



Effective 01/07/2014
Document No. HR/02
Last printed 15 June 2011

Amrita University
Human Resources Department



**Amrita Vishwa Vidyapeetham,
Amrita Nagar (PO), Ettimadai, Coimbatore-641 112**

www.amrita.edu

hrd@amrita.edu

EMPLOYEE HANDBOOK

Prepared By

Human Resource Department,
Amrita Vishwa Vidyapeetham

Employment Manual Version Control

Version	Date	Author	Change Description
I	15 June 2011	Team HRD	Fresh
II	01 July 2014	Team HRD	Second Edition

Note The contents of this Handbook` does not constitute nor should it be construed as a promise of employment or as a contract between Amrita University and any of its employees.

Amrita University at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice.

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.

TABLE OF CONTENTS

1	INTRODUCTION	5
1.1	Welcome!!	5
1.2	History and journey thus far – Amrita Vishwa Vidyapeetham University	5
1.3	Changes in Policy	7
2	EMPLOYEE DEFINITION AND STATUS.....	7
2.1	Probationary/Tenure Period for New Employees	7
3	EMPLOYMENT POLICIES.....	7
3.1	Equal Employment Opportunity.....	8
3.2	Affirmative Action/Diversity	8
3.3	Employee Background Check.....	8
3.4	New Employee Orientation	8
3.5	Personnel Records and Administration.....	9
3.6	Change of Personal Data	9
3.7	Safety	9
3.8	Building Security.....	10
3.9	Visitors in the Workplace	10
3.10	Employment of Relatives.....	10
4	STANDARDS OF CONDUCT	10
4.1	General Guidelines	10
4.2	Hours of work	10
4.3	Attendance and Punctuality	11
4.4	Work Schedule	11
4.5	Absence and Punctuality	11



4.6	Unscheduled Absence.....	11
4.7	Meal and Break Periods	11
4.8	Harassment Policy	11
4.9	Gender Harassment Policy	12
4.10	Violence at Workplace	12
4.11	Confidential Information and Non-disclosure.....	12
4.12	Ethical Standards	12
4.13	Dress Code & ID Card display.....	13
4.14	Use of Office Equipment	13
4.15	Use of Computer, Phone, and Mail.....	13
4.16	Use of Internet	13
4.17	Use of Computer Software	13
4.18	Printer & Photocopier, Letter Head usage.....	14
4.19	Use of Official Telephone	14
4.20	Use of Personal Cell phones at workplace.....	14
4.21	Smoking.....	14
4.22	Alcohol and Substance Abuse	15
4.23	Gifts	15
4.24	Solicitations and Distributions	15
4.25	Complaint Procedure & Grievances.....	15
4.26	Corrective Procedure	16
4.27	Misconduct	16

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



4.28	Transfer Policy.....	16
4.29	Outside Employment	16
4.30	Employment Termination/Resignation	16
4.31	Exit Interview	17
4.32	Return of University Property	17
5	COMPENSATION POLICIES	17
5.1	Base Compensation	17
5.2	Performance (Variable) Pay	17
5.3	Performance and Salary Reviews	17
5.4	Opportunities for Advancement—Progression and Promotion	18
6	GROUP HEALTH INSURANCE AND RELATED BENEFITS.....	18
6.1	Social Security	18
6.2	Retirement Plans	18
6.3	Educational Assistance.....	18
7	LEAVE / COMPENSATORY OFF.....	19
7.1	Earned Leave.....	19
7.2	Vacation Leave	19
7.3	Casual Leave	19
7.4	Special Casual Leave	19
7.5	Maternity Leave	20
7.6	Medical Leave	20
7.7	Sabbatical Leave	20

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



7.8	Study Leave.....	20
8	EXPENSES.....	20
8.1	Introduction.....	20
8.2	Expense Reimbursement.....	21
8.3	Relocation.....	21
9	EMPLOYEE COMMUNICATIONS.....	21
9.1	Open Communication	21
9.2	Suggestions.....	21
10.	Closing Statement.....	22
10	ACKNOWLEDGMENT	22

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



1 INTRODUCTION

This document has been developed by Human Resource Department (HR Dept) in order to familiarize employees with **Amrita University**, herein referred to as the **University**, and provide information about working conditions, key policies, procedures, and benefits of employment at **Amrita University** and to get acquainted with its general rules, service conditions, values, ethics and culture. The information contained in this Handbook applies to all employees of the University. The Handbook is a summary of our policies, which are presented here only as a matter of information and not as a promise of employment or as a contract between Amrita University and any of its employees.

