  
 Amity University Haryana  
 Manesar Gurgaon-122413

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

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



## IT HELP DESK FOR IT PROBLEMS

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

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

  
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**Amity University Haryana**  
**Manesar Gurgaon-122413**

## ATTENDANCE AND WORK SCHEDULE

1. The normal working hours are from 9:00 am to 5:00 pm for teaching and non-teaching Staff including lunch break from 1:00 to 1:30 and 1:30 to 2:00 pm. The management may regulate/stagger the hours of attendance to suit the duties entrusted to an individual member. All are expected to strictly observe punctuality.
2. All employees will mark their attendance on the Bio-metric Attendance System installed in every block to record both incoming and outgoing timings. This attendance record is linked to payment of the Salary and Leave records.
3. At any occasion when a member is late for office due to some unavoidable circumstances, or is away from office for any reason he/she should inform HoL/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 HoL/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

- 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.
- Maximum of three days' CL can be taken at a time, provided that the leave is due to the individual employee.
- In respect of a new joiner who joins the service of the University, the CL entitlement during the first year of his/her employment, will be determined on the pro-rata basis of period of service rendered by him/her from the date of joining.
- 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.
- CL may be taken in terms of ½ day, for the first or the second half of a day, the first half ending with the conclusion of the lunch Interval and the second half beginning with the commencement of the lunch interval.
- 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.
- Unavailed CL cannot be carried forward to the next calendar year. CL not availed upto 31st December will lapse.

#### 2. Earned Leave

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

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

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

- 1/30<sup>th</sup> of actual service including vacation; plus
  - 1/3<sup>rd</sup> of the period, if any, during which he/she is required to perform duty during vacation.
  - 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."
- 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'.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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.
  - Pay during EL will be equal to pay drawn immediately before proceeding on Leave.

*[Signature]*  
 Registrar  
 Amity University Haryana  
 Manesar Gurgaon-122413



### 3. Sick Leave

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

### 4. Maternity/MTP Leave

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

### 5. Study Leave

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

### 6. Sabbatical Leave

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

### 7. Station Leave

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

### 8. Duty Leave

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

  
 Registrar

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**Manesar Gurgaon-122413**

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

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

## REDRESSAL OF GRIEVANCES

### Grievance/Suggestions

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

### Harassment of Female Employee

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

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

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

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

  
 Registrar  
**Amity University Haryana**  
**Manesar Gurgaon-122413**



## Annexure-I

## AMITY UNIVERSITY HARYANA

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

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

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

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

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

Phone : \_\_\_\_\_

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

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

Blood Group : \_\_\_\_\_

Contact No. in case of Emergency : Office: \_\_\_\_\_  
Family: \_\_\_\_\_

Specimen Signature :   
(Please sign within the box in black ink only)

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

**For Office Use:**

Identity Card No. : \_\_\_\_\_

Issued : \_\_\_\_\_

Valid upto : \_\_\_\_\_

## Annexure-II

## AMITY UNIVERSITY HARYANA

Department of .....

Dated: .....

**JOINING REPORT**

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

Yours faithfully

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

\_\_\_\_\_  
Director HR\_\_\_\_\_  
Vice Chancellor

  
**Registrar**  
**Amity University Haryana**  
**Manesar Gurgaon-122413**  
 Pro-Vice Chancellor

# AMITY UNIVERSITY HARYANA

## BIO-DATA

1. Name : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Address (Present) : \_\_\_\_\_
5. Address (Permanent) : \_\_\_\_\_
6. Telephone No. : \_\_\_\_\_ Mobile No. \_\_\_\_\_
7. E-mail Address : \_\_\_\_\_
8. (a) Marital Status : Married / Single (b) Date of Wedding (if married) : \_\_\_\_\_
9. Blood Group : \_\_\_\_\_
10. Category : ☐ General ☐ SC/ST ☐ OBC ☐ Other
11. Qualifications : \_\_\_\_\_

Paste here your  
recent passport  
size Photograph

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

### 12. Ph.D. \*

- a) Date of Submission of Thesis : \_\_\_\_\_
- b) Date of Award : \_\_\_\_\_
- c) Title : \_\_\_\_\_
- d) Name & Designation of Supervisor : \_\_\_\_\_
- e) University : \_\_\_\_\_

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

### 14. Experience\*:

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

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

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

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

### 16. Previous Employment (Experience in Academic Institutions):

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

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

### 18. Family details(if married):

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

### 19. Details of Children :

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



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

## APPLICATION FOR VEHICLE PASS

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

--

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

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

Name & Signature:  
Admin Dept.

Registrar

Amity University Haryana  
Manesar Gurgaon-122413

## Annexure-IV

**FORM 11(Revised)**

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

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

Do hereby solemnly declare that:-

(a) I was employed in  
M/s \_\_\_\_\_**(NAME & FULL ADDRESS OF THE ESTABLISHMENT)**

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

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

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

Encl: Copy of the Scheme Certificate.

