



AMITY UNIVERSITY
HARYANA

Established vide Government of Haryana Act No. 10 of 2010



AMITY UNIVERSITY HARYANA

Amity University Haryana with a legacy of world class academic infrastructure is a part of Amity Education Group, a pioneer of global culture in education in India. AUH - a research and innovation driven university, is built on a foundation, which embodies the qualities that have made Amity institutes world class. Spread over a 110 acre green campus in the close proximity of Gurugram.

DATE AND DAY

31st August – 5th September 2020

CONTACT

Dr Vikas Madhukar
Director, Admission

WEBSITE:

<https://www.amity.edu/gurugram/>

ORIENTATION PROGRAMME For Students

"SIX DAY ORIENTATION PROGRAMME"

The six-day Orientation programme facilitates the settling of new students and prepares them for the University life. The new students get a platform to get introduced to their senior leaders and share the vision of the University of which they have chosen to be a part of. It is the beginning of a lifelong relationship between the new students and their faculty mentors.

OBJECTIVE OF THE WORKSHOP

The Orientation programme is aimed at familiarizing the students with academic framework, campus environment, students' activities and overall philosophy of Amity and providing direction to them to make their easy integration with the University.

WHO SHALL ATTEND THE WORKSHOP?

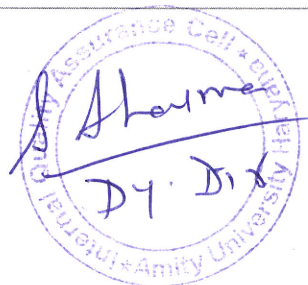
Faculty members, staff and students from Amity University Haryana have participated in this orientation programme.

OUTCOME OF THE WORKSHOP

- The Orientation Programme (OP) at AUH aimed at familiarizing students with the academic framework, campus environment, students' activities and overall philosophy of Amity and providing direction to them to make their easy integration with the University
- The 'goal setting workshop' by institutions were directed to help students in identifying their career and life goals.

ORGANISING MEMBERS

AUH leadership
Deans/ Hols/HoDs
IQAC
Administration representatives



Myamr

Registrar
Amity University Haryana
Manesar Gurgaon-12241



AMITY UNIVERSITY

HARYANA

Established vide Government of Haryana Act No.10 of 2010

(Accredited with Grade 'A' by NAAC)

Quality Initiative

by

Internal Quality Assurance Cell

On

“Six Day Orientation Programme”

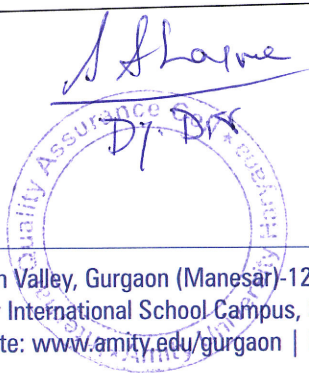
31st August – 5th September 2020

Date of Event	31st August – 5th September 2020
Name & Type of Event	Six Day Orientation Programme
Conducted By	Internal Quality Assurance Cell and Amity Medical School
No. of Participants	Faculty members, staff and students from Amity University Haryana have participated in this orientation programme.

INTRODUCTION

Student Orientation Programme at Amity University plays an important role in a student's transition to a university life. Every year we welcome freshers from all our undergraduate and post graduate programmes to align them with the Amity philosophy and ethos and give them a glimpse into their next few years with us. The core philosophy of Amity University Haryana is to achieve academic excellence through innovation, industry integration and internationalization. This is the driving force behind rigorous academic pursuits and high-quality research and teaching that instill a spirit of learning amongst students.

The six-day Orientation programme facilitates the settling of new students and prepares them for the University life. The new students get a platform to get introduced to their senior leaders and share the vision of the University of which they have chosen to be a part of. It is the beginning of a lifelong relationship between the new students and their faculty mentors. The students get




Registrar
Amity University Haryana
Manesar Gurgaon-122413

introduced to their fellow colleagues and senior batches of students who play an important role in shaping them for their future life.

The unprecedented time of the pandemic due to COVID provided Amity University Haryana with a unique opportunity to think out of the box and organize an online Orientation Programme for the new batch of 2020. All the essential ingredients of our Orientation programme like exposure to academic philosophy rules and regulation, industry exposure, interaction with faculty, alumni, fellow students, introduction to senior leaders, a glimpse of campus life, familiarization with the campus state of art infrastructure were creatively incorporated in the Orientation 2020 which was conducted on an online platform.

Objectives of the Programme

The Orientation programme is aimed at familiarizing the students with academic framework, campus environment, students' activities and overall philosophy of Amity and providing direction to them to make their easy integration with the University.

Participants

Faculty members, staff and students from Amity University Haryana have participated in this orientation programme.

Orientation Schedule

ORIENTATION PROGRAMME - 2020 (Phase -I)			
Day	Time	Activity	URL
	10.00am-10:15am	Registration*	
		Virtual tour of AUH (Tour to Various Departments/Labs/Innovation Gallery/Arts Gallery/Students Projects/Library/Sports Complex/Food Plaza, etc.) by ASCO Team & CEO, Amity TV	
	10.15 am-10.30am	Hawan & Amity Video	
	10:30am-11:30am	Welcome address by Prof. (Dr.) Padmakali Banerjee, Pro Vice Chancellor & Dean Academics	
		Address by Maj Gen BSS Chag, Dy. Vice Chancellor	
		Vice Chancellor's Address by Prof. (Dr.) PB Sharma	
		Blessings from Hon'ble Chancellor, Amity University, Dr. Aseem Chauhan	



[Signature]
 Registrar
 Amity University Haryana
 Manesar Gurgaon-122413

Day-1 131 August, 2020 Monday	11.30am-11.50am	Blessings from Hon'ble Founder President of Amity Education Group, Dr. Ashok K Chauhan Welcome messages by senior officials & Deans of faculty (Video)	https://amityuni.live/170485 3951
	11.50am-12.20pm	Clippings/posters of select webinar of eminent dignitaries like Nobel Peace Laureate His Holiness Dalai Lama, Nobel Laureate Kailash Satyarthi, Nobel Laureate Muhammed Yunus, Padma Vibhushan Dr. R. M. Mashelkar, Padma Bhushan Mrs. Kiran Mazumdar Shaw, Padma Shri Shovahan Narayan (on Amity Page-Live)	
	12.20 pm-1.00pm	Panel discussion on Future of Work and Careers Mr. Mohit Soni, CEO, Media and Entertainment Sector Skill Council Mr. Avik Dutta, Country Director, Digital Ed India Mr. Brij Sarda, Founder and Head, Medi Grace Health Care Advertising and Training	
	1.00pm-3.00pm	Break	
	3.00pm-4.00pm	Psychometric Profiling Dr. Rajesh Nair, Director AIBAS, Dr. Vikas Sharma, Head AICP, and Dr. Anupama AIBAS	
	4.00pm-5.00pm	Introduction to Students Clubs and Societies/Registration for Talent Hunt competition by Yuva, Shiksha, Ek Awaaz, Allegories, Saakar Udaan, Hunkaar, Aarohan	
Day-2 1 September, 2020 Tuesday	10.00am-10.20am	Overview on academic delivery and teaching learning Prof. Dr. Bhavana Adhikari, Dy Dean Academics	https://amityuni.live/170 7147337
	10.20 am-11.00am	Introduction & Interaction with Deans, HO's and HoD's by Prof. (Dr.) Padmakali Banerjee, Pro Vice Chancellor & Dean Academics	
	11.00am-12.00noon	Workshop on Introduction to Amzone/LMS/MSTeams by Dr. S.N. Sridhara, Director ASET	
	12.00 noon-12.30pm	Workshop on Creation with Imagination by Amity Institute of Design	
	12.30pm-2.00pm	Break	
	2.00pm-4.00pm	Ice Breaking Session	
	4.00pm-5.00pm	Facebook Live/Fun Activities/Video Plays (Performances by Student Clubs)/Registration for Talent	
Day-3 2 September, 2020 Wednesday	10:00am-10:40am	Alumni: Success Stories Mr. Arup Chakraborty, Deputy Manager- International Business, Abdos Labtech Limited Dr. Asit Debnath, Medical Director, Mother's Care Children Hospital And Research Centre Mr. Abhinav Kumar, Senior Consulting Analyst, Frost & Sullivan Mohan Gautam, Sr. Engineer, ASK Automotive Pvt. Ltd. Gurgaon Rajat Verma, Assistant Manager, Maruti Suzuki India Ltd Divyanjali, Sr. Configuration Analyst, AON Consulting Pvt. Ltd. Ms. Tanvi Dubey, Project Manager- NPD, Napio Continental Auto Products Limited Mr. Rajguru Parashar, Senior Technology- Application Technology, Siegw India Ms. Priyanka Baweja, Product Safety and Regulator Specialist, Siegw India Mr. Mohit Sharma, Manager- Sales and Marketing, Nestle	https://amityuni.live/170 1482866
	10:40am-11:20am	Inspirational anecdotes- Stay Positive Mr. Subhash Jagota, CEO, Global Business Solution	
	11.20 am-11.40am	Expert Talk on What do Humanities and Liberal Arts do? Prof. U.N. Singh, Prof Chair, Liberal Arts	
	11.40am-12.20pm	Workshop on Livesketching ASFA	

The following is the day wise detailed programme of Orientation 2020



M. H. M. J.
Registrar
Amity University Haryana
Manesar Gurgaon-122413

Day 1: Monday - August 31, 2020

In pursuance of vision of hon'ble Founder President, Amity Education Group and hon'ble Chancellor of Amity University Haryana and keeping the rich tradition, heritage, values and sanskars of Amity, 'One Week Orientation Program' was commenced with 'Vedic Hawan' invoking the powers of divinity and blessings of God Almighty, which was attended physically and virtually by the hon'ble Vice Chancellor, Prof (Dr) P B Sharma, Dy Vice Chancellor Maj Gen B S Suhag, Pro Vice Chancellor Prof (Dr) Padmakali Banerjee, Deans, Directors, faculty, staff, students and their parents.