The employee is held responsible for reading, understanding and complying with the provisions of this Handbook. These policies are subject to change at any given point of time at the sole discretion of the Management and shall be intimated as and when such changes are made.

1.1 Welcome!!

Welcome to **Amrita Vishwa Vidyapeetham**! We are happy to have you as a new member of **Amma's** family!

The mission of **Amrita Vishwa Vidyapeetham** is *“to provide value based education and mould the character of younger generation, through a system of wholesome learning so that their earnest endeavour to achieve progress and prosperity in life, is matched by an ardent desire to extend selfless service to the society, one complimenting the other.”*

1.2 History and journey thus far – Amrita Vishwa Vidyapeetham University

Fast becoming to be known as a centre for higher learning and research, the quality of curriculum, courses of instruction, publications, and projects are designed and undertaken with a singular goal to benefit society at large. With *Amritians* excelling in their chosen fields in premier institutions around the world, Amrita is slowly coming on its own.

Amrita Vishwa Vidyapeetham was conferred the status of a full-fledged University on 13th January 2003, under Section 3 of UGC Act, vide Government of India order No. F.9-25/2000-U.3, the youngest group of institutions in India ever to have received this status. Today, a decade on, as it stands, Amrita has 18 Schools including those for Arts & Sciences, Ayurveda, Biotech, Dentistry, Journalism, Education, and Pharmacy and still counting, 17000 enrolled students, over 1700 faculty, conducting over 15 academic programs, with over 100 plus projects at various stages and in excess of ₹180 Crores in research grants.

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



In 2003, there were only a total of 200 faculty members in Amrita. However in a short span of time the growth of the university has been remarkable. Today with a good number of PhDs from leading universities actively involved in research and publications, the university has stimulated a phenomenon of reverse brain drain resulting in several eminent scholars moving to India from the West, metaphorically “brain gain”, something hitherto unheard of. The university today has two Nobel laureates namely Prof. Lee Hartwell, and Prof RK Pachauri. Rightfully enough, Amrita University was accredited by NAAC with A Grade in 2009 and also has been ranked among the best in the country placing it in Category A by Ministry of HRD, Govt of India

AMMA’s vision for the university pivots on the importance of continued research for the benefit of societies, communities and for relief activities, beyond borders and across the globe. Towards realizing this, the university has laid a high degree of emphasis on active research to develop cutting edge technologies and solutions. The university today has various centers of excellence in Wireless Networks & Applications, Virtual Labs, E-Learning, Nanosciences & Molecular Medicine, Bio-medical Engineering, Cancer Prevention & Cure, Environmental Sciences, among others, with the help of major national laboratories like DRDO, ICMR, ISRO, BARC, etc and also industrial giants like HP, Microsoft, Infosys, Biocon etc.

On July 20, 2005 Amrita led a consortium of leading Indian organizations like the ISRO and the Dept of Science & Tech, Govt of India, during the visit of the Indian Prime Minister to the USA to sign an agreement with five US Universities -- UC Berkeley, UC San Diego, Cornell, CMU, SUNY Buffalo. The agreement was later extended to include fifteen other top-ranked universities including Harvard, Princeton, Yale, Purdue, UT Austin, University of Illinois at Urbana Champaign, University of Washington, University of Maryland. Deans from these Universities met at the Rashtrapati Bhavan in New Delhi in the presence of the then President of India, Dr. APJ Abdul Kalam, following which they came to Amritapuri to meet the Chancellor of Amrita University, our beloved **AMMA**. Today the university has active tie ups with over 75 international universities across USA, EU, Australia, Japan etc.

Ettimadai, the location of our University Headquarters, was but an obscure village back then in 1994 when the site was finalized for setting up the university that it is today. Located at the foothills of the Bouluvanpatty Ranges off the Western Ghats, this once-barren and inaccessible land has now given way to a beautiful 400-acre wooded campus, extolled as one of the most picturesque campuses in India. Amrita University currently has campuses in 5 locations — Amritapuri & Kochi (Kerala), Bangalore & Mysore (Karnataka), Coimbatore (Tamil Nadu). Future campuses are planned at other locations to realize vision of our Chancellor a reality -- that India regains its rightful identity as a place where knowledge flourishes and learning actively encouraged.

