Today, universities and their researchers are ranked mainly based on the amount of funding they receive, the number of papers they publish and their intellectual calibre. Along with this, we should take into consideration how much we have been able to use their research to serve the lowest and most vulnerable strata of society. - AMMA

Amrita Vishwa Vidyapeetham
Amritapuri Campus, Clappana (PO), Kollam - 690525, Kerala
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Employee Handbook

Amrita Vishwa Vidyapeetham
Human Resources Department
Amrita Vishwa Vidyapeetham may at its sole discretion with or without any prior notice, as may deem fit from time to time, change, delete, suspend or discontinue the policy in part, whole or in its entirety. However, in the event of a policy change, employees will be notified subsequently.

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 Vishwa Vidyapeetham and any of its employees.
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1. PREAMBLE

1.1 Prerequisites, Purpose & Prerogatives:

This document has been developed by Human Resource Department (HR Dept) in order to familiarize employees with Amrita Vishwa Vidyapeetham, (herein referred to as ‘Amrita’, AVV or “Deemed University”) and provide information about policies, procedures, working conditions, and key benefits of employment at Amrita 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 Deemed University.

The purpose of this policy manual is to maintain a harmonious working environment, enable the employees to understand the values and culture that AMRITA stands for and to streamline the processes within the Deemed University, its Schools, Centres & Departments, ensuring that employee satisfaction is concomitant with its ethos.

Amrita Vishwa Vidyapeetham (AVV) is a large organization and the actions and behaviour of its employees have an impact on the education and livelihood of thousands of people, as well as on the local environment and the society. Employees are expected to have regard for the impact of their personal behaviour on AVV, colleagues, the stakeholders of AVV, the environment and society by maintaining high standards of probity and ethical behaviour. The employee is held responsible to read, understand and comply 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 the same shall be intimated as and when they are made.

This code covers some of the most important issues relating to personal conduct, and gives a framework of standards and behaviour guidelines, but it is not intended to be exhaustive.
Employee Handbook

1.2 Changes in Policy

While every effort is made to keep the contents of this document current, Amrita 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 Vishwa Vidyapeetham is a person who is in service and in the roll call of the deemed university appointed on a Permanent/Part-time/Contract/Honorary/Probation/Ad-hoc basis.

2.1 Probationary Period for New Employees

Amrita monitors and evaluates every new employee’s performance for a specific period to determine whether further employment in a particular position with the deemed university is appropriate. For Teaching Staff, the probation period can extend up to a period of 2 years whereas it is limited to 1 year for Non-teaching Staff.
3. EMPLOYMENT POLICIES

3.1 Terms of employment
The terms of employment will be as per the details contained in the Appointment Letter. Amrita reserves the right to amend, alter, and change any or all the terms and conditions governing employment. The deemed university will also be the sole evaluator 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 Amrita and the terms of contract are specific to each employee. Hence the employee is expected not to share the terms of the contract with others, including fellow employees.

3.2 Equal Employment Opportunity
Amrita Vishwa Vidyapeetham offers equal opportunity to all employee alike. Employment decisions are based on merit and academic needs, and not based on gender, religion, caste, creed, or political affiliation.

3.3 Affirmative Action/Diversity
Amrita Vishwa Vidyapeetham is committed to progressive philosophy building on the strengths of current academic & non-academic workforce and continually enhance the quality of the organization. Sustainable actions include, but are not limited to, the following:

- Sourcing the best faculty with outstanding academic and professional profile without 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 while providing opportunity for professional growth, 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 society and deliver their roles as responsible citizens.

3.4 Employee Background Check
Prior to making an offer of employment, the deemed university may conduct a job-related background check. A comprehensive background check may comprise prior employment verification, professional reference checks, and education confirmation.

3.5 New Employee Orientation
The formal welcoming process or “employee orientation” is conducted by the Human Resources Department (HRD). This will be followed with an orientation by the concerned Department to which the employee has been appointed.

3.6 Personnel Records and Administration
The task of handling personnel records and related administration functions at Amrita is assigned to the Human Resources Department. Personal files shall 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 finalisation
• Employee Confidentiality and Assignment Agreement
• Contents of the Faculty Management System (FMS)
• Medical records, if any, will be kept in a separate confidential file as an annexure.
3.7 Change of Personal Data
Any change in an employee’s name, address, telephone number, marital status, dependents, or insurance beneficiaries, or a change in investments leading to tax exemptions, need to be reported in writing without delay to the Human Resources Department.

3.8 Safety
The safety and health of employees are priority. Amrita makes every effort to comply with all legal workplace safety requirements. The deemed university’s workplace safety rules and regulations are the following:

- Ensure inflammable items like incense sticks or lamps are snuffed out before leaving the workplace.
- All electrical and electronic equipment are switched-off while leaving the work place.
- Any unusual electrical fault/smoke/foul smell is reported to the concerned dept. immediately.
- Employees working on electrical, electronic and mechanical equipment 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.

