

AMITY UNIVERSITY MAHARASHTRA

Established vide Maharashtra Act No.13 of 2014, of Government of Maharashtra, and recognized under Section 2 (f) of UGC Act 1956.

Policy of Non-Discrimination Vs. Women

Date: 15th January 2017

SECTION 1: BACKGROUND AND PURPOSE

The purpose of this policy to protect women against the discrimination at the workplace and during the study at Amity University Maharashtra.

SECTION 2: SCOPE

The scope of this policy applies to all schools, departments' administrative sections at Amity University Maharashtra.

SECTION 3: POLICY STATEMENT

The University will provide equal opportunity to Women in jobs and careers.

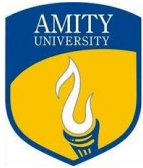
SECTION 4: PROCEDURE

- (a) The Amity University Maharashtra protects women against sexual harassment at the workplace and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- (b) The University provides the right to work with dignity is universally recognized human rights by international conventions and instruments such as the Convention on the Elimination of all Forms of Discrimination against Women.

<https://legislative.gov.in/sites/default/files/A2013-14.pdf>

- (c) As Stated in the Amity University Act 2014 (Mah. Act No. XIII OF 2014) Dated 24, June 2014, Reg. No. MH/MR/South-344/2014-16, as Stated in:

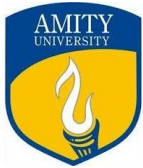
<https://htedu.maharashtra.gov.in/wp-content/uploads/2019/01/Amity-University-Act-2014.pdf>



AMITY UNIVERSITY MAHARASHTRA

Established vide Maharashtra Act No.13 of 2014, of Government of Maharashtra, and recognized under Section 2 (f) of UGC Act 1956.

Section 6, (1), (2), (3) No citizen of India shall be excluded from any office of the University or membership of any of its authorities, bodies, committees, or from appointment to any post, or from admission to any degree, diploma, certificate or other academic distinction or course study on the ground of only of sex, race, creed, class, caste, place of birth, religious belief or profession or political or other opinions;



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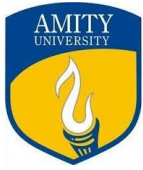
Established vide Maharashtra Act No.13 of 2014, of Government of Maharashtra, and recognized under Section 2 (f) of UGC Act 1956.

Policy of Non-Discrimination against Women

Date: 09 February 2019

In continuation to the existing policy with effect from the 15th January 2017, the policy is reviewed, and the following points are added for better implementation at all levels.

- (i) Head of the Institutions of the All schools at the Amity University Maharashtra should conduct special counseling sessions for all the faculty members to sensitize them about the non-discrimination versus the Woman colleague. Such meetings are requested to be conducted twice a year. All opportunities available in work and various roles in the organization are equally be concerned for the Women employees in the organization, as per the capacity and designation of the candidate.
- (ii) The review of the policy implementation should be done by the HOIs to understand the obstacles and the problems faced since the last meeting was conducted.
- (iii) The students should also be educated through the counseling sessions to develop a positive environment with reference to the non-discrimination versus the woman.



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Established vide Maharashtra Act No.13 of 2014, of Government of Maharashtra, and recognized under Section 2 (f) of UGC Act 1956.

Non-Discrimination Policies for Transgender

Date: 05 January 2020

SECTION 1: BACKGROUND AND PURPOSE

Amity University Maharashtra is responsible for giving equal opportunity and professional behavior to employees.

SECTION 2: SCOPE

The policy applies to all the employees, visitors, and other individuals connected with the University.

SECTION 3: POLICY STATEMENT

All employees and staff have the rights to be treated equally. There will not be any discrimination based on gender identity. The University provides a supportive, safe and protective environment to all gender identities. There will be all respect and support provided to all gender identities.

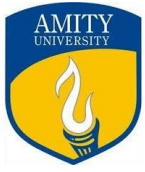
SECTION 4: PROCEDURE

- (a) As per the Transgender Persons (Protection of Rights) Act, 2019 Dated 5th December 2019, issued by the Ministry of Law And Justice (Legislative Department), Amity University Maharashtra abides to avoid discrimination against transgender persons.
- (b) Further, the University assures the "Inclusive Education" means a system of education wherein transgender students learn together with other students without fear of discrimination, neglect, harassment, or intimidation, and the system of teaching and learning is suitably adapted to meet the learning needs of such students.
- (c) The University will not discriminate against any transgender person in any matter relating to employment, including, but not limited to, recruitment, promotion, and other related issues.