PURPOSE OF THIS BOOK

To maintain a harmonious work culture and to enable the employees to understand the values and culture that **AMRITA** stands for and to streamline the processes within the University and its Schools & departments to ensure that employee satisfaction is inclined with these Cultures and Values.

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



1.3 Changes in Policy

While every effort is made to keep the contents of this document current, Amrita University reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

2 EMPLOYEE DEFINITION AND STATUS

An “employee” of Amrita University is a person who regularly works for the University on a Permanent/Probation/Tenure/contract/Ad-hoc basis.

2.1 Probationary/Tenure Period for New Employees

Amrita University monitors and evaluates every new employee’s performance for a specific period to determine whether further employment in a particular position or with the University is appropriate.

3 EMPLOYMENT POLICIES

TERMS OF EMPLOYMENT

The terms of employment will be as per the details contained in the Appointment letter. The University shall reserve the right to amend, alter, and change any or all the terms and conditions governing employment. The University will also be the sole judge of the meaning and interpretation of all or any of these terms and conditions and its decisions thereon shall be binding on all employees. The employment contract is a contract between the individual employee and the university and the terms of contract are individual to each employee. Hence the employee is expected not to share the terms of the contract with others, including fellow employees.

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



3.1 Equal Employment Opportunity

Amrita University is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on the basis of gender, religion, caste, creed, or political affiliation.

3.2 Affirmative Action/Diversity

Amrita University is committed to affirmative actions that will build on the strengths of our current Academic & Non-Academic workforce and continually enhance the quality of our organization. Our actions include, but are not limited to, the following:

- Sourcing the best faculty with outstanding academic and professional profile with out any prejudice of caste, creed, religion, sex or any such human disparity.
- Create an environment for its workforce to improve upon the skills and professional talents providing emotional and social security.
- Build a work culture based on traditional values and ethics where the employees are committed to work and understand their responsibilities towards the society and deliver their roles as responsible citizens.

3.3 Employee Background Check

Prior to making an offer of employment, the University may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, and education confirmation.

3.4 New Employee Orientation

The formal welcoming process, or “employee orientation,” is conducted by a Human Resources representative. This will be followed by the concerned Dept to which the employee has been appointed to work with.

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



3.5 Personnel Records and Administration

The task of handling personnel records and related administration functions at Amrita University is assigned to the Human Resources Department. Personal files will be kept confidential at all times and include some or all of the following documents:

- Appointment Letter
- Educational Certificates & Work Experience certificates
- Joining Report on accepting appointment
- Salary fixation
- Employee Confidentiality and Assignment Agreement (for Faculty belonging to various fields of sciences).

Medical records, if any, will be kept in a separate confidential file as an annexure.

3.6 Change of Personal Data

Any change in an employee's name, address, telephone number, marital status, dependents, or insurance beneficiaries, or a change in the number of tax withholding exemptions, needs to be reported in writing without delay to the Human Resources Department.

3.7 Safety

The safety and health of employees is a priority. The University makes every effort to comply with all legal workplace safety requirements. The University's workplace safety rules and regulations are the following:

- Ensure fire-lit items like incense sticks or lamps are snuffed out before leaving the workplace.
- All electrical and electronic equipments are switched off while leaving the work place.
- Any unusual electrical fault/smoke/foul smell is reported to the concerned dept immediately.
- Maintain a healthy viewing distance from the computer monitor.
- Employees working on electrical, electronic and mechanical equipments are to strictly adhere to all laid down standard safety and operating procedures.

Each employee is expected to obey safety rules and exercise caution and prudence in all work activities.

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



3.8 Building Security

An employee must follow all safety precautions while using the lift, entering a lab or any such specialized rooms. They are to adhere to general safety norms and are to be aware of fire safety and operating fire extinguishers. It is the responsibility of the employee to ensure care of the building furniture and electrical fixtures.

Employees are not allowed on the University property after working hours without prior authorization from their immediate superiors.

