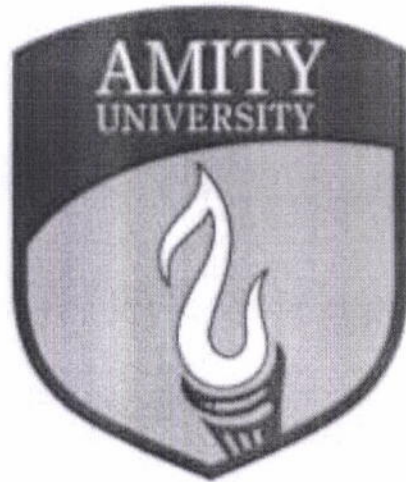


AMITY UNIVERSITY MADHYA PRADESH



**Standard Operating Procedures (SOP) for Policy on
Employee Representation, Consultation and Appeal**

(Total 4 pages)



Ref. No. AUMP/RO/2024/47

Date:22.01.2024

Policy on Employee Representation, Consultation and Appeal

1. Policy on Employee Representation, Consultation and Appeal

This policy establishes a structured framework for employee representation, consultation, and appeals to ensure that all voices are heard and considered in matters affecting their employment, welfare, and working conditions.

2. Objectives

Amity University Madhya Pradesh (AUMP) is committed to ensuring fair, transparent, and participatory employment practices

This policy establishes a structured mechanism for representation, consultation, and appeals, enabling all employees to raise issues, seek clarification, or appeal decisions in a professional and respectful manner.

3. Scope

- (a) All regular, contractual, and outsourced employees of AUMP.
- (b) Faculty and staff serving in academic, administrative, and support functions.
- (c) Any person engaged through consultancy or agency service arrangements.

4. Principles

- (a) The University acknowledges and upholds the right of every employee to express concerns, grievances, or suggestions individually or collectively.
- (b) All employees shall be treated with dignity and without discrimination for exercising their right to representation or appeal.
- (c) Constructive dialogue between employees and management encourages them to foster trust and transparency.
- (d) Matters raised shall be handled confidentially and resolved in a timely and fair manner.

5. Implementation

- (a) Employees may report work-related grievances or make suggestions through the following hierarchy:
- i. For Teaching Staff:
Mentor → Head of Department/Institution → HR Dept → Hon'ble Vice Chancellor → Hon'ble Pro Chancellor.
 - ii. For Non- Teaching Staff:
Mentor → Head of Department → HR Dept → Registrar → Hon'ble Vice Chancellor → Hon'ble Pro Chancellor.

At any stage, the Human Resources Department shall assist in documentation and follow-up.

- (b) Employees may submit collective representations through their departments or the HR Department on matters affecting workplace conditions, welfare, or policy. HR shall facilitate consultation and forward recommendations to competent authorities.
- (c) Grievance Redressal Committees and the Internal Complaints Committee (ICC) function as inclusive forums for employees to raise concerns. These bodies represent teaching, non-teaching, and female staff to ensure fair hearing and resolution.

6. Recognition of Labour Rights and Freedom of Representation

- (a) While AUMP does not maintain trade unions, it recognizes the right of employees to express collective views through official forums and committees.
- (b) Employees may formally approach HR jointly on matters of mutual concern without fear of retaliation.
- (c) Women and international staff enjoy equal rights of participation in all representation and consultation processes.

7. Appeal Mechanism (Employment & Pay-Related Matters)

- (a) Employees may appeal against administrative or pay-related decisions under the University Statutes as follows:
- For Faculty Members (Statute No. 31 Para 2): An appeal may be made to the Hon'ble Chancellor within 30 days of receipt of order. The Chancellor may refer the case to the Governing Body for reconsideration; its decision shall be final.
 - For Non-Teaching Staff (Statute No. 32 Para 3): An appeal may be made to the Hon'ble Chancellor within 30 days; the decision of the Chancellor shall be final.

- (b) Appeals shall be submitted in writing through the HR Department, with supporting documents.
- (c) The HR Department shall maintain a record of appeals and their disposals for review by the Pro Chancellor.

8. Non-Retaliatiion and Confidentiality

- (a) No employee shall face penalty or discrimination for raising a grievance or filing an appeal in good faith.
- (b) All representations and appeals shall be handled confidentially by authorized personnel only.
- (c) Any act of retaliation will invite disciplinary action under University rules.

9. Action Plan

- (a) The Human Resources Department shall monitor implementation of this policy and record all cases of representation and appeal.
- (b) Periodic reports shall be submitted to the Hon'ble Pro Chancellor for review.
- (c) The policy shall be reviewed every three years or earlier if directed by the Hon'ble Pro Chancellor.


Registrar
22/01/24

Copy to :

1. Hon'ble Pro Chancellor Secretariate
2. O/o Hon'ble Vice Chancellor
3. All HOIs & HoDs
4. HR Department/ICC Committee
5. Office Record