<http://socialjustice.nic.in/writereaddata/UploadFile/TG%20bill%20gazette.pdf>

As Stated in the Amity University Act 2014 (Mah. Act No. XIII OF 2014) Dated 24, June 2014, Reg. No. MH/MR/South-344/2014-16, as Stated in:

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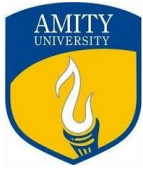
AMITY UNIVERSITY MAHARASHTRA

Established vide Maharashtra Act No.13 of 2014, of Government of Maharashtra, and recognized under Section 2 (f) of UGC Act 1956.

(d) Section 6, (1), (2), (3) No citizen of India shall be excluded from any office of the University or membership of any of its authorities, bodies, committees, or from appointment to any post, or from admission to any degree, diploma, certificate or other academic distinction or course study on the ground of only of sex, race, creed, class, caste, place of birth, religious belief or profession or political or other opinions;

SECTION 5: DEFINITIONS

All definitions as per the Transgender Persons (Protection of Rights) Act, 2019 Dated 5th December 2019, issued by Ministry of Law And Justice (Legislative Department).



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Non-Discrimination Policies for Transgender

Date: 09 July 2020

In continuation to the existing policy with effect from the 05 January 2020, the policy is reviewed, and the following points are added for better implementation at all levels.

- (i) The Head of the Institute should conduct a special session once a year on all the school students to make them aware of the Transgender Persons (Protection of Rights) Act, 2019, issued by the Ministry of Law And Justice (Legislative Department).
- (ii) Any discrimination that happened verbally written or inaction reported by the students or the employees should be reported to the Higher Authorities.



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Established vide Maharashtra Act No.13 of 2014, of Government of Maharashtra, and recognized under Section 2 (f) of UGC Act 1956.

Policies Protecting those Reporting Discrimination

Date: 15th January 2017

SECTION 1: Objective

Amity University Maharashtra is committed to creating a work environment where all employees, including faculty, staff, outsourced staff, and students are treated with respect and dignity. Each person has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Amity University Maharashtra expects that behavior and conduct in Amity University Maharashtra and its constituent offices will be business-like and free of explicit bias, prejudice, and harassment.

SECTION 2: Scope & Purpose

Amity University Maharashtra has developed this policy to ensure that all its employees and students can work in an environment free from unlawful harassment, discrimination, and retaliation. Amity University Maharashtra will make every effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

SECTION 3: POLICY STATEMENT

The Amity University Mumbai hereby declares the policy that protects those reporting discrimination from educational or employment disadvantage. The University will protect those who report discrimination in the organization based on sex, race, creed, class, caste, place of birth, religious belief or profession, or political or other opinions.

SECTION 4: Procedure

- (a) The law and the policies of Amity University Maharashtra prohibit disparate treatment on the basis of gender, religion, race, color, caste, language, disability, age, marital status, or any other protected characteristic, with regard to terms, conditions, privileges, and perquisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.
- (b) **Equal employment opportunity:** It is the policy of Amity University Maharashtra to ensure equal employment opportunity without discrimination or harassment based on gender, religion, race, color, caste, language or any other protected characteristic, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected



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by law. Amity University Maharashtra prohibits any such discrimination or harassment.

- (c) **Retaliation:** Amity University Maharashtra encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Amity University Maharashtra to investigate such reports on an immediate basis thoroughly. Amity University Maharashtra prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.
- (d) **Individuals and Conduct Covered:** These policies apply to all students and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Amity University Maharashtra (e.g., an outside vendor, consultant, or customer).
- (e) Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.
- (f) **Reporting an Incident of Harassment, Discrimination or Retaliation:** Amity University Maharashtra encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor or a representative of HR team. If the offender is the supervisor or HR representative, the incident may be reported to the Vice Chancellor's office under strict confidentiality with a copy to the Employee Help Desk.
- (g) In addition, Amity University Maharashtra encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Amity University Maharashtra recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.
- (h) **Complaint Procedure:** Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, human resources, or any ombudsman as stated above.
- (i) Amity University Maharashtra encourages the prompt reporting of complaints or concerns to take rapid and constructive action.
- (j) Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.
- (k) Amity University Maharashtra will maintain confidentiality throughout the investigation.



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- (l) Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy. Like harassment or discrimination itself, it will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.
- (m) Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counselling, or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Amity University Maharashtra believes appropriate under the circumstances.
- (n) If a party to a complaint does not agree with its resolution, that party may appeal to Amity University Maharashtra's Head Office at New Delhi.
- (o) False and malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

SECTION 5: DEFINITIONS

As Stated in the Amity University Act 2014 (Mah. Act No. XIII OF 2014) Dated 24, June 2014, Reg. No. MH/MR/South-344/2014-16, as Stated in:

<https://htedu.maharashtra.gov.in/wp-content/uploads/2019/01/Amity-University-Act-2014.pdf>

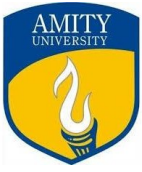


Policies Protecting those Reporting Discrimination

Date: 09 February 2019

In continuation to the existing policy with effect from the 15th January 2017, the policy is reviewed, and the following points are added for better implementation at all levels.