3.9 Building Security
An employee must follow all safety precautions while using the lift, entering a lab or any such specialized facility. They are to adhere to general safety norms and are to be aware of fire safety procedures and be knowledgeable on how to operate fire extinguishers. It is the responsibility of the employee to ensure care of the building furniture and electrical & electronic fixtures and equipment.
Employees are not allowed to remain on the Deemed University's property after working hours without prior authorization from their immediate superiors.

3.10 Visitors in the Workplace

Only authorized visitors and approved business liaison personnel 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.

3.11 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 deemed university's rules and code of conduct and are expected to follow these rules and regulations faithfully while performing their duties.

4.2 Duty Timings
The normal hours are from 08.45am to 04.45pm. There shall be a lunch break of an hour on all working days. 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.

Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of Amrita Vishwa Vidyapeetham and may be called upon to perform such duties, as may be assigned by competent authority, beyond scheduled working hours and on holidays and Sundays. These duties shall inter-alia include attendance at meetings of Committees to which an employee may be appointed by Amrita Vishwa Vidyapeetham.

4.3 Attendance and Punctuality
The deemed university expects employees to be on time at the beginning and during the assigned daily work hours. They are obliged to religiously mark their attendance through the biometric attendance system or in the register book as instructed.

4.4 Work Schedule
Unless otherwise specified, regular fulltime employees are expected to work only during the working hours as may be specified.
4.5 **Absence and Regularity**

It is understandable that situations may arise where it may be unavoidable for an employee to be late or absent from work. The HRD is aware that emergencies, illnesses, or pressing personal issues that cannot be scheduled outside working hours may arise. In such instances, it is the responsibility of all employees to make alternative arrangements at workplace / inform affected parties and seek permission from the HOD. Unauthorised absence will be viewed seriously and attract strict disciplinary action.

4.6 **Unscheduled Absence**

Absence from work for three (03) consecutive days without prior permission/notification of 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 12:00 hrs to 14:00 hrs or as may be fixed according to work schedule.

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

4.8 **Harassment Policy**

Amrita does not tolerate workplace harassment and believes in the philosophy that everyone is provided a conducive and harmonious environment to work and contribute in the daily activities, unconstrained, uninhibited and without fear.

Workplace harassment can take many forms. It includes, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, email jokes or statements, pranks, intimidation, abuse, physical contact/assaults/violence.
4.9 Gender Harassment Policy
Amrita has a zero tolerance policy on gender harassment, which may include unwelcome advances, requests for immoral/unsocial/unethical favours, or other annoying verbal or physical contact, wherein 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 is acceptable on moral, ethical and social standards. Any act contrary, will be considered deplorable and will be dealt with sternly.

4.10 Relationships with Staff, Students and Stakeholders
While private lives of staff shall not be a matter of jurisdiction, every staff must ensure that they must at no point reflect badly on the reputation of AVV and shall be strictly out of work place. Members of staff who are relatives or who have a close personal relationship should not normally have a supervisory, assessing or authorising relationship with each other.
Employees must inform the HR Department if they have a close personal relationship with another employee, a student, or a stake holder of AVV which could be considered by colleagues, students or others, as impacting on the way they conduct themselves at work.

4.11 Violence at Workplace
The deemed university prohibits any act of workplace violence and has a zero tolerance policy towards such misbehaviour. Consistent with this, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the functioning / reputation of the deemed university, will not be tolerated.

4.12 Confidential Information and Nondisclosure
Employment at Amrita invariably requires employees to agree that they will not disclose or use any of the deemed university's
confidential information, either during or after their employment. Amrita sincerely hopes that its relationship with its employees will be long term and mutually rewarding. However, employment with Amrita assumes an obligation to maintain confidentiality, even after an employee quits its employment. To this effect, every employee shall enter into an agreement which will also require employees belonging to the scientific fraternity to unequivocally disclose their inventions prior to joining Amrita and thereafter those inventions and research papers after joining Amrita as that of the sole property of Amrita.

4.13 Ethical Standards
Amrita Vishwa Vidyapeetham lays emphasis 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.

4.14 Dress Code & ID Card display
Employees of Amrita are expected to present themselves in a clean and professional appearance, both inside and outside the deemed university. Dressing in a fashion that is clearly decadent, unprofessional, inconsistent with contemporary socially accepted traditions, and which is deemed improper and not in good taste, or negatively affects Amrita’s reputation or image is not acceptable and shall evince due response from the administration. It is mandatory for all employees to display in person, the ID card issued by the deemed university, during work hours. This is also applicable to employees who may represent the deemed university at various forums within and outside the campuses.

4.15 Academic integrity
Amrita strives to maintain the highest standards in academia and research that it undertakes, and staff are committed to uphold and compliment these efforts and refrain from ways that may undermine its reputation, accomplishments or
contributions in these spheres and be careful not to disseminate research data or any such confidential information.

4.16 Publication of Articles
No employee shall publish any article written by him on any matter whatsoever in Newspapers, Journals or other publications, without the written permission from the management, provided such permission shall not be necessary for articles that has no bearing on any matter concerning Amrita.