The inaugural session of the six-day Orientation 2020 started with welcoming the young and enthusiastic Batch of 2020 and graced by Hon'ble Dr Aseem K Chauhan, Chancellor of Amity University Haryana. In view of the ongoing pandemic situation, the orientation programme was held on virtual platform and was attended by about 1300 participants including students, parents, faculty, staff and guests from corporate. The session started with the ceremonial lamp lighting followed by a virtual tour of the University. The virtual tour encompassed the University's exciting campus life apart from showcasing the University's state-of-the-art infrastructure and other facilities.

Prof. (Dr). Padmakali Banerjee, Pro Vice Chancellor and Dean Academics extended a warm welcome to the new students and their parents on their admission to one of the leading Universities of India. While addressing freshers she talked about 'INNOVATION' 'INDUSTRY INTEGRATION' and INTERNATIONALIZATION which are core of overall teaching-learning & research at the University. She added that Centre's of Excellence at AUH ensure that students remain at the forefront of the latest in innovation and technology. She assured them that they are in the best hands and Amity is committed to nurture them in every aspect. She also highlighted that the present pandemic situation requires developing new skills and competency to fight the crisis and emerge as a winner. She particularly emphasized on the role and power of innovation and research for social and economic development of our country. She encouraged the young aspirants to be a part of the Amity's legacy by taking full advantage of the opportunities that the University's offers and congratulated new students for showing utmost courage and resilience in these unprecedented times. She encouraged them to build capacity and optimism intelligence to contribute to the society and make a difference.

Major Gen (Retd.) B.S Suhag, Deputy Vice Chancellor, AUH welcomed the students and emphasized on the uncertain situation created by the Covid -19. He also shared that at Amity the faculties and the administration have put in the best of efforts and have made the academic environment comfortable and continuous by the effective utilization of tools of online teaching.




Registrar
Amity University Haryana
Manesar Gurgaon-122413

He assured the students that together with their mentors they shall strive to achieve all round fruitful academic development.

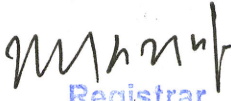
Addressing the freshers, Hon'ble Vice Chancellor Prof (Dr.) PB Sharma in his opening address on "Professionals of the Digital Age- Innovate, Excel and make Mother India Proud" invited the budding professionals to empower themselves with the capabilities of the new age as also to nurture themselves as responsible citizens of the global society. Prof Sharma shared the glimpses of major Research and Innovations happenings in the University and encouraged the students to take the best advantage of the research-intensive academic environment that the University offers. The Vice Chancellor motivated the students by mentioning that this was the redefining time in their lives as they embark towards a new phase in their lives with complete commitment and patience. He further advised the students to develop their capability to learn and practice advanced tools of decision making to become responsible citizens. He advised students to pay a much greater attention to the health of the environment and tackle the formidable issues such as climate change, water, energy, security and create a sense of pride in being Indians, yet never forge that we in India stand for the welfare of entire humanity, harmony, peace and happiness all around.

The Hon'ble Chancellor, Amity University Haryana, Dr. Aseem K Chauhan congratulated the new students for being a unique batch. Since you are entering higher education when the world is reeling under the crisis of the pandemic, you have the opportunity to build and create the world of your dreams, he added. The Hon'ble Chancellor assured the new students that the accomplished and committed faculty members of the University shall mentor them at every step and usher them to the path of achievement of their dreams. He also emphasized that at Amity we strive to instill values and 'sanskaar' in our students apart from equipping them with adequate skills and knowledge for a promising future.

All Deans, Directors, Heads of Institutions and Senior Officials of Amity University also welcomed the freshers to the Amity family and bestowed their blessings and best wishes for their new journey.

The inaugural session of the six-day Orientation 2020 concluded with a panel discussion on 'Future of Work and Career'. The eminent panelists of the discussion included Mr Mohit Soni, CEO, Media and Entertainment Sector Skill Council; Mr Avik Dutta, Country Director, Digital Ed India and Mr. Brij Sarma, Founder and Head, Medi grace Health Care Advertising and Training. The panel discussion encompassed the numerous career options and job opportunities for the budding professionals in the technology-intensive times. The guests assured that there are numerous career options and job opportunities in varied fields for the young professionals




Registrar
Amity University Haryana
Manesar Gurgaon-122413

provided they make well aware choices and are ready to match pace with the ever-evolving technology.

Mr Soni emphasized that this was the beginning of a new era -- an era of digital living specially in the COVID scenario. The pandemic has opened new avenues in the media industry which have in a very short span grown manifolds. He also emphasized that alongside other career options, gaming has evolved as one of the most promising sectors as now we have the opportunity to develop games showcasing our Indian culture, heritage and technology. Mr. Avik Dutta highlighted the need to create an approach of blended pedagogy i.e. an integrated online and offline education process. He further assured the students that the opportunities have increased by leaps and bounds in the media sector and the sky is the limit. Mr. Brij Sarda made the students aware that today's world is not only for the development of new technology but also for revamping the old one and presenting it in a more appealing manner. He encouraged the students to learn skills beyond the classroom as he emphasized that "Success is not what you earn but the things you learn".

The vote of thanks for the inaugural session was proposed by Prof (Dr) Vikas Madhukar, Director Admissions, and Deputy Director, ABS, AUH.

In the afternoon session, the Amity Institute of Behavioural and Allied Sciences conducted the Psychometric Profiling session for all the new students. Prof. (Dr) Padmakali Banerjee, Pro Vice Chancellor and Dean Academics, emphasized on how this session and the tests it entailed would help the students to get to know themselves better and build up on their strengths in the course of their academic journey at AUH. All the students took great interest in answering the entailing questions and many interacted with the experts in the chat box. This was followed by a very engaging session, introducing the various clubs and societies of Amity University Haryana like Yuva, EkAwaaz, Udaan, Hunkaar, Jhankaar etc. General Bal, Dean Students Welfare opened the session, which was followed by the representatives, members of these societies introducing them to the students to encourage them to join and hone their talent. Thereafter, a Talent Hunt Competition to enable selection of students for the same was announced. Dr. Ranjana Kothari gave the concluding remarks, and this marked the end of first day of the Orientation Programme 2020.

Day 2: Tuesday - September 1, 2020

The second day of the Orientation 2020 commenced with a session on 'Overview on Academic Delivery and Teaching Learning' by Prof. (Dr.) Bhavana Adhikari, Deputy Dean, Academics. Dr Adhikari shared the details of academics and teaching learning at AUH. Emphasis on Amity's




Registrar
Amity University Haryana
Manesar Gurgaon-122413

core philosophy of "Achieving Academic Excellence" and vision "to develop as an Industry Integrated University" marked the start of her informative audio-visual presentation on academics at AUH. She introduced 'Academic Rigor', 'Industry Integration' and 'Internationalization' as the three core pillars of academics at AUH. Students were informed about 'study abroad programme' and the opportunities to interact with international experts during their study. While narrating the academic canvas of the University, she briefed about the various 'faculties' at the University, 'schools and institutions', 'programmes', 'Centers of Excellence' and state-of-art research facilities available at the University. She highlighted the importance of registration on Amizone (online academic platform), filling up Academic Profile Sheet, mandatory attendance criteria of 75% of attendance. Dr Adhikari advised the new students to make the best use of the state-of-the-art research facilities and academic opportunities being offered by the University. She discussed in detail the finer points of choice-based credit system and value-added courses. While stressing on the 'flexi learning' aspect, she mentioned that it is a perfect blend of classroom sessions, workshops, seminars, certification courses, substantial project work and assignments with industry relevance. The session ended with wishing the new entrants an excellent stay and happy learning at Amity University Haryana.

In next session of introducing Deans, Directors, Head of the Institutions and Head of the Departments, Prof (Dr) Padmakali Banerjee, Pro Vice Chancellor & Dean, Academics, delivered a brief address stressing on importance of regular attendance in online and offline classes, choice of minor courses based upon popularity and employability. She shared important information regarding close integration that University enjoys with important industries and talked about expert talks that student can look forward to from eminent personal from these industrial set-ups. She encouraged students to be rigorous in their project work and classroom learning. She stressed upon importance of teamwork, collaborative projects, practical assignments where peer interaction played a vital role. She also apprised the students about the eminent corporate houses visiting classrooms as part of employability drive provided to Amitians. She further stressed upon field work that played an important role in furthering career of the students after completion of chosen programme. In this regard students were told about visits to corporates, hospitals, forensic labs, automobile industries and other industrial set-ups that have their experts in active constant touch with AUH and curriculum offered by the University. She also talked about the important role of faculty members who converted information to knowledge through best pedagogy available with them. She also appreciated the Deans, Directors, Administrative staff, hostel security and the cyber security team that works relentlessly to ensure a conducive teaching-learning environment and a comfortable stay for students studying in Amity University. Urging the students to make the best use of available facilities, she welcomed and invited the senior members of AUH to share their thoughts with the new students.




Registrar
Amity University Haryana
Manesar Gurgaon-122413

Deans, Directors and Heads of Institutions from different Schools warmly greeted the freshers and wished them well for their upcoming years. Streamlined cooperation was assured to students through open door policy at every level of their new sojourn. They advised the students to ensure regular attendance and work relentlessly to achieve their goals. The institutional heads also shared information regarding job opportunities available after completion of respective courses.

The session was ended with remarks of Prof (Dr) P B Sharma, Vice Chancellor, AUH who talked about interdisciplinary, multidisciplinary and trans-departmental studies pursued at the University. He stressed upon need of the hour to maintain health in healthy environment for longevity of one's life span.

Dr S N Sridhara, Director, ASET along with his team conducted a workshop to introduce and acquaint students about the various online learning platform at the University such as Amizone, Learning Management System (LMS) and MS Teams. The detail information on usage and utility of these platforms were described so that new students did not face any difficulty while attending classes and acquiring knowledge.

Amity Institute of Design conducted a workshop on Creation with Imagination. The participants enjoyed the workshop which rekindled their streak of creativity.

The post lunch Orientation 2020 commenced with 'ice-breaking session' which was organized by the respective Institutions. It provided the freshers an opportunity to interact amongst their peers from the same programme. The second day of the Orientation 2020 concluded with fun activities and pre-recorded performances by different student clubs.

