

SDG 8.2.8

Appeal Mechanism for Employees

(Process For Employees to Appeal Employee Rights and/ or Pay)

Amity University Madhya Pradesh has a structured and functioning appeal process through which employees may report and seek redressal on employment or pay-related matters. This process operates under Para 7 of the Policy on Employee Representation, Consultation and Appeal, framed in alignment with the First Statutes of the University — *Statute No. 31 (Para 2)* for Teaching Employees and *Statute No. 32 (Para 3)* for Non-Teaching Employees.

The process flow is as follows:

Process Flow			
Stage / Step	Teaching Employees (Statute No. 31 Para 2)	Non-Teaching Employees (Statute No. 32 Para 3)	Timeline for appeal
1	Mentor – Receives concern or appeal draft and attempts informal resolution.	Immediate Supervisor / Incharge – Receives grievance and attempts informal resolution.	Within 30 days of appeal receipt
2	Head of Institution – Reviews matter, records remarks, and forwards to Registrar if unresolved.	Administrative Head / Head of Department – Reviews facts and forwards to Registrar through HR.	
3	Director HR – Verifies documents, registers case in the <i>Faculty Appeals Register</i> , and forwards to Vice Chancellor.	Director HR – Validates documents, registers in <i>Non-Teaching Appeals Register</i> , and forwards to the Registrar who further processes it for the review of Vice Chancellor.	
4	Vice Chancellor – Examines case, seeks clarifications, and submits findings to Hon’ble Pro Chancellor.	Vice Chancellor – Reviews case, may conduct hearing, and forwards findings to Hon’ble Pro Chancellor.	
5	Hon’ble Pro Chancellor – Reviews university-level cases and recommends final statutory appeal if required.	Hon’ble Pro Chancellor – Reviews university-level cases and recommends final statutory appeal if required.	
6	Hon’ble Chancellor – Final Appellate Authority under Statute 31 (2); may refer case to Governing Body whose decision is final.	Hon’ble Chancellor – Final Authority under Statute 32 (3); decision of the Chancellor is final and binding.	

The process ensures fairness, transparency, and timely disposal of appeals through defined channels and documentation maintained by the Human Resources Department.




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