To be filled by the employer)

(1) Shri / Smt. / Miss \_\_\_\_\_ is appointed as \_\_\_\_\_  
(Name of Employee) (Designation)in M/s. \_\_\_\_\_ with effect from \_\_\_\_\_  
(Name of Factory / Establishment) (Date of appointment)

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

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

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

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

## Annexure-V

**ESIC DECLARATION FORM**

Form-I

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

**(A) INSURED PERSON'S PARTICULARS**

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

**(B) EMPLOYER'S PARTICULARS**

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

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

Name	Relationship	Address

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

Counter signature by the employer

Signature / T.I. of I.P.

Signature with seal

**(D) Family Particulars of Insured person**

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

**ESI Corporation Temporary Identity Card**

(Valid for 3 month from the date of appointment)

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

Validity

Dated

Signature / T.I. of I.P.

Signature of B.M. with seal

*Mh muf*  
**Registrar**  
**Amity University Haryana**  
**Manesar Gurgaon-122413**



### INSTRUCTIONS

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

For Branch Office Use only

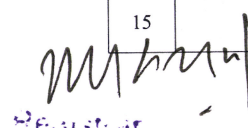
- Date of allotment of Ins. No: \_\_\_\_\_
- Date of Issue of T.I.C.: \_\_\_\_\_
- Name/No. of Dispensary: \_\_\_\_\_
- Whether reciprocal Medical arrangements involved. If yes, please indicate: \_\_\_\_\_

Signature of Branch Manager

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

### CHECK LIST FOR NEW EMPLOYEES

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



## 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 communication within the organization		
Recruitment and Induction procedures in Amity		
Willingness of superiors to listen and help in solving problems		
The salary structure		
The working environment		
Growth opportunities		
Effectiveness of Appraisal process		
Any Other Comments		

Contact 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					
Employee Code			Institution/ Department		
Date of Joining			Date of Resignation		
Personal E-mail/ : Contact Number :			LWD		Signature:
Part II – To be Completed by HOD					
Brief of Responsibilities Handed Over To:					
Items Held (R: Returned; NR-Not Returned; NA-Not Applicable)					
Departmental Library Clearance	R	NR	NA	No Dues	Signature of Librarian: Date:
Central Library Clearance	R	NR	NA	No Dues	Signature of Librarian: Date:
Pending Issues (If Any)					
Remarks (If Any)					
Signature of HOD:				Date:	
Part III- To be Completed by IT Department					
Date of Deactivation of Mail ID					
Items Held	Status (R/NR/NA)	Date		Signature	
PC/ Laptop					
Others (Please Specify)					
Any IT related items					
De-activate Official E-mail ID					
Signature of IT Department:				Date:	
Signature of IT Head:				Date:	



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

TDS Recovery				
EL Amount Payable				
Amount of Working Days				
Others (Please Specify)				
Signatures of Accounts Representative		Signature of CF&AO		
Final Remarks				
Signature of Director – HR				

  
 Registrar  
 Amity University Haryana  
 Manesar Gurgaon-122413

## LIST OF AMITY HOLIDAYS - 2021

## NOTES

S. No.	Holiday	Date	Day	Remarks / In lieu working
#	<i>Additional Holiday (New Year's Day)</i>	<i>January 01</i>	<i>Friday</i>	<i>January 09 (Saturday)</i>
1.	Republic Day	January 26	Tuesday	
2.	Mahashivaratri	March 11	Thursday	
3.	Holi	March 29	Monday	
4.	Good Friday	April 02	Friday	
5.	Ram Navami	April 21	Wednesday	
6.	Id-ul-Fitr	May 14	Friday	
7.	Buddha Purnima	May 26	Wednesday	
8.	Id-ul-Zuha (Bakriid)	Jul 21	Wednesday	
9.	Independence Day	August 15	Sunday	
10.	Janmashtami	August 30	Monday	
11.	Mahatma Gandhi's Birthday	October 02	Saturday	
#	<i>Additional Holiday Dussehra (Maha Navmi)</i>	<i>October 14</i>	<i>Thursday</i>	<i>October 23 (Saturday)</i>
12.	Dussehra (Vijaya Dashmi)	October 15	Friday	
13.	Haryana Day	November 01	Monday	State Holiday
14.	Diwali	November 04	Thursday	
15.	Govardhan Puja	November 05	Friday	State Holiday
16.	Guru Nanak's Birthday	November 19	Friday	
17.	Christmas	December 25	Saturday	

Notes: In addition to above, in case any other half / full holiday is declared by the local authorities due to any reason, it must be compensated by declaring a suitable Saturday as a working day.

  
**Registrar**  
**Amity University Haryana**  
**Manesar Gurgaon-122413**