The freshers got an opportunity to interact virtually with their seniors on Facebook Live and other social media platforms with a reach of 1500-2000. The session was focused on campus life, activities, and various experience at the University students and alumni in a fun-filled environment. The senior club members encouraged the freshers to actively participate in all activities within and outside University for all round personality development. Motivational and inspirational videos were also played by different student clubs. Success stories by students were narrated to inspire the newcomers. Several cultural activities like dance, music, during the session, kept the event more cheerful throughout. This wonderful session was successfully handled by the DSW team and various student Volunteers, under the guidance of Dean Student Welfare, Maj. Gen. G.S. Bal and other members of department of Student Welfare of Amity University Gurugram. Registration for talent hunt program to be conducted at the end of




Registrar
Amity University Haryana
Manesar Gurgaon-122413

Orientation Session was an essential part of last session of the day.

Day 3: Wednesday - September 2, 2020

The 3rd day of the Orientation Programme 2020 commenced with a brief but a very valuable introduction by Mr. Chetan Singh, Associate Director, Corporate Resource Centre (CRC), AUH. He made the new students aware of the abundant avenues that shall greet them with open arms with the extent of real time industry exposure combined with myriad internship and placement opportunities. He then invited the Alumni of Amity University Haryana to share their experiences at Amity and their journey to success.

Alumni:

Ms. Priyanka Baweja working with Seigwerk India as Product Quality manager shared her experiences at the university from the time, she started her journey with AUH 7 yrs. Back. She informed the students that the 3 years at Amity completely transformed her not only academically but also personality wise. She expressed her indebtedness to the University, the faculty, and the CRC department for providing her career a launching pad with the best of education, mentorship and last but not the least the abundant campus placement opportunities. She advised the students to plan in time and that there is no substitute to sincerity.

Mr. Arup Chakraborty, Deputy Manager – International Business, Abdos Labtech Limited, cherished the golden memories of the years spend by him at the lush green campus of Amity 8 years back. He shared his wonderful journey success from Kamdhenu Ispat, Relax footwear, Vison Eye to Abdos Labtech where he is heading the south East Asia market. He suggested to the students that the faculties are their mentor and guide who shall take them by hand and make their sail fruitful through their career building years at Amity.

Ms. Divyanjali Verma, Sr. Configuration Analyst, AON Consulting Pvt Ltd, recalls joining Amity as the best decision of her life. She shares that the faculties and the university aim at Holistic development which essentially means the development of intellectual, mental, physical, emotional, and social abilities. She advised the students to grab each and every opportunity that comes their way. She assured them that these opportunities shall be ample during their study period at the university. She also emphasized that the CRC department provides the best ever placement opportunities.

Mr. Chintan Gupta an alumnus with Psychology background shared that the university provides the best of opportunities to grow not only the academic skills but also soft skills which make the student industry ready. He advised the freshers to explore, take informed decisions and to be




Registrar
Amity University Haryana
Manesar Gurgaon-122413

flexible to absorb the maximum during their years at amity.

Mr. Asit Debnath, Medical Director, Mother's Care Hospital and Research Centre, advised the students to build their capacity by believing in themselves , never fearing the unknown and taking the leap of faith as these are the inherent characteristics that shall help them soar high in their careers .

Mr. Rajguru Parashar, Senior Technology- Application Technology, Siegwark India, suggested that the freshers should hold on to every opportunity to showcase their talents be it poster making, personality development sessions, internship opportunities etc. He further suggested that they should focus not only on their studies but also the development of soft skills along with the art of time management.

Ms. Aditi Sinha working as a Senior Research Scientist with the Garhi Detergent Group shared her very encouraging success story. She focused on the holistic development during their career building years. She advised them that they should identify their interest areas as soon as possible and start working on their development and enhancement.

Mr. Abhinav Kumar, Senior Consulting Analyst, Frost &Sullivan shared his journey of achieving his dream of working with the biggest industry giants. He shared his golden experience and inspired the students to work hard as their no dearth of employment opportunities for the sincere and dedicated.

Mr. Mohan Gautam, Sr Engineer, ASK Automobile Pvt Ltd,Gurgaon, shared his cherished moments down the memory lane. He advised the students to set long term and short-term goals for a successful life. He laid stress on the fact that it is important to learn how to manage success but more importantly how to manage failures. The key ingredients according to Mr. Mohan to success include great aim, continuous aim to enhance knowledge and skills, to work hard and with complete devotion.

Prof. (Dr). Padmakali Banerjee, Pro Vice Chancellor and Dean Academics, AUH, congratulated the alumni on successfully achieving their dreams. She further welcomed Mr. Subhash Jagota, CEO, Global Business Solution.

The wonderful success stories by the Alumni were followed by an even more enchanting session by Mr. Subhash Jagota. He mesmerized the participants with his mantras to success. He asked the students to analyze their strengths and work towards their enhancement. He shared his ten commandments to success which included among others enhancing the personality, developing networking, developing leadership skills. Mr. Subhash laid stress on the idea of developing




Registrar
Amity University Haryana
Manesar Gurgaon-122413

multiple facets in life to extract the maximum from available opportunities. He encouraged and inspired the students by sharing many successful stories of alumni who worked hard and become successful entrepreneurs. He concluded with a small but impactful statement.

“Zindagi main shidad se nibhana apna kirdar
Ke parda girne ke baad lagatar taliyan bajti rahen “

This was followed by an interactive question answer round where Prof. (Dr). Padmakali Banerjee and Mr. Subhash Jagota answered the queries of the inquisitive students about the myriad avenues for entering the multi-dimensional area of entrepreneurship.

After the inspirational session by Mr. Jagota, next we had an engaging talk by Prof. U.N. Singh, Prof. Chair, Liberal Arts on ‘What do Humanities and Liberal Arts do?’ Prof. U.N. Singh, being a connoisseur in the field of Linguistics began with highlighting the power of Liberal Arts, which is ‘to liberate yourself’. He reminisced about his college days which influenced his expertise in diverse languages like Sanskrit, Bengali, Maithili, and even foreign languages. He threw light on the proliferation of arts in India and counted Amity School of Liberal Arts as one of the best schools to pursue the study of this field. Prof. Singh described the field of Social Sciences as a medium to instill analytical and critical thinking skills in students and to help them foresee emerging trends in the society. He explained how learning of languages allows us to reflect on the things around us, thereby perceiving various possibilities. He emphasized on the importance of learning from our history as this helps in the generation and assimilation of ideas, gives birth to cultures and new entities. He ended his dynamic address with the ‘ideals of education’ as proposed by the great scholar Rabindranath Tagore. These ideals were the four kinds of freedom that education must instill in us-the freedom of power, imagination, soul, and the mind. He said that this kind of education allows for our moral communion in the world.

This was followed by a workshop on ‘Live Sketching’ by the Amity School of Fine Arts, comprising of esteemed faculty such as Dr. Pradipta Biswas, HOD, ASFA; Mr. Abhijit Kumar Mohanty, Asst. Prof., ASFA and Dr. Rakesh Kumar Chaudhary, ASFA. Dr. Pradipta Biswas gave a presentation on various aspects of sketching such as its medium and techniques along with describing how sketching can be used for personal expression. With the example of two renowned artists like Lenoardo Da Vinci and Rabindranath Tagore, with Vinci being a trained sketcher and Tagore being untrained, Dr. Biswas pointed out how training is not essential and ‘Any Body Can Draw’.

Next, Asst. Prof Mohanty spoke about ‘Art Therapy’ which is a therapy through artistic expression. He stressed on how art therapy helps to get everything in one’s brain out on paper




Registrar
Amity University Haryana
Manesar Gurgaon-122413

which facilitates learning something new, adapting to change, improving mental health as well as problem- solving abilities. He ended his presentation with an activity for the students, the message of art i.e. 'to know yourself' and a beautiful sketch of our Former Late President Shri Pranab Mukherjee. The workshop on 'Live Sketching' ended with a very short display of some doodle making skills by Dr. Rakesh Kumar Chaudhary.

Towards the end of the morning session of Day 3 of the orientation program, Ms. Suniti Sood from Amity School of Fashion Design and Technology presented a short video featuring the dynamic and spellbinding creations of the students at this school over the years.

Post lunch, the freshers attended the Goal Setting Session on Shared Vision as an Amitian in their respective institutions. This activity focused on helping the students in setting their career goals through a comprehensive exercise conducted in the schools. This exercise comprised of the discussion of the significance of setting the goal in life, how to set the goal and prerequisites of goal setting etc. The importance of time management in life was also discussed with the students. During the interaction, students were insisted upon to have their vision clear about future prospects and make the best of their potential in the same direction.

Day 4: Thursday - September 3, 2020

The fourth day of AUH Orientation Programme commenced with a presentation on E-Cell by Prof (Dr) Vikas Madhukar, Director Admissions & Deputy Director, Amity Business School.

Sharing that the spirit of innovation and entrepreneurship is celebrated each day at AUH, Prof Madhukar started his presentation quoting the vision of Honorable Chancellor, Amity University Haryana,

Dr Aseem Chauhan *"We would like to see every stone and leaf of Amity University to be truly innovative in its body and soul so that after a few years the university emerges as a cradle of innovation and leads the nation in making innovation a revolution."*

Prof (Dr.) Madhukar emphasized that Amity University Haryana has a vision to develop as a fully industry-integrated university, providing a global platform for nurturing talent and innovative spirit of the young minds. He also reiterated the University's commitment in integrating education with inter-disciplinary research, nurturing innovations and working relentlessly to develop innovative products and systems in an environment of learning. Prof Madhukar invited the new students to participate in the activities of the E-Cell. Remember, you don't necessarily have to be a topper to be a part of the E-Cell, he added. He then opened the floor for informative talks related to Amity Innovation Incubator and Entrepreneurship Centre at the University. He also introduced team members involved in rigorous activities of Innovation,




Registrar
Amity University Haryana
Manesar Gurgaon-122413

Incubator and Entrepreneurship Centre.