3.9 Visitors in the Workplace

For insurance, and other business considerations, only authorized visitors are allowed in the workplace. When making arrangements for visitors, employees should request that visitors adhere to instructions at the Main Gate security and then enter through the main reception area and sign in and sign out at the front desk.

3.10 Employment of Relatives

The University is pleased to consider for employment qualified applicants who are related to employees. When the University employs more than one member of a family, one family member may not supervise the other. Should such a situation arise, and the employees are unable to develop a workable solution, management will decide which employee may be transferred out.

4 STANDARDS OF CONDUCT

4.1 General Guidelines

All employees are urged to become familiar with The University rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting their work.

4.2 Hours of work

The normal hours are from 0900 hours to 1700 hours. There shall be a lunch break of an hour on all working days. However different campuses may follow different timings that best suits their location depending on various factors. You may be required to follow different work hours under special circumstances. Your immediate/ reporting head is to be consulted if there are any questions about work hours or if any change is required.

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



4.3 Attendance and Punctuality

The University expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete it by the end of assigned work hours. They are to religiously mark their attendance through the bio-metric attendance system.

4.4 Work Schedule

Unless otherwise specified, regular full-time employees are expected to work only during the working hours as may be specified.

4.5 Absence and Punctuality

From time to time, it may be necessary for an employee to be late or absent from work. The University is aware that emergencies, illnesses, or pressing personal issues that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact all affected parties if they will be absent or late and seek permission for late attendance. Unauthorised absence will be viewed seriously and attract strict disciplinary action.

4.6 Unscheduled Absence

Absence from work for three (03) consecutive days without notifying the superiors or the Human Resources Department will be considered sufficient to initiate disciplinary action against the employee.

4.7 Meal and Break Periods

Employees are allowed a one-hour lunch break generally between the hours of 1300 hrs-1400 hrs or according to work schedule as may be fixed.

The University encourages employees to take a rest period of ten minutes in the morning work period and ten minutes in the afternoon work period.

4.8 Harassment Policy

The University does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



4.9 Gender Harassment Policy

The university has a **zero tolerance policy on gender harassment**, which may include unwelcome advances, requests for immoral /unsocial/unethical favors, or other unwelcome verbal or physical contact when such conduct creates an unpleasant or offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position. Every employee must ensure that their conduct with fellow employees must be of accepted social, moral, ethical and social norms. Any act contrary, will be deplorable and will be dealt with sternly.

4.10 Violence at Workplace

The University prohibits any act of workplace violence and will have a zero tolerance policy. Consistent with this, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the University or which occur on Amrita University, will not be tolerated.

4.11 Confidential Information and Non-disclosure

Employment with the University shall invariably require employees to agree that they will not disclose or use any of the University's confidential information, either during or after their employment. The University sincerely hopes that its relationship with its employees will be long-term and mutually rewarding. However, employment with the University assumes an obligation to maintain confidentiality, even after an employee quits the University's employment. To this effect every employee shall enter into an agreement which will also require employees belong to the Sciences fraternity to separately disclose their inventions prior to joining Amrita and those inventions and research papers after joining Amrita as that of the sole property of Amrita.

4.12 Ethical Standards

Amrita University insists on the highest ethical standards and human values. When faced with ethical issues, employees are expected to make the right professional decision consistent with the University's principles and standards.

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



4.13 Dress Code & ID Card display

Employees of the University are expected to present themselves in a clean and professional appearance, both inside and outside the University. Dressing in a fashion that is clearly unprofessional, inconsistent with contemporary socially accepted traditions, and which is deemed improper and unsafe, or that negatively affects Amrita University's reputation or image is not acceptable and do not go by the culture. It is mandatory for all employees to display in person, the ID card issued by the university, during hours of work. This will also apply to employees who may represent the university at various forums within and outside the university.

4.14 Use of Office Equipment

Amrita University will provide employees with the equipment needed to do their job. None of this equipment should be used for personal use, nor removed from the physical confines of University—unless it is approved for a job that specifically requires use of University equipment outside the physical facility.

4.15 Use of Computer, Phone, and Mail

The University property, including computers, phones, electronic mail, and voice mail, should be used only for conducting the University's official work. Incidental and occasional personal use of company computers, phones, or electronic mail and voice mail systems is permitted, but information and messages stored in these systems will be treated no differently from other official-related information and messages.