- (i) It is required to provide a safe and protective environment to the candidate reporting the discrimination, and necessary counseling should be provided to minimize the anxiety.
- (ii) In case of false discrimination reporting, the necessary counseling should be provided to the complainant and the concerned person so that future incidence should be avoided.
- (iii) Any verbal, written, or acts of discrimination can be noted, and the higher authorities will take necessary actions.



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Maternity Policy

Date: 15 Jan 2017

SECTION 1: BACKGROUND AND PURPOSE

Amity University Maharashtra is abiding to provide maternity leave and benefits to the woman employees as of the Leave Regulations for the Regular Employees of the Amity University Maharashtra, in section 4, subsection 4.5 about Maternity Leave.

SECTION 2: SCOPE

The policy applies to all the employees of Amity University Maharashtra.

SECTION 3: POLICY STATEMENT

As per the Leave Regulations for Regular Employees of the Amity University Maharashtra, in section 4, subsection 4.5 about Maternity Leave:

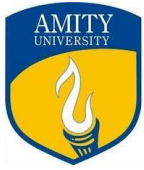
12. MATERNITY LEAVE

(12.1) confirmed female employees would be eligible for grant of Maternity leave.

(12.2) Maternity Leave on full pay would be admissible to female employees for a period not exceeding 90 (ninety) days from the date of its commencement, on the production of a requisite medical certificate. Such leave would, however, be admissible on not more than two occasions in the entire service, provided the number of surviving children does not exceed two.

(12.3) Maternity benefit is not entitled to a female employee unless she has actually worked for a period of not less than 80 (eighty) days in the immediately preceding twelve months period.

(12.4) The date of absence from work should not be a date earlier than 45 days from the date of her expected delivery.



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(12.5) Maternity Leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in this respect to a female employee in her career will not be more than 45 days. And the application for leave is supported by a medical certificate.

(12.6) Maternity Leave may be combined with any other kind of leave except CL if the request is supported by a medical certificate.

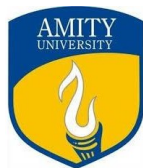
(12.7) During the period of such leave, the leave salary will be equal to the salary drawn immediately before proceeding on maternity leave.

(12.8) The eligible female employee shall apply on the prescribed form (Annexure-IV) for grant of maternity leave enclosing therewith the requisite medical certificate; and also give an undertaking that she will not work in any establishment during the period in which she receives maternity benefits. In case the female employee works in any establishment after she has been granted Maternity Leave for any period, she shall forfeit her claim to the maternity benefit.

(12.9) If the employee is entitled to benefits under the ESI Act, the leave salary will be reduced by the amount payable under the ESI Act.

SECTION 4: PROCEDURE

The employee should submit the medical documents and doctor's certificate along with the application to the Head of the Institute or Head of the Department. The HOI or HOD will recommend the application and forward it to the HR Department for necessary formal procedures to get approval from the Hon. Vice-Chancellor. The employee has to complete the necessary HR procedures at the time of re-joining after the maternity leave.



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Annexure -IV

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APPLICATION FOR MATERNITY LEAVE

Name : Department/Institution

Designation: DoJ

No. of Surviving Children

Expected Date of Delivery [EDD] *(Medical Certificate enclosed)*

Maternity Leave applied for: From To

(Not more than 45 days before EDD)

Other Type of leave applied for (in combination with Maternity Leave):

- Earned Leave .. From To (No. of days)
- Sick Leave .. From To (No. of days)
- Leave Without Pay .. From To (No. of days)

Arrangement during absence (if necessary):

Contact No. & Address during leave:

I undertake that I will not work in any establishment during the maternity leave period or any extension thereof. If I work in any establishment, I will forfeit my claim to the entire maternity leave period.

Date:

Signature of Applicant

For Office Use

Leave due as on (date) Earned Leave days; Sick Leave days

Leave Recommended for Sanction

Maternity leave .. From To (..... days)

Earned Leave .. From To Balance days

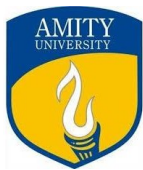
Sick Leave .. From To Balance days

Leave without Pay .. From To (..... days)

Signature of HoD

Leave Sanctioned / Not Sanctioned

Sanctioning Authority



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Maternity Policies

Review Date: 9 Feb 2019

In continuation with the existing Maternity Policy, the existing policies will be continued, and no change suggested.