Vice President, Innovation and Incubator Centre, AUH and AUUP, Dr. Vijay Vir Singh, spoke about importance of Incubator Centre and the 360 degree support it provides to the budding entrepreneurs.

Faculty mentors including Dr Deependra Sharma, Dr Ranjana Kothari, Dr Vivek Birla, Dr Ruchi Kamra and student mentors associated with the E-Cell were invited to introduce themselves. The faculty mentors hailed the spirit of innovation at AUH while assuring the young aspirants of all help and support for their innovative initiatives. Student mentors Aishwarya Kapoor, Sravanthi Gomti, and Trisha Chhabra also introduced themselves.

Prof. Deependra Sharma, Amity Business School gave a very informative and enlightening presentation on E-Cell. While briefing the students about the objectives and its multifarious activities, he encouraged them to take initiative as job creators. He emphasized upon working hard at the initial stage of generating ideas before converting them into reality.

Prof. Madhukar also informed the participants about the upcoming Innovation Day -- a day to celebrate the birthday of the Honorable Chancellor, Dr Aseem Chauhan that marks the celebrations of innovation and inventions by the Amitians.

The next session Rebuilding and Reimagining Jobs for the Digital Transformation – The Workforce of the Future saw highly informative and enriching talks by three eminent speakers for the industry. Ms. Nidhi Lauria, CEO, Rajasthan, Bharti Airtel Limited inspired the budding professionals with various anecdotes from her life. She described both technical and soft skills as essential component for defining success in the corporate world. She emphasized that the digital revolution has transformed the way we communicate and “the way we go about doing our business today”. Ms Lauria advised the students to be adaptable to changes. “Brace technology and the future is yours,” she added. Ms Lauria also highlighted the ability to collaborate with others and to form functional networks for success.

The talk was followed by highly motivating and informative speech by Mr. Niraj Vedwa, Board Member, XAC Bank. He shared his 33-year experience in taking companies to Global level through organic and inorganic strategies. Citing his own example, Mr. Vedwa gave valuable advice to students about how to handle multiple responsibilities at national and international level. He also talked about next generation technology that would generate more job opportunities in digital world. There are ample job opportunities for all those who do not shy away from technology and can multitask, Mr Vedwa added.




Registrar
Amity University Haryana
Manesar Gurgaon-122413

Mr. Anil Joseph, Head, Human Resources, APAC, with vast experience in human resources sector, sales, operations, marketing and customer relation partnerships, invited students to read and learn in order to challenge their own assumptions. He stressed upon adaptability in order to become a successful entrepreneur. Mr Joseph shared that the industry is always on a “look out” for bright young minds who are passion driven. In the digitally driven professional scenario, stay abreast of the digital transformations in your field and nurture your passions, Mr Joseph added.


The next session ‘Introduction to Corporate Resource Centre & Industry Information’ was taken by Mr. Manoj Sahani, Director, Corporate Resource Centre (CRC) and Head -- Industry Integration. Mr Sahani delineated the student-driven activities of CRC while giving insight into the working of CRC. He stressed upon the University vision of bridging gap between students and the industry by turning theoretical input to real time implementation in work environment. Mr Sahani also spoke about faculty coordinators’ vital contribution to the success of the CRC placement initiatives. He emphasized that students should prepare themselves well to deal with the complexities of the job market.

Mr. Chetan Singh, Associate Director, CRC apprised the new Amitians about Student Placement Club, Aarohan. The senior student members of the placement club encouraged the freshers by sharing their personal experiences and suggested them to actively participate in the club’s activities.

The interaction with the CRC team was followed by a Personality Development Workshop by Dr Reena Nigam, HoD, Amity Skills Institute. Dr. Nigam highlighted the importance of holistic personality development for succeeding in life. This includes overall personality development of prospective job candidates, behavioral skills, presentation skills, corporate skills and group discussion skills, she said. Stressing that everyone possesses inherent skills, she dealt in detail how they need to be polished and enhanced for employability. She spoke at length about Interpersonal, Cross Cultural, Corporate, Employability and Workplace Communication.

Students were led through plethora of Skill development courses that are being offered at undergraduate and postgraduate level along with Skill Tracks that are being offered at AUH. Dr Nigam also showcased the activities of Amity Skills Club (AMISkills Club). Dr Nigam also talked about certification courses, short term courses and various other government courses that students can join. Importance of occupation standards was touched upon as it played an important role in different industries.




Registrar
Amity University Haryana
Manesar Gurgaon-122412

The post-lunch session was organized in respective institutions and comprised of different activities organized by their respective institutions. The activities organized are as under.

1. SCAVENGER HUNT: - This activity was organized with an objective to involve students in a team building exercise, motivate them to work together and encourage collaboration. During the activity, students were given interesting tasks in which they got a chance to communicate and co-ordinate with each other with a common purpose and channelize their collective efforts towards achievement of the group goals. This activity allowed the students to practice problem-solving skills. It also encouraged creativity and out of the box thinking amongst students.
2. "Inspirational anecdotes" Story Telling on Prominent figures in Nursing Profession - This session was conducted on two modes - PowerPoint presentation and video playing. The session comprised of eminent personalities in nursing at national and international level who have generously contributed to the society at large . Students actively participated in the discussions. The objective behind this session was to inspire the budding nurses imbibe the spirit of dedication for humanity in their field.
3. Collage Workshop: - This session provided exposure apart from education not from books, but through practical examples and real-life experiences. This session helped the students to gain an insight of the outside world at an early age so that they have an idea of what the competitive world has in store for them when they step out of their comfort zone.
4. Experts talks were organized in fields like Emerging Trends in Gaming” and online education.

The new students participated with great fervor and enthusiasm in the preliminary round of Talent Hunt (Part 1). The panel of judges evaluated the performances of the Talent Hunt participants who showcased their outstanding performances through pre-recorded videos. The performances included different categories like dancing, singing, poetry, acting, instrumental music, animation, film making, gaming etc. Viewers were mesmerized with poetry recitations, dance performances, singing and other different skills and talents as presented through these performances. Owing to the large participation in Talent Hunt, it was decided to continue with the preliminary round of Talent Hunt on the fifth day of the Orientation 2020.

Day 5: Friday- September 4, 2020




Registrar
Amity University Haryana
Manesar Gurgaon-122413

The fifth day of the Orientation 2020 commenced with an address by Major General Guralp Singh Bal, Dean Students Welfare. Painting a beautiful picture of the lush green Amity University campus with words, Major General Bal discussed about many important aspects of students' journey at the university. He emphasized that students must observe discipline and abide by the rules laid by the University. During his talk, Maj Gen Bal said that the university practices very strict security measures and promotes impartial environment for student development. A significant part of his talk was dedicated to Military Training Programme which contributes immensely to the holistic growth of the students.

Major General Bal shared glimpses of the facilities like food plaza, ATM, hostel, departmental store etc offered by the University. Major General Bal also shared important information regarding on-campus medical facilities and transport. The Dean Students Welfare assured the new students of constant support in all their well-intended initiatives. He encouraged the students to participate in different events and activities which in turn will enhance their confidence.

Major General Bal shared that the University puts a great deal of emphasis on the holistic development of all its students. Cultural events organized by the University provides a platform to the young artists to showcase their talents while state-of-the-art sports facilities on the campus help students achieve good health apart from imbibing qualities like team spirit. He also encouraged the freshers to engage themselves in different student club activities in the areas of their interests.

The informative session by Major General Bal was followed by a presentation on International Programmes and International initiatives by Prof (Dr) Gunjan M. Sanjeev, Vice President, RBEF & Director, International Affairs. Prof Sanjeev advised the students to dream big and think global. She introduced international programmes offered by the University. She spoke about internationalization initiatives and the importance of sharing expertise at international level. Prof Sanjeev highlighted that the University provides ample international exposure and study abroad opportunities to its students. She also apprised the students of 'Distinguished Global Indian Speaker Series' organized by the University. She also discussed different programmes aimed at providing international exposure to the Amity students. At Amity University Haryana, we offer innovative and exciting programmes including Study Abroad Programme, 3 Continent Programme and the recently launched Global Study Program, she added.

The students thoroughly enjoyed a very interesting and informative animation workshop by Mr Vishu Aggarwal, Senior Technical Officer, ASCO. Mr Aggarwal explained the students about the applications, software and platforms to use for editing pictures, videos and social media posts. Students took keen interest in the virtual workshop on animation and asked many




Registrar
Amity University Haryana
Manesar Gurgaon-122413

questions. The resource person also showed the students how to design interesting graphics within few minutes using Adobe Spark.

The highlight of the day was the next session on Holistic Wellbeing for Youth by Dr Suresh Sharma, Director, AIIMS, Rishikesh and Dr Sameer Malhotra, Director & Head, Department of Mental Health and Behavioural Sciences, Max Super Specialty Hospital, Saket. This highly insightful and informative session organized by Amity Skills Institute was enjoyed by one and all. The eminent speakers explained the importance of ensuring good mental health in today's unprecedented times. The guests highlighted the prominent role of mindfulness and advised the young girls and boys to focus on the present rather than past or the future. The healthcare experts acknowledged that mental health problem is currently on the rise in the society.

Addressing the students, Dr Malhotra shared that constant engagement with multimedia gizmos especially mobile phone, laptop etc. at night adversely affects the sleep pattern and in turn contributes substantially to mental health concerns. Dr Malhotra advised the students to follow the age-old adage "early to bed, early to rise" to ensure their mental well-being. He also emphasized on ensuring emotional wellbeing. We must try to replace negativity within us with positive and optimistic thoughts, Dr Malhotra added.

Discussing different dimensions of health and wellness, Dr Sharma stated that today's generation is more worried about professional and financial dimensions. Today's generation needs to learn to be grateful for all they have rather than lamenting about what they are deprived of, he added. Dr Sharma advised the participants to take a balanced diet, undertake a regular exercise regime and ensure sleep hygiene to ensure holistic wellbeing. He also emphasized on the importance of social connect and living a meaningful life.