4.16 Use of Internet

Employees are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for official purposes and must not interfere with employee productivity.

4.17 Use of Computer Software

Amrita University does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. "It is illegal to make or distribute copies of copyrighted material without authorization" The only exception is the user's right to make a backup copy for archival purposes.

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



4.18 Printer & Photocopier, Letter Head usage

Employees should understand the importance of using the office equipment economically. Letter Heads are to be used with the permission of the Reporting Managers only. Letter Heads are to be utilized for official purposes only and not to be left around work stations unattended. Also when not in use Letter Heads to be kept under Lock and Key.

Please follow ethics while using printers and photocopier:

Request the owner of the printer to whom the printer has been assigned to use the printer

Ensure there are no letter heads placed in the printer while taking a print if it is not required to take on the same

Ensure to handle the machines smoothly and efficiently; rough handling may cause to spoil the system

4.19 Use of Official Telephone

Telephones are intended for the use of conducting the University's day to day affairs. Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

4.20 Use of Personal Cell phones at workplace

As far as possible, uses of personal cell phones are to be avoided or restricted to bare minimum unless it becomes extremely important in a particular situation. Conversations during personal calls should be kept brief and crisp to avoid distraction to other employees at work, to maintain office decorum and observance of work etiquette. It is advised that employees keep their cell phones on silent/vibration mode or to an extent where it is audible to self only and not to employees around.

4.21 Smoking

Smoking of any kind is NOT PERMITTED and STRICTLY PROHIBITED inside any of the University campuses.

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



4.22 Alcohol and Substance Abuse

It is the policy of the University that the workplace and the campus will be free of known kinds of substance abuse and alcoholic beverages. The university has a zero tolerance policy in this regard. In addition to damage to respiratory and immune systems, malnutrition, seizures, loss of brain function, liver damage, and kidney damage, the abuse of drugs and alcohol has been proven to impair the coordination, reaction time, emotional stability, and judgment of the user. This could have tragic consequences where demanding or stressful work situations call for quick and sound decisions to be made.

4.23 Gifts

Advance approval from management is required before an employee may accept or solicit a gift of any kind from any organisation. Employees are also not permitted to give unauthorized gifts to any person or organization without the prior approval of the management.

4.24 Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. Employees are not permitted to distribute any non-official literature in work areas at any time during working time.

4.25 Complaint Procedure & Grievances

Employees who have a job-related issue, question, or complaint should first discuss it with their immediate supervisor. If the issue cannot be resolved at this level, the University encourages employees to contact the Human Resources Department. Employees who observe, learn of, or, in good faith, suspect a violation of the Standards of Conduct of the University, should immediately report the violation in accordance with the following procedures:

1. As far as possible the complainant should not post an anonymous complaint.
2. Complaints should be addressed to the Director-Human Resources, Amrita University.
3. Employees are encouraged to hand over the complaints in person to the Director-Human Resources depending on the nature and gravity of the complaint.

The University has a mechanism to address the grievances of employees at work should they experience any issues that may have a direct bearing on them in effectively discharging their duties and responsibilities at Amrita. Any such grievance should be brought to the notice of the concerned HoDs who shall take all measures to address the issue.

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



4.26 Corrective Procedure

Unacceptable behavior that does not lead to immediate dismissal may be dealt with in any of the following manners: (a) Counselling, (b) Oral Reminder, (c) Written Warning, (d) Decision-Making Paid Leave/Counseling Session, (d) suspension pending investigation.

4.27 Misconduct

An employee, who commits an act of misconduct, or, violates the sanctity of the University, or any of its policies, detrimental or otherwise, will be dealt with in accordance with the university rules and regulations. The university reserves the right to take the appropriate disciplinary action as may deem fit.

4.28 Transfer Policy

Amrita University due to administrative or functional exigencies may transfer an employee to any other location as part of the employment. The university also recognizes that a desire for career growth or personal needs may lead an employee to request a transfer to another position. However in such cases the employee will be facilitated with a change in location but not on transfer but as a case of fresh appointment at the new locations and will not be considered as transfer of service.

