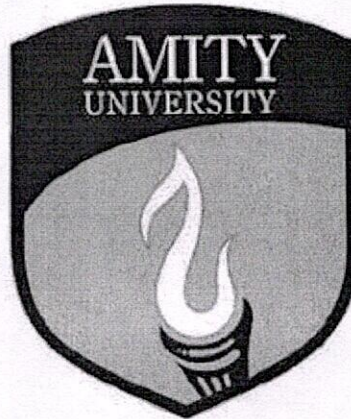




AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010



**Standard Operating Procedures (SOP) for CRÈCHE -The
Child Care Facility in AUMP
(Total 04 Pages)**



Ref. No. AUMP/RO/2020/230

Date : 25.08.2020

CRÈCHE-THE CHILD CARE FACILITY IN AUMP

1. A crèche facility has been established in hostel H2 of Amity University Madhya Pradesh for extending facility to 6 months to 6 years old children of all employees.

2. The facility is established as per guidelines under Maternity benefit Act -2017. The SOP further lays down the guidelines for proper setting up and running of the facility.

3. **Infrastructure** .

- (a) The Crèche is located in the ground floor block of H2 hostel to ensure safety of the children.
- (b) The centre has toilet facility for children.
- (c) The rooms are well ventilated and have proper light.
- (d) The centre has a safe and proper drinking water source.
- (e) There are no unsafe places like open rooms, deep and large pits, garbage bins etc near the centre.
- (f) Sufficient toys and games are to be placed in crèche for children.
- (g) A refrigerator is available for keeping food items for children.

4. **Crèche Timings** .

The working hours in AUMP are from 09.00 AM to 05.15 PM. Accordingly crèche unit will remain open from 08.30 AM to 05.30 PM on all working days.

5. **Staffing**.

- a) The lady wardens of H2 hostel are appointed as in-charge of the facility.
- b) Full time lady care-taker has been appointed for taking care of children. She reports to the lady warden of H2 hostel.
- c) Children below age of 18 months, will have to be accompanied by dedicated 'Aaya' to be arranged by parents.
- d) The Nursing Assistant of AUMP shall provide medial care to children in case of requirement.

e) The security guards posted at H2 hostel shall ensure safety and security of children.

6. **Processes.**

- a) Attendance of all children will be taken in the morning on the child's arrival as well as at the time when child is picked up.
- b) No child should be left alone at any point in crèche
- c) Any kind of verbal or physical abuse should be strongly prohibited.
- d) No unknown person should be allowed inside the crèche.
- e) Meals of children will be provided by parents.

7. **Admission to Crèche.**

The parents of the child will be required to give an application on prescribed format attached at Appendix 'A'. The application will be duly processed through HOI/HOD, Director Hostels, Director Administration & will finally be approved by the Hon'ble VC of AUMP.

8. **Indemnity Bond for Covid Period.**

An Indemnity bond is required to be filled and submitted by the parents during Covid-19 period alongwith the application form. The format of the indemnity bond is attached at Appendix 'B'.

Due date for review: / /



Registrar

Distribution:-

1. All HoIs
2. All HoDs (Teaching & Non-Teaching)

Copy to:-

1. Hon'ble VC's Secretariate
2. Pro-VC's Office

Appendix 'A'

APPLICATION FOR CRECHE FACILITY

Name of Ward : _____

DOB : _____

Son/Daughter of : _____

Designation : _____

Department : _____

Mother's Name : _____

Father's Name : _____

Occupation & Department : _____

Contact No : Mother _____

: Father _____

E mail ID : Mother _____

: Father _____

Present Address : _____

Permanent Address : _____

Permission : From _____ to _____

Reasons for request : _____

Date : _____ Parent's signature

Recommendation of :

HOI/HOD : _____

Director Hostels : _____

Director Administration: _____

Approval by Hon'ble VC: _____

"INDEMNITY BOND"

WHEREAS, I, _____parent/ legal guardian of _____do solemnly declare and state that Amity University Madhya Pradesh, Gwalior, on re opening of the University with effect from 15 November 20, has agreed to resume Crèche facilities at the requests of the concerned faculty members.

AND WHEREAS, I wish to utilise the Crèche facilities for my son/daughter/ward at my own risk and responsibilities.

AND WHEREAS, I undertake that I shall abide by the Covid instructions issued by the University or any other agency verbally or in writing from time to time while using Crèche facilities. I also state and declare that my son/daughter/ward is not suffering from Covid or any other infection.

AND WHEREAS, I further undertake that the University shall not be held responsible for anything if my son/daughter/ward unfortunately contracts Covid or any other infection or suffers any injury while using Crèche facilities or in the University premises.

Signed at Gwalior, this _____ day of _____ 2020.

Signature

Name

Address"