Honorable Pro Vice Chancellor and Dean Academics, Prof (Dr) Padmakali Banerjee, took the session ahead with her insightful remarks. She reiterated Amity University's commitment to the cause of mental and emotion well-being and nurturing the young talent. Prof Banerjee also shared the mantra for practicing well-being. She encouraged the students to undertake a LEAP analysis – a concept introduced by her in her recent publication where L stands for anything that you love to do; E denotes what you excel in; A is for your ability to adapt in an environment while P denotes your professional vocation. LEAP analysis will not only add meaning to your life but also help you find your goal, Dr Banerjee added.

Sharing findings based on eminent research studies, the Honorable Pro Vice Chancellor said that people who maintain a better frame of mind are able to achieve more in life and have been found to handle the challenges posed by the environment in a better manner. She shared with the




Registrar
Amity University Haryana
Manesar Gurgaon - 202457

students that wellbeing encompassed physical, emotional, mental and social wellbeing. Prof Banerjee also spoke about the value-added Behavioral Science programme offered by Amity University which helps them to be much more confident. She also addressed a vital concern of increasing drug addiction. She motivated the students to do well keeping in mind the importance of being in a better mental state.

Dr Banerjee shared that a major take away from the experts' talk is learning to say 'no' and choosing a purpose in life. She encouraged students to reach out in times of distress. She also emphasized on importance of mentors in life. She shared that previously there were not many discussions on mental health issues like depression and anxiety. The Honorable Pro Vice Chancellor concluded on a positive note stating that at Amity University Haryana there is a strong support group to nurture the young minds to lead in future.

The insightful session concluded with a Q&A session where students asked questions related to mental wellbeing.

The post-lunch session commenced with an interactive session for the new students organized in their respective institutions. A Buddy/ student representative introduces the institute/ school.

This activity provided the students an opportunity to know about the campus from the perspective of their seniors and also to interact with the teachers and their fellow mates to know them better. While sharing their experiences Amity University students spoke about the experience in MTC, Amifest, placement cell, industrial visits and internship provided by CRC. Students also spoke about the various clubs that Amity provides. This activity also allowed addressing the queries of the young minds i.e freshers about the current and future prospects of the course. The institutes also organized activities such as 'JAM Session', 'Debate' in which the students were asked to speak on a topic that was provided by the faculty. This session motivated the students to speak confidently in public and interact fearlessly with observers.

Few institutes had organized 'Panel Discussion' where eminent experts were invited to provide industry exposure to the students in their discipline. The objective of the panel discussion was to make students aware of the career paths they can explore, the type of skill sets that they will need to acquire for that particular industry on completion of their chosen program.

Talent Hunt Part II was an interesting event which saw an impressive participation from the new members of the Amity family. Students enthusiastically participated and presented their prerecorded videos showcasing diverse talents like photography, music, singing, western dance and classical dance, painting, acting and more.




Registrar
Amity University Haryana
Manesar Gurgaon-122413

There were also presentations by different clubs that highlighted the plethora of activities that students are actively involved in all through the year. It was a rejuvenating session with spectacular performances that left all the participants and judges awestruck. The fifth day of orientation programme ended on a musical note with short singing performances by the Talent Hunt judges.

Day 6: Saturday day - September 5, 2020

The last day of the mega Orientation 2020 organized by Amity University Haryana commenced with the master of ceremony, Ms. Monica Yadav, welcoming the students on the auspicious occasion of Teachers' Day. She invited Dr Kushagra Rajendra, Head of Department, Amity School of Earth and Environmental Sciences to take the session forward with a Virtual Tour of Flora and Fauna at AUH.

Dr Rajendra began his talk with the interconnectedness between humans and the environment. His discussion outlined the harmony that needs to be maintained between nature and human beings. Highlighting our ignorance about this beautiful planet that we live on, he shared an interesting fact that out of around nine million different species present on earth, only 1.74 million are known to us. He also underscored harmful effects of use of pesticides that have damaged the environment. Talking about the current environmental scenario, the Professor discussed that environment has healed due to the lockdown imposed during the global pandemic.

Talking about the location of Amity University Haryana and its beautiful natural setting, Dr Rajendra showed the location through a map focusing on Aravalli mountains, where the lush green Amity campus is located.

He highlighted that the biodiversity enables a wide range of flora and fauna in the entire region of northern part of Aravalli including the University campus. Through an aerial view of the campus, he showed almost a century old banyan tree, the well managed complex, herbal garden and water treatment facilities at AUH. He helped the audience understand that human intervention with environment can be helpful if resources are aptly utilized. To this end, Dr Rajendra mentioned that the herbal garden on the University campus has enhanced native vegetation and there is rich variety of medicinal plants. Beauty of the garden is that it cultivates fruit bearing plants and there are multipurpose trees. There are many species of butterflies and birds on the campus which is an indicator of ecological balance. He also highlighted that the University has an in-built solar plant.

Amity School of Hospitality organized a virtual Live Culinary Masterclass. Experts for this




Registrar
Amity University Haryana
Manesar Gurgaon-122413

exciting culinary sojourn were Dr Arunangshu Bhattacharya, Deputy Director, Amity School of Hospitality, Chef Kunal Seth and Chef S.B. Malakar. It was an interesting live cooking session where Chef Malakar took the participants through an exclusive experience of cooking a new variety of pasta -- stuffed pasta. It is actually a much sought-after recipe in Western part of Italy, the chef added. The experts began by sharing the recipe. They took the attendees through the details of the tempting recipe of 'Stuffed Tortelloni Pasta with Saffron Sauce' and created a beautifully plated dish which left everyone enticed to try it. In the concluding remarks, Dr Arunangshu Bhattacharya clarified some misconceptions related to many Indian dishes which are mistaken as western dishes, like the manchurian. Chef Kunal Seth encouraged students to try innovative recipes at the University.

The Live Culinary Masterclass with mouthwatering recipes was followed by an equally interesting poster making competition for the budding artists which was organized at their respective institutions from 12 o'clock onwards.

The afternoon session of the last day of Orientation 2020 was the much-awaited Talent Hunt Finale. Talent Hunt which was organized with an objective of student engagement and identifying new and diverse talent attracted large participation from the young talent. Major General Bal along with the panel of judges -- Dr. Deepak Sahani, Mr Asok Biswas, Dr. Ranjana Kothari, Dr. Supriya Sanju and Dr. Shruti Dutta -- presided over the highly charged up grand finale.

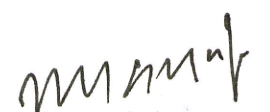
The finalists of the competition delighted the virtual spectators with their brilliant, choreographed performances. Selected performers came up with beautiful and amazing classical dances that complemented the words of John Weaver, English Master of Ballet form, "Dancing is an elegant, and regular movement, harmoniously composed of beautiful attitudes, and contrasted graceful Posture of the Body, and parts thereof." Dignity of movement could be seen in enthusiastic performers; be it a western dance or classical.

Talent competition moved at a fast pace. The mesmerizing performances in different competitive categories were interspersed with brilliant performances from alumni. Performances allowed young talented artists to externalize their inner impulses through rational acts of singing, dancing, miming, narration of poetry and drawing. Each individual performance left one with aesthetic pleasure. Mesmerizing talent hunt on 6th and final day of AUH Orientation Day gave to AUH Student Groups their new entrants. Following were declared as winners:

Classical Dance: Parishmita Devi

Singing: Suhani Tandon




Registrar
Amity University, Gurgaon
Manesar Gurgaon - 122413

Poetry: Anushka Sahu
Gaming: Prateek Maskara
Art: Simran Yadav
Western Dance: Nishtha Kalra
Digital : Bineesh Charly
Acting: Aman Kumar Verma
Instrumental: Apurv Jain

Ms Mehak Chopra from Liberal Arts who won laurels for being a versatile poetess, singer and actor and was declared as the most talented fresher.

Sharad, a student of Amity Institute of Behavioural and Allied Sciences captivated the participants with his song on the special occasion of Teachers' Day.

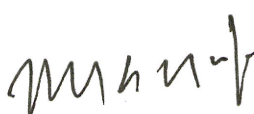
Congratulating the winners, Major General Bal invited the students to showcase their talent an international event being organized by UNESCO on the theme 'Acts of Kindness'. He motivated students to join student clubs to nurture their inner talent.

The six-day virtual Orientation 2020 came to an end with a lot of mixed emotions. The new students were overwhelmed by the spectacular show put forward by the University to welcome them to the Amity family. They expressed gratitude to the University and their seniors for making the Orientation 2020 special and memorable for them.

Conclusion

The Orientation Programme (OP) at AUH aimed at familiarizing students with the academic framework, campus environment, students' activities and overall philosophy of Amity and providing direction to them to make their easy integration with the University. The OP has included the expert sessions form corporate and motivational leaders to ignite the potential of newly admitted students. The 'goal setting workshop' by institutions were directed to help students in identifying their career and life goals. At the end of the OP, structured feedback of students was taken to assess the quality and outcome of various sessions conducted during the OP.




Registrar,
Amity University Haryana
Manesar Gurgaon-12241

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, 088-266-98200/12/3
admission@amity.edu | www.amity.edu/gurugram

Stay Connected on Social Media:



/amityuniversitygurugram



/amityuniversitygurugram_official/



/AmityGurgaon

HR Department

January 2021

M. Anil
Registrar
Amity University Haryana
Manesar Gurugram-122413

CONTENTS

S.No.	Title	Page No.
1.	Introduction	2
2.	Guiding Principles - Amity University	3
3.	Amity University at a Glance	4-6
4.	Actions to be Completed by Employee on Joining	7-8
5.	Campus Layout	9
6.	List of Senior Functionaries/Important Desks	10
7.	List of Heads (Faculty)	11
8.	General Guidelines and Information	12-13
9.	Salient Facilities and Welfare Schemes	14
10.	Amity Bus Service	15
11.	Campus Entry System	16-18
13.	Accommodation & Guest House Charges	19
14.	Medical Facilities	20-22
15.	AMIZONE & TCS-ION	23
16.	IT Help Desk for IT Problems	24
17.	Attendance and Work Schedule	25
18.	Leave Regulations	26-30
19.	Redressal of Grievances	31
20.	Form for ID Card (Annexure-I)	32
21.	Joining Report Proforma (Annexure-II)	33-36
22.	Application for Vehicle Pass (Annexure-III)	37
23.	Form II (Revised) (Annexure-IV)	38
24.	ESIC Declaration Form (Annexure-V)	39-40
25.	Check list for New Employees	41
26.	Exit Interview Form	42
27.	Employee Clearance Form	43-45
28.	Holiday List	46

MMhmv
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.