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Policy on Women Representation

Date: 15th January 2017

SECTION 1: BACKGROUND AND PURPOSE

Amity University Maharashtra promotes an organizational culture that values equity and inclusiveness and believes strongly in social responsibility and transformation. The University strives to provide a vibrant and inclusive intellectual community, including a safe and supportive working and learning environment for people of all genders. The university implements a range of measures to prevent gender-based discrimination and adopts flexible and inclusive provisions for students, staff, and faculty members to realize these objectives.

The University is committed to improving and promoting gender equality and diversity in through strengthening recruitment and retention practices to foster a high-quality workforce reflective of gender diversity and promoting gender-inclusive and participatory decision-making. In addition, University also promotes women's education in various fields through its equal opportunity admission policy. However, for women students pursuing higher degree programmes (such as Ph.D.), a special concessional approach is also adapted to accommodate the changing needs in the life of a women student. The details on Ph.D. policy are available with Registrar Office and are subject to amendments from time to time.

It is envisaged that achieving gender equality will enable the University to attract, motivate and retain a diverse and high-performance workforce, reduce the incidence and costs of staff turnover, improve productivity, innovation, and creativity, and build social inclusion.

The University seeks to provide equal opportunity to permanent, contractual, and visiting(outsourced) staff members and officers by addressing issues, attitudes, practices, and structures that negatively impact gender-based workforce participation and progression.

In particular, the University acknowledges that some women from under-represented backgrounds may face disadvantage in gaining equal employment opportunities. In seeking

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to redress this age old and persistent inequity, the University will actively work with
and specifically include women in its gender equity initiatives and strategic planning.

This policy applies to all employees, officers, and members of University committees.

SECTION 2: SCOPE

The policy scope is applicable to all student applicants, Job Applicants, existing students, and staff of the University.

SECTION 3 - POLICY STATEMENT

The University values the diverse skills and perspectives people bring to the workplace because of their gender, age, language, ethnicity, cultural background, disability, religious belief, sexual orientation, working style, educational level, professional skills, work and life experiences, job function, socio-economic background, geographical location, marital status, and family responsibilities.

The University acknowledges:

- a. the disadvantaged position some individuals have had historically in the workplace and general community because of their gender; and
- b. that achieving gender equality may require different treatment of men, women, intersex, transgender and gender diverse people in some circumstances to achieve similar outcomes.

The University aims to:

- a. engage fairly and equitably with all staff and members of our University community, regardless of their gender, in a positive, respectful, and constructive manner;
- b. promote a gender-aware and gender-responsive culture throughout the organization that values gender equality and integrates gender considerations in each aspect of the workplace;
- c. overcome barriers to gender equality in the workplace, including gender biases and gender-based stereotypes;



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- d. ensure all employees and officers have an understanding of gender issues and the objectives of this policy; and
- e. ensure all employees and officers have equal opportunity to participate in and contribute at all levels of the University and to receive appropriate acknowledgment and equitable reward for that participation and contribution.

All members of the University community are responsible for supporting gender equality in the workplace, and providing services, and conducting their operations with a view to eliminating gender inequality and unconscious bias.

SECTION 4: PROCEDURE

The Human Resource (HR) of the University will keep the record of the Woman applicants for the various Teaching, Non-Teaching, and administrative positions. The eligible and suitable woman candidates will be given equal preference for the available vacant positions. The HR will scrutinize the applications with the help of the Head of the Institutions and forwarded by the Hon. Vice-Chancellor of the University.

For the student applicants, there is no discrimination while providing the admission offer to the Woman applicants. The Director admission will be responsible for the following procedures under the final reporting authority as Hon. Vice-Chancellor of the University.

As per the rules and regulations of the Government, the suitable Woman Employee will be appointed at the various working committees and the statutory bodies at the AUM. The acceptance and encouragement of the Woman Applicants for the various positions at the University will be maintained equally as and when applicable.

SECTION 5 - DEFINITIONS

For the purposes of this policy, the following definitions apply:

- a. Committees include University committees, sub-committees, advisory groups, task forces, working groups, and reference groups;
- b. Employee means any person who is a current employee of the University, and includes permanent, full-time, part-time, outsourced, and contracted staff;



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- c. Gender* refers to the social, behavioral, and cultural attributes, expectations, and norms associated with being female, male, intersex, transgender, or gender diverse;
- d. Gender Equality in the workplace means ensuring all employees are able to access and enjoy the same rewards, resources, and opportunities regardless of their gender.
- e. Gender Equity* means fair treatment for all according to their respective needs. It may include equal treatment or treatment that is different but which is considered equivalent in terms of rights, benefits, obligations, and opportunities;



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Policy on Women Representation

Date: 09 February 2019

In continuation to the existing policy with effect from the 15th January 2017, the policy is reviewed. There are no further changes suggested, and hence the existing policy will continue in action.