4.29 Outside Employment

Employees shall not take an outside job, either for pay or as a donation of their personal time nor will employees work on their own or any such assignments if it competes or interferes in any way with the official work of the University.

4.30 Employment Termination/Resignation

After the application of disciplinary steps, if it is determined by management that an employee's performance does not improve, or if the employee is again in violation of the University practices, rules, or standards of conduct, Leave, employment with Amrita University will be terminated.

Employees may tender resignation serving one month's notice period. Members of faculty can only tender resignation at the end of a semester.

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



4.31 Exit Interview

In a voluntary separation situation, the University management would like to conduct an exit interview to discuss the employee's reasons for leaving and any other impressions that the employee may have about the University.

4.32 Return of University Property

Any of the University property issued to employees, such as computer equipment, keys, employee ID card, must be returned back to the University at the time of relieving. Employees will be responsible for any lost or damaged items based on which the employee will be issued the No Dues Certificate to settle the full and final accounts.

5 COMPENSATION POLICIES

5.1 Base Compensation

It is Amrita University's desire to pay all employees wages or salaries that are competitive with other employers in the market and in a way that will be motivational, fair, and equitable. Compensation may vary based on roles and responsibilities, individual, and their performance, and in compliance with all applicable laws.

5.2 Performance (Variable) Pay

Variable Pay up-to a maximum of one month's gross salary comprising Basic Pay, DA and HRA, may be given to employees at the discretion of management, every year. The factor that typically determines Variable Pay is Personal Performance.

5.3 Performance and Salary Reviews

Employees will strive to succeed in their jobs and to grow professionally. In an effort to support this growth and success, Amrita University has a review process for providing formal performance feedback. Feedback includes a Performance Evaluation, and appraisal. Salary/wage reviews occur annually typically in conjunction performance review process. The calculation and implementation of changes in base salary/wage depend on personal performance and will generally occur at the beginning of an academic cycle.

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



5.4 Opportunities for Advancement—Progression and Promotion

Amrita University wants employees to use every opportunity to advancing to other positions or opportunities within the University. Approval of progression moves or promotions depends entirely upon performance and suitability and is at the sole discretion of the management in line with existing norms as laid down by regulatory authorities.

Tax Compliance

Employees are expected to comply with tax, and other legal requirements applicable, at all times. The University reserves the right to deduct income tax at source/other statutory contributions as required by law on a monthly basis, from employee's salary.

6 GROUP HEALTH INSURANCE AND RELATED BENEFITS

6.1 Social Security

Eligible employees of the University are covered under Group Medical Insurance Scheme to cater for the medical expenses on account of hospitalization due to illness or any other hospitalisation. Under this scheme the employee and his/her family member can avail free Medical Treatment in the cases of hospitalisation subject to the amount insured, according to the grade of the employee. The university also extends the benefit of paid leave on maternity for 90 days to married women employees under the rules prescribed.

6.2 Retirement Plans

The university pays Gratuity as per the Gratuity Act 1972 to admissible employees. The university is in the process of implementing PF to all its employees which will enable the employees to enjoy the benefit of Pension scheme.

6.3 Educational Assistance

Amrita University encourages higher education and may consider on a case by case basis to pay for courses which are directly related to an employee's present job or which will help an employee prepare for more responsibilities or promotions within the organization. This should be beneficial to the University and gainful at a larger level through imparting of knowledge so acquired.

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



7 LEAVE / COMPENSATORY OFF

Employees are to note that Leave is not a matter of right but a privilege. The objective of this policy is to explain the leave entitlement and procedure for availing leave. The various types of leave, its entitlement, procedure for availing and the eligibility are mentioned here.

7.1 Earned Leave

For confirmed non-teaching staff - 30 days in a calendar year.
For un-confirmed non teaching staff - 15 days in a calendar year.

For teaching staff, un-availed Vacation Leave at the end of an academic year can be converted into Earned Leave in the ratio of 2:1; Minimum leave per application should not be less than three days. Earned leave is permitted to be carried forward upto two calendar years and not exceeding 90 days.

7.2 Vacation Leave

Applicable only for teaching staff (confirmed & unconfirmed) 45 days in a calendar year split into 15 days in winter (an employee must have joined in June or before of the year) and 30 days in summer (an employee must have joined in December of the previous year or before). Employees with less than 6 months of service are not eligible for this Vacation Leave. Minimum leave per application should not be less than five days for winter and ten days in summer. Unavailed winter vacation may be availed during summer vacation.