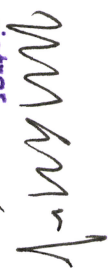
Rear Admiral Kishan. K. Pandey (Retd)

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 RimandBalved 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


Registrar

Amity University Haryana

Manesar Gurgaon-122413

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

ACCREDITATIONS

- Rated Grade "A" University by the National Assessment and Accreditation Council of India (NAAC).
- Recognized by University Grants Commission (UGC).
- Member of Association of Indian University
- Recognized by Department of Science & Technology, Govt. of India as Scientific & Research Organization (SIRO)
- Recognized by Central Counseling Board
- First University in India to be accredited with "Premium Status" by ASC, 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.

Registrar

Mhmf

Amity University Haryana
Manesar Gurgaon-122413

ACTIONS TO BE COMPLETED BY EMPLOYEE ON JOINING

1. Submit duly completed **ID Card Form** (as per format at Annexure-I) to HR Department and Collect your **ID Card** from **IT Room, A Block, Second Floor** and register your fingerprint for Biometric Attendance System.
2. Complete **Joining Report** (as per format at Annexure-II) & submit to the **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)

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

8. Forward your vehicle particulars, as per the format at Annexure-III, to the Deputy Director Security (Second Floor, A Block) along with copy of the Vehicle RC, for issuance of Car Pass sticker.
9. Kindly enter your **personal details** on TCS iONfor which you will be assisted by the JFO 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).

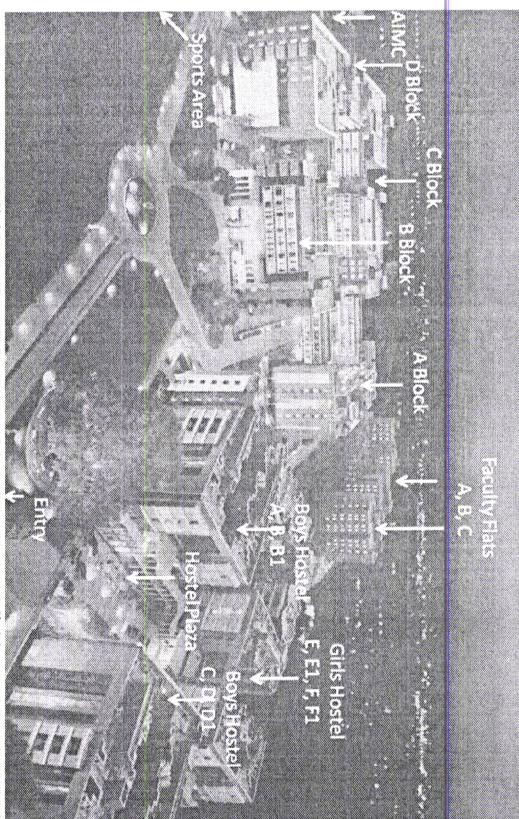
11. In case of anykind of difficulty, please contact the following:-

- a) Rear Admiral (Retd.) Kishan K. Pandey, AVSM, VSM, Director-HR
Ext. 4114, Mob. 9810827569
- b) Dr. ViveakBallyan, Assistant Director-HR
Ext. 4111, Mob. 9953310937
- c) Dr. Shalini Chhabra, Assistant Director -HR
Ext. 4112, Mob. 8826606467

M. M. M.

Registrar

Amity University Haryana
Manesar Gurgaon-122413



No	Floor	Block A	No	Floor	Block B	No	Floor	Block C
1	Basement	Labs (Bio, Chem and Physics, Biotech, Biodesign), Arms Center, Receiving, PCR, APCR, DSW, Admin, Accounts, DVC, A Block Audit	1	Basement	Labs (Mechanical Lab, Civil, Aeronautics, Electronics), Mechanical Lab	1	Basement	Labs (Mechanical Lab, Civil, Aeronautics, Electronics), Mechanical Lab
2	1 st Floor	Office, MDP Room, SPORTS/Academic Affairs	2	1 st Floor	Computer Science Labs	2	1 st Floor	Computer Science Labs
3	1 st Floor	IGAC, Academic Affairs Office, MB, AIMS, Army Staff Institute, Faculty Room, ACON and ASES	3	1 st Floor	Robotics Lab, IT Control Room, CS&E Faculty Rooms, Photocopier Shop, ASST Director Office, ASST	3	1 st Floor	Robotics Lab, IT Control Room, CS&E Faculty Rooms, Photocopier Shop, ASST Director Office, ASST
4	2 nd Floor	Transport Department, Maintenance, Security Control Room, IT Second Control Room, CHN Lab, DTC Nagadi Office, AMS Adviser, Floor Biotechnology Lab	4	2 nd Floor	Examination Control Room	4	2 nd Floor	Examination Control Room
5	3 rd Floor	ACON, Nutritional Lab - AMS, APCR, ACON, V/Avds Room, CHN Lab	5	3 rd Floor	Computer Lab, Electrical Lab, Electronics Lab	5	3 rd Floor	Computer Lab, Electrical Lab, Electronics Lab
6	4 th Floor	ACONAS1 Lab - Solar Lab, ASES Lab - Air Pollution Department	6	4 th Floor	Pharmacy Labs, Mechanical and Civil Faculty	6	4 th Floor	Pharmacy Labs, Mechanical and Civil Faculty
7	5 th Floor	Director Office, ASD/OT Lab and Faculty Room, HOD Office, MB Lab	7	5 th Floor	Alp Labs, Alp Director Office - staff and faculties	7	5 th Floor	Alp Labs, Alp Director Office - staff and faculties
8	6 th Floor	Block B	8	6 th Floor	Block D	8	6 th Floor	Block D
9	No Floor	Department Labs	9	No Floor	Department Labs	9	No Floor	Department Labs
10	Basement	ASFA, ASFA, IT Store, Student Plaza, Marketing Store, Dops Brew	10	Basement	Central Library, Examination Control Room	10	Basement	Central Library, Examination Control Room
11	1 st Floor	Kerastment, Handwashing Store	11	1 st Floor		11	1 st Floor	
12	2 nd Floor	Ground Conference Room, ASFA Connecting Room, Office of International Affairs, ACON Faculty Room, ACON Store, B Block Audit	12	2 nd Floor	VVP Lounge, D-Block Audit, Feed Lab, Conference Room	12	2 nd Floor	VVP Lounge, D-Block Audit, Feed Lab, Conference Room
13	3 rd Floor	First Army TV Office, ASCO LT, Animation Labs,	13	3 rd Floor	VCC Office, HR, Registrar Office	13	3 rd Floor	VCC Office, HR, Registrar Office
14	4 th Floor	Second ACD Director Office, AAS Faculty Room, Library Lane, LT Law, Flood	14	4 th Floor	ASST Department Lab and LT Facilities, Stem Cell	14	4 th Floor	ASST Department Lab and LT Facilities, Stem Cell
15	5 th Floor	Third ACD Director Office, AAS Faculty Room, Library Lane, LT Law, Flood	15	5 th Floor	First Institute, Nanotechnology Department	15	5 th Floor	First Institute, Nanotechnology Department
16	6 th Floor	Fourth ACD Director Office, Prof RC Sharma office, On Director Office, Faculty Room, ITASIS	16	6 th Floor	ASAS Department, Language Department	16	6 th Floor	ASAS Department, Language Department
17	No Floor		17	No Floor	AMS, ARMS Department	17	No Floor	AMS, ARMS Department
18	No Floor		18	No Floor		18	No Floor	
19	No Floor		19	No Floor		19	No Floor	
20	No Floor		20	No Floor		20	No Floor	
21	No Floor		21	No Floor		21	No Floor	
22	No Floor		22	No Floor		22	No Floor	
23	No Floor		23	No Floor		23	No Floor	
24	No Floor		24	No Floor		24	No Floor	
25	No Floor		25	No Floor		25	No Floor	
26	No Floor		26	No Floor		26	No Floor	
27	No Floor		27	No Floor		27	No Floor	
28	No Floor		28	No Floor		28	No Floor	
29	No Floor		29	No Floor		29	No Floor	
30	No Floor		30	No Floor		30	No Floor	
31	No Floor		31	No Floor		31	No Floor	
32	No Floor		32	No Floor		32	No Floor	
33	No Floor		33	No Floor		33	No Floor	
34	No Floor		34	No Floor		34	No Floor	
35	No Floor		35	No Floor		35	No Floor	
36	No Floor		36	No Floor		36	No Floor	
37	No Floor		37	No Floor		37	No Floor	
38	No Floor		38	No Floor		38	No Floor	
39	No Floor		39	No Floor		39	No Floor	
40	No Floor		40	No Floor		40	No Floor	
41	No Floor		41	No Floor		41	No Floor	
42	No Floor		42	No Floor		42	No Floor	
43	No Floor		43	No Floor		43	No Floor	
44	No Floor		44	No Floor		44	No Floor	
45	No Floor		45	No Floor		45	No Floor	
46	No Floor		46	No Floor		46	No Floor	
47	No Floor		47	No Floor		47	No Floor	
48	No Floor		48	No Floor		48	No Floor	
49	No Floor		49	No Floor		49	No Floor	
50	No Floor		50	No Floor		50	No Floor	
51	No Floor		51	No Floor		51	No Floor	
52	No Floor		52	No Floor		52	No Floor	
53	No Floor		53	No Floor		53	No Floor	
54	No Floor		54	No Floor		54	No Floor	
55	No Floor		55	No Floor		55	No Floor	
56	No Floor		56	No Floor		56	No Floor	
57	No Floor		57	No Floor		57	No Floor	
58	No Floor		58	No Floor		58	No Floor	
59	No Floor		59	No Floor		59	No Floor	
60	No Floor		60	No Floor		60	No Floor	
61	No Floor		61	No Floor		61	No Floor	
62	No Floor		62	No Floor		62	No Floor	
63	No Floor		63	No Floor		63	No Floor	
64	No Floor		64	No Floor		64	No Floor	
65	No Floor		65	No Floor		65	No Floor	
66	No Floor		66	No Floor		66	No Floor	
67	No Floor		67	No Floor		67	No Floor	
68	No Floor		68	No Floor		68	No Floor	
69	No Floor		69	No Floor		69	No Floor	
70	No Floor		70	No Floor		70	No Floor	
71	No Floor		71	No Floor		71	No Floor	
72	No Floor		72	No Floor		72	No Floor	
73	No Floor		73	No Floor		73	No Floor	
74	No Floor		74	No Floor		74	No Floor	
75	No Floor		75	No Floor		75	No Floor	
76	No Floor		76	No Floor		76	No Floor	
77	No Floor		77	No Floor		77	No Floor	
78	No Floor		78	No Floor		78	No Floor	
79	No Floor		79	No Floor		79	No Floor	
80	No Floor		80	No Floor		80	No Floor	
81	No Floor		81	No Floor		81	No Floor	
82	No Floor		82	No Floor		82	No Floor	
83	No Floor		83	No Floor		83	No Floor	
84	No Floor		84	No Floor		84	No Floor	
85	No Floor		85	No Floor		85	No Floor	
86	No Floor		86	No Floor		86	No Floor	
87	No Floor		87	No Floor		87	No Floor	
88	No Floor		88	No Floor		88	No Floor	
89	No Floor		89	No Floor		89	No Floor	
90	No Floor		90	No Floor		90	No Floor	
91	No Floor		91	No Floor		91	No Floor	
92	No Floor		92	No Floor		92	No Floor	
93	No Floor		93	No Floor		93	No Floor	
94	No Floor		94	No Floor		94	No Floor	
95	No Floor		95	No Floor		95	No Floor	
96	No Floor		96	No Floor		96	No Floor	
97	No Floor		97	No Floor		97	No Floor	
98	No Floor		98	No Floor		98	No Floor	
99	No Floor		99	No Floor		99	No Floor	
100	No Floor		100	No Floor		100	No Floor	
101	No Floor		101	No Floor		101	No Floor	
102	No Floor		102	No Floor		102	No Floor	
103	No Floor		103	No Floor		103	No Floor	
104	No Floor		104	No Floor		104	No Floor	
105	No Floor		105	No Floor		105	No Floor	
106	No Floor		106	No Floor		106	No Floor	
107	No Floor		107	No Floor		107	No Floor	
108	No Floor		108	No Floor		108	No Floor	
109	No Floor		109	No Floor		109	No Floor	
110	No Floor		110	No Floor		110	No Floor	
111	No Floor		111	No Floor		111	No Floor	
112	No Floor		112	No Floor		112	No Floor	
113	No Floor		113	No Floor		113	No Floor	
114	No Floor		114	No Floor		114	No Floor	
115	No Floor		115	No Floor		115	No Floor	
116	No Floor		116	No Floor		116	No Floor	
117	No Floor		117	No Floor		117	No Floor	
118	No Floor		118	No Floor		118	No Floor	
119	No Floor		119	No Floor		119	No Floor	
120	No Floor		120	No Floor		120	No Floor	
121	No Floor		121	No Floor		121	No Floor	
122	No Floor		122	No Floor		122	No Floor	
123	No Floor		123	No Floor		123	No Floor	
124	No Floor		124	No Floor		124	No Floor	
125	No Floor		125	No Floor		125	No Floor	
126	No Floor		126	No Floor		126	No Floor	
127	No Floor		127	No Floor		127	No Floor	
128	No Floor		128	No Floor		128	No Floor	
129	No Floor		129	No Floor		129	No Floor	
130	No Floor		130	No Floor		130	No Floor	
131	No Floor		131	No Floor		131	No Floor	
132	No Floor		132	No Floor		132	No Floor	
133	No Floor		133	No Floor		133	No Floor	
134	No Floor		134	No Floor		134	No Floor	
135	No Floor		135	No Floor		135	No Floor	
136	No Floor		136	No Floor		136	No Floor	
137	No Floor		137	No Floor		137	No Floor	
138	No Floor		138	No Floor		138	No Floor	
139	No Floor		139	No Floor		139	No Floor	
140	No Floor		140	No Floor		140	No Floor	
141	No Floor		141	No Floor		141	No Floor	
142	No Floor		142	No Floor		142	No Floor	
143	No Floor		143	No Floor		143	No Floor	
144	No Floor		144	No Floor		144	No Floor	
145	No Floor		145	No Floor		145	No Floor	
146	No Floor		146	No Floor		146	No Floor	
147	No Floor		147	No Floor		147	No Floor	
148	No Floor		148	No Floor		148	No Floor	
149	No Floor		149	No Floor		149	No Floor	
150	No Floor		150	No Floor		150	No Floor	
151	No Floor		151	No Floor		151	No Floor	
152	No Floor		152	No Floor		152	No Floor	
153	No Floor		153	No Floor		153	No Floor	
154	No Floor		154	No Floor		154	No Floor	
155	No Floor		155	No Floor		155	No Floor	
156	No Floor		156	No Floor		156	No Floor	
157	No Floor		157	No Floor		157	No Floor	
158	No Floor		158	No Floor		158	No Floor	
159	No Floor		159	No Floor		159	No Floor	
160	No Floor		160	No Floor		160	No Floor	
161	No Floor		161	No Floor		161	No Floor	
162	No Floor		162	No Floor		162	No Floor	
163	No Floor		163	No Floor		163	No Floor	
164	No Floor		164	No Floor		164	No Floor	
165	No Floor		165	No Floor		165	No Floor	
166	No Floor		166	No Floor		166	No Floor	
167	No Floor		167	No Floor		167	No Floor	
168	No Floor		168	No Floor		168	No Floor	
169	No Floor		169	No Floor		169	No Floor	
170	No Floor		170	No Floor		170	No Floor	
171	No Floor		171	No Floor		171	No Floor	
172	No Floor		172	No Floor		172	No Floor	
173	No Floor		173	No Floor		173	No Floor	
174	No Floor		174	No Floor		174	No Floor	
175	No Floor		175	No Floor		175	No Floor	
176	No Floor		176	No Floor		176	No Floor	
177	No Floor		177	No Floor		177	No Floor	
178	No Floor		178	No Floor		178	No Floor	
179	No Floor		179	No Floor		179	No Floor	
180	No Floor		180	No Floor		180	No Floor	
181	No Floor		181	No Floor		181	No Floor	
182	No Floor		182	No Floor		182	No Floor	
183	No Floor		183	No Floor		183	No Floor	
184	No Floor		184	No Floor		184	No Floor	
185	No Floor		185	No Floor		185	No Floor	
186	No Floor		186	No Floor		186	No Floor	
187	No Floor		187	No Floor		187	No Floor	
188	No Floor		188	No Floor		188	No Floor	
189	No Floor		189	No Floor		189	No Floor	
190	No Floor		190	No Floor		190	No Floor	
191	No Floor		191	No Floor		191	No Floor	
192	No Floor		192	No Floor		192	No Floor	
193	No Floor		193	No Floor		193	No Floor	
194	No Floor		194	No Floor		194	No Floor	
195	No Floor		195	No Floor		195	No Floor	
196	No Floor		196	No Floor		196	No Floor	
197	No Floor		197	No Floor		197	No Floor	
198	No Floor		198	No Floor		198	No Floor	
199	No Floor		199	No Floor		199	No Floor	
200	No Floor		200	No Floor		200	No Floor	
201	No Floor		201	No Floor		201	No Floor	
202	No Floor		202	No Floor		202	No Floor	
203								

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. Subag	Deputy Vice Chancellor	1020
3	Prof.(Dr.) Padmakshi 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. Sachin Juneja	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	Col. 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.) Padmakshi Banerjee	Dean of Academics	1005
2	Dr. Rajendra Prasad	AIB/AIISH	1111
3	Dr. U.N. Singh	ACLIIS	4407
4	Dr. Shalini Bhaskar Bajaj	Additional Charge of the Director ASET	3100
5	Dr. Sanjay Kumar Jha	ASIA	2500
6	Dr. A K Yadav	ASAS	4313
7	Dr. Tamilselvi A.	ACON	1310
8	Dr. Bhavana Adhikari	Academic	1104
9	Dr. Panuganti Chinasattilingam S. Devvara	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	AINT	4210
19	Dr. Rajesh Nair	AIBAS	4400
20	Mr. Arunangshu Bhattacharya	ASH	1628
21	Ms. Sunitsood	ASPD/ AID	1404

Registrar

Amity University Haryana
Manesar Gurgaon-122413

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 judgement 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 absencing 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
 Marnesar Gurgaon-122413

M. H. M. V.

SALIENT FACILITIES AND WELFARE SCHEMES

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

Amity University Haryana
Registrar
Manesar Gurgaon-122413

AMITY BUS SERVICE

219, 2nd Floor, Academic Block A
Ph. No.: 0124-2337015, Email: hsingh1@gn.amity.edu
Amity University Haryana provide bus facilities from different places like Gurgaon,
New Delhi, Patiala, Faridabad, Rewari & Bhiwadi.