7.3 Casual Leave

All employees are eligible for 12 days Casual Leave in a calendar year. The maximum leave eligible per application including holidays is five days.

7.4 Special Casual Leave

15 days of Special Casual Leave is permissible for all teaching staff to participate in specific academic activities, research related works, seminars, conference etc. This leave may be combined with Casual Leave. It may be granted in combination with holidays or vacation.

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



7.5 Maternity Leave

Maternity leave is permitted only to married women upto a maximum of 90 days. An employee must have completed one year of service to be eligible for Maternity Leave. It is admissible from the date of delivery or from 10 days prior to the expected date of delivery. In the event of miscarriage or abortion, 42 days of leave will be admissible. Women employees already having two children are not eligible for maternity leave. Application for maternity leave will invariably be accompanied by supporting medical certificate.

7.6 Medical Leave

Medical leave will be granted on the strength of medical certificate. A maximum of 20 days on half pay or 10 days on full pay will be permitted. An employee is eligible for Medical Leave on completion of 12 months service with the university. Medical leave application will have to be supported by a medical certificate from a registered medical practitioner.

7.7 Sabbatical Leave

A maximum of one year Sabbatical Leave at a stretch is permitted to confirmed teaching staff who have put up 7 years of service with the university with a minimum of 3 years in the rank of Asst Prof (SG). During the entire service with the university, an employee may avail only 3 spells with a gap of atleast 3 years between each spell. This leave is permitted to conduct research or advanced studies in India/abroad and for other specified academic activities.

7.8 Study Leave

A maximum of three years is permitted to confirmed teaching staff to pursue only higher studies (PhD etc). This is not a paid leave and will be as per the chosen program duration. The minimum leave permissible is one year.

8 EXPENSES

8.1 Introduction

The following is a comprehensive guide to the University expense policy and procedures for the reporting and reimbursement of expenses. Any manager who approves expense reports should be familiar with this policy—authorizing an expense report indicates to University that the expenses reported are legitimate, reasonable, and complies with this policy.

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



8.2 Expense Reimbursement

Under ordinary circumstances, it is the policy of the University to reimburse travel expenses on the basis of actual expenses involved. Persons traveling on official engagements of the university are entitled to transportation, hotel accommodation, meals, and limited incidentals (for example, taxis and telephone calls) that meet reasonable and adequate standards for convenience, safety, and comfort. Expenses for attending national and international conferences and presenting various papers at different forums are also reimbursed.

8.3 Relocation

The University will pay reasonable costs of transportation in connection with the transfer of the employee and the employee's dependents from the old location to the new location in cases administrative transfers. Travel to the new location will be by the most direct route, and lodging arrangements should be made by or approved by Human Resources. This covers the period from when the employee leaves the old location and travels directly to the new location.

9 EMPLOYEE COMMUNICATIONS

9.1 Open Communication

The University encourages employees to discuss issues they may have with a co-worker directly with that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the issue is not properly addressed, employees should contact the Human Resources Department. Any information discussed in an Open Communication meeting is considered confidential, still allowing management to respond to the problem. At no point will an employee use offensive methods against any employee for appropriate usage of Open Communication channels.

9.2 Suggestions

Amrita University encourages all employees to bring forward their suggestions and good ideas about making the University a better place to work and enhancing service to the society at large as envisioned by **AMMA**. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them. All suggestions are valued.

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, in the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.



10. Closing Statement

Successful working conditions and relationships depend upon successful communication. It is important that employees stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at Amrita.

10 ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Amrita University Employment Policies, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding Amrita University policies I should direct them to my immediate superior or the Human Resources Department.

I know that Amrita University policies and other related documents do not form a contract of employment and are not a guarantee by Amrita University of the conditions and benefits that are described within them. Nevertheless, the provisions of such the University policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that Amrita University, at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.

Employee's Printed Name

Position

Employee's Signature

Date

Amrita University may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue parts or the policy in part, whole or in its entirety. However, In the event of a policy change, employees will be notified subsequently. Any such action shall apply to existing as well as to future employees.