The routes are as given below:-

219, 2nd Floor, Academic Block A Sec-5, Phase-2, Gurgaon via Iyoti Hospital to AUH Starting @ 07:50am	Sikandarpur, Gurgaon via Huda Metro Station to AUH Starting @ 07:45 am	Jai cinema, Gurgaon via Sec 10A Raiiv Chowk AUH Starting @ 07:45 am	Neelkanth Hotel Gurgaon Via MG Road metro station to AUH Starting @ 07:45 am
Route No.9	Route No.10	Route No.11	Route No.11 A
Mayfield Garden Mall, Block N, Gurgaon via Badshahpur to AUH Starting @ 07:45 am	Bajghera Chowk, Gurgaon via Sheela 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	Utam Nagar East Metro Station, N, Delhi via Raja Pur, Samalkha Underpass to AUH Starting @ 06:45am
Route No.12	Route No.14	Route No.15	Route No.17
Jai Cinema, Gurgaon via Shivaji Nagar to AUH Starting @ 07:45 am	MG Road Metro Station to AUH Starting @ 07:50 am	Dabri Gaon, New Delhi via Palam Mode, Mainpalpur Red light to AUH Starting @ 07:05 am	Brass Market, Rewari via Dharuthera Bus stand via Sec 6/M2K Mod Dharuthera to AUH Starting @ 07:30am
Route No.18	Route No.19	Route No.20	Route No. 7 A
Bhiwadi Mor Toll Tax Plaza Via Ashiana Aangan to AUH Starting @ 07:55 am	Dussehra Ground, Ballabhgarh Via Bata Flyover turn/ Hardware chowk via Masjid Mode, Faridabad to AUH Starting @ 07:30 am	Patiala Bus Stand via Gughira via Sohna Main Chowk to AUH Starting @ 07:00 am	Sec. 10 A Chowk, Hyarpur Mor via Vatika to AUH Starting @ 07:55 am
Route No. 18 A Sec-6, M2K Mor, Bestech Park View/DHR, Dharuthera via Kapdiwas to AUH Starting @ 08:15 am			Route No. 16 (Staff) Vatika, MG Road Metro Station via IFPCO chowk to AUH Starting @ 08:10 am

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

NOTE:

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

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-authorised 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.

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 un-boarding on and off the buses is to be done only within the specified parking area both in the morning and after academic hours. Vehicles except those specified above are not permitted to halt anywhere else in the university premises.

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

ACCOMMODATION CHARGES

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

GUEST HOUSE CHARGES – AUH

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

MM hmk

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,
1st 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
Website – www.parkmediclaim.com

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

(a) For any sickness or treatment the admission in the Hospital/Nursing Home for minimum period of 24 hours is pre-requisite. In the case of admission in the Nursing Home, it should be ensured that the Nursing Home is properly registered with the Local Authorities or should have at least 15 in-patient beds, fully equipped Operation Theatre of its own, fully qualified Doctors & Nursing Staff available round the clock.

(b) The photocopy of Amity ID card to be produced to the Hospital on network.

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

(d) Confirmation for coverage to be issued by the respective Accounts Office to the TPA, to the individual, to the HoI/HoD for availing cashless benefit.

(e) Any bill over and above the covered amount as advised above will have to be paid by the patient/employee. The management, however, does not take any liability in case of rejection or deduction of claim by the Insurance Company.

(f) A list of hospitals on network is available on www.parkmediclaim.com.

6. Procedure For Non-Network Hospitals

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

MMKMN

Registrar
Amity University Haryana
Manesar Gurgaon-122413

AMIZONE & TCS ION

(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.

MMN

Registrar

Amity University Haryana
Manesar Gurgaon-122413

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

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

Amity Employee can access TCS ION through their employee code and password (<https://www.itsion.com/dotcom/TCSMB>).

IT HELP DESK FOR IT PROBLEMS

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

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

ATTENDANCE AND WORK SCHEDULE

1. 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, you 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.

Mhm

Registrar
Amity University Haryana
Manesar Gurgaon-122413

LEAVE REGULATIONS

Guidelines: Subject to the Terms and conditions of Appointment employees will be eligible for leave in accordance with these Rules, as amended from time to time.

These Regulations shall apply to all regular Employees of the University.

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

Kinds of leave Admissible:

1. Casual Leave

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

2. Earned Leave

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

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

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

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

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/MLP 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 /Asst. 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.

MMh My
Registrar

Amity University Haryana
Manesar Gurgaon-122413

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

S.No.	Type of Leave	Total Number of Leaves 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 (b) Dr. Anupama Srivastava, AIBAS (c) Dr. Sapan Kumar Ghosh, Campus Medical Officer (d) Ms. Kanta Rani, Assistant Hostel Warden (e) Ms Geeta Malhotra, Country Head	- Chairperson - Member - Member - Member -Member
--	--

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

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

Annexure-I

AMITY UNIVERSITY HARYANA
**PARTICULARS FOR ISSUE OF
 IDENTITY CARD TO FACULTY, OFFICERS & 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

- Vice Chancellor

Amity University Haryana

Manesar Gurgaon-122413

AMITY UNIVERSITY HARYANA



BIO-DATA

1. Name : _____
 2. Father's Name : _____
 3. Date of Birth : _____
 4. Address (Present) : _____

Paste here your recent passport size Photograph

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 : _____

	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: _____
 (f) 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)			

Amity University Haryana
 Manesar Gurgaon-122413

Registrar

Annexure-III

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.

(Signature of faculty/Staff member)

FOR OFFICE USE ONLY

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

7. Remarks/Miscellaneous Information:

(IN CASE OF EMERGENCY)

Person to be contacted	Location	Tele No.
(a) _____ _____	_____	_____
(b) _____ _____	(Local) _____	_____
_____	(Outstation) _____	_____

APPLICATION FOR VEHICLE PASS

Full Name of the Employee: _____

Designation: _____

Office Address: _____

Phone: Office _____ Residence _____ Mobile _____

Date of joining: DD _____ MM _____ Year _____

Vehicle Details:

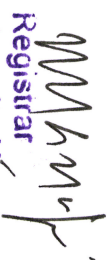
Make/Model: _____

Vehicle No: _____

Colour: _____

Signature of Applicant:

Name & Signature:
Admin Dept.


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 _____ From _____ To _____
with PF A/c No. _____

- (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

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Annexure-V

ESIC DECLARATION FORM

Form-1



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

(A) INSURED PERSON'S PARTICULARS

1. Insured No.			
2. Father's / Husband's Name in block letters			
3. Name	Day	Month	Year
4. Date of Birth	1. Serial	2. Serial	3. Serial
5. Sex	M	F	
6. Present Address	1. _____ 2. _____ 3. _____		
7. Permanent Address	1. _____ 2. _____ 3. _____		
8. Telephone No.			
9. Branch Office	1. _____ 2. _____ 3. _____		

(B) EMPLOYER'S PARTICULARS

1. Employer's Code No.			
2. Date of appointment	Day	Month	Year
3. Name & Address of the Employer	1. _____ 2. _____ 3. _____		
4. In case of any previous employment please fill up the details as under:			
(a) Previous emp. No.			
(b) Employer's Code No.			
(c) Name & Address of the Employer	1. _____ 2. _____ 3. _____		

(c) Details of Nominee u/s 71 of ESIC Act 1948 / Rule - 56 (2) of ESIC (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 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
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No

(E) Corporation Temporary Identity Card (Valid for 3 months from the date of appointment)

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

Validity

Dated _____ Signature / T.I. of P.

Signature of B.M. with seal

(Space for photo affix)

CHECK LIST FOR NEW EMPLOYEES

- For Branch Office Use only

Signature of Branch Manager

[illegible]

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


42

AMITY UNIVERSITY HARYANA
Employee Clearance Form

Part I – To be completed by Employee				
Employee Name		Institution/ Department		
Employee Code				
Date of Joining		Date of Resignation		
Personal E-mail/ : Contact Number :		LWD		Signature:

Part II – To be Completed by HOD				
Brief of Responsibilities Handled Over To:				
Items Held (R: Returned; NR-Not Returned; NA-Not Applicable)		No Dues		Signature of Librarian: Date:
Departmental Library Clearance	R	NR	NA	No Dues Signature of Librarian: Date:
Central Library Clearance	R	NR	NA	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		Status		Date
Items Held		(R/NR/NA)		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:		



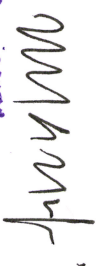
Registrar

Amity University Haryana
Manesar Gurgaon-122413

43

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		EDP i/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		Executive Sr. Accountant		
Outstanding Advances				
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>	January 01	Friday	January 09 (Saturday)
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 (Bakritid)	Jul 21	Wednesday	
9.	Independence Day	August 15	Sunday	
10.	Jannashtrami	August 30	Monday	
11.	Mahatma Gandhi's Birthday	October 02	Saturday	
#	<i>Additional Holiday Dussehra (Maha Navmi)</i>	October 14	Thursday	October 23 (Saturday)
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



ORIENTATION PROCEDURE FOR NEW JOINEES

1. AUH HR follows a detailed deliberate Orientation Procedure for new Faculty Members. The same is elucidated in the succeeding paragraphs.
2. Upon Selection of new Faculty Member, an Offer Letter is issued to the individual seeking copies of all relevant academic certificates as well as PAN/ AADHAR cards and COVID Vaccination certificates, before their actual joining.
3. The documents are verified, and employee verification is obtained from the previous organization.
4. On the day of their joining, the joining proforma and other documents viz. employee ID card, Library card, Transport/ Campus accommodation forms are filled by the new joinee.
5. The HR-Orientation Book elucidating following is handed over (E-Booklet) to the individual (copy attached):-
 - a. Amity University at a glance and campus layout.
 - b. List of HOIs / HODs and other key officials.
 - c. General guidelines and information.
 - d. Salient facilities and Employee welfare schemes.
 - e. Transportation / Accommodation / Medical facilities.
 - f. Issuance of Desktop / Laptop.
 - g. General conduct, Attendance, Leave Regulations and Work Schedule.
 - h. Redressal of grievances and POSH Act-2013.
 - i. Amizone and TCSiON – HRMS.
 - j. List of closed holidays.
6. A campus tour in batches is undertaken. Post meeting with Director-HR, the individual Faculty member is taken to the respective Departmental Head for familiarisation with departmental activities.
7. New Faculty members meeting with the Pro Vice Chancellor and Hon'ble Vice Chancellor is also conducted in batches.

24-12-2021

Rear Admiral Kishan K Pandey (Retd.), AVSM, VSM
Rear Admiral Kishan K Pandey, AVSM, VSM
Director Human Resources (HR) &
Director Amity Academic Staff College (AASC)
University Haryana (AUH)

Registrar
Amity University Haryana
Manesar Gurgaon-12241