4.17 Use of Office Equipment, Facilities & Stationary
Amrita provides employees with equipment and materials that their job entails. None of this equipment should be used for personal benefits, nor removed from the physical confines of the campus unless prior approval is taken for an application that specifically requires its use outside the precincts of the facility.

Use of Computer, Phone, and Mail
Amrita's property, including Computers, Phones, Wi-Fi, and Electronic Mail (email), should be used only for conducting the deemed university's official work. Incidental and occasional personal use of the institutions’ computers, phones, or electronic mail systems is understandable, but information and messages stored in these systems will be treated no differently from other official-related information and messages.

Personal use of official telephone/mobile during business hours is discouraged except in extreme emergencies. All personal telephone calls should be kept as brief as possible to avoid congestion on the telephone/mobile line.

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 be contra-productive to performance.

Use of Computer Software
Amrita University does not condone the illegal duplication of software. The copyright law is clear. The copyright holder enjoys exclusive rights, including the right to make and distribute copies. “It is illegal to make or distribute copies of copyrighted material without authorisation”. The only exception is the user’s right to make a backup copy for archival purposes.

Printer & Photocopier, Letter Head usage
Employees should understand the importance of using the office equipment and consumables ethically, economically and judiciously. Letterheads are to be used with the permission of the HOD and Managers only. Letterheads are to be utilized for official purposes only and are not to be left around workstations unattended and when not in use, they are to be kept under lock and key.

Please follow office ethics checks while using shared printers and photocopier:

• Request the assignee of the printer, (if the printer you use has been assigned to some other department/section’s care) before using the printer.

• Ensure there are no letterheads 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 instrument.

4.18 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 disturbance and distraction to other employees at work, to maintain office decorum and to observe work etiquette. It is advised that employees keep their cell phones on silent/vibration mode or to an extent where it is sufficiently audible to self only.

4.19 Smoking
Smoking of any kind is STRICTLY PROHIBITED inside any of the Amrita campuses.

4.20 Alcohol and Substance Abuse
It is the policy of the deemed university that the workplace and the campus be free of substance abuse and use of alcoholic beverages. Amrita observes a zero tolerance policy in this regard. Amrita understands that apart from health hazards, its use could have detrimental effects in demanding or challenging work situations that call for quick and sound decision making.

4.21 Gambling
Gambling activities of any nature must not be conducted within the AVV premises

4.22 Conduct outside work
AVV does not dictate how employees conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees which may jeopardise its reputation or position will be dealt with through the disciplinary procedure.

4.23 Intellectual property
Where appropriate the rights to personal benefit from inventions, discoveries and patents are defined in the Intellectual Property policy.

The copyright in any work or design compiled, edited or otherwise brought into existence by an employee as a ‘scholarly
work’ produced in furtherance of his/her professional career shall belong to AVV. ‘Scholarly work’ includes items such as books, contributions to books, articles and conference papers, and shall be construed in the light of the common understanding of the phrase in higher education.

The copyright in any material produced by employees for their personal use and reference, including as an aid to teaching, shall belong to the employee.

However, the copyright in course materials produced by employees in the course of their employment for the purposes of the curriculum of a course run by AVV and produced, used or disseminated by AVV shall be considered as its property, as well as the outcomes from research.

4.24 Conflicts of Interest

The highest standards of behaviour are also expected in all areas of AVV end-to-end cycle as an employee, especially where individuals are in positions to make decisions which may have significant impact on others. In all such cases it is important that decisions are taken in a fair and balanced way that can withstand external scrutiny. Conflicts of interest should be identified so that individuals are not involved in decisions where their actions could be seen as biased.

4.25 Access to confidential information

AVV shall operate as far as possible in a transparent environment. However, there will be instances when individuals, through their positions as members of committees, selectors/recruiters, managers etc., become aware of confidential information, either about other individuals or in connection with such activities which require confidentiality. Employees should be aware of the need to keep such matters confidential and to respect the proper channels of communication for such information.
**4.26 Prevention and detection of fraud**

The University has a policy for the prevention and detection of fraud, corruption and other irregularities. All staff have a role to play in preventing fraud and the University policy.

**4.27 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.

**4.28 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.

**4.29 Complaint Procedure & Grievances**

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

Employees who have a job-related issue, question, or complaint should first discuss it with their immediate superior and thereafter with the HOD. If the issue cannot be resolved at these levels, the deemed 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 Deemed 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 Manager - HR Department, Amrita Vishwa Vidyapeetham, Amritapuri Campus.

3. Employees are encouraged to hand over the complaints in person to the Manager-HR depending on the nature and gravity of the complaint.

4.30 Private Trade and Employment

No employee shall except with prior permission of the Competent Authority, engage directly or indirectly in any trade or business or any private business activity or employment outside the official assignments. Provided that the above restriction shall not apply to academic work and consultative practice undertaken with the prior permission of the Competent Authority which may be given subject to such condition as regards acceptance of remuneration as may be laid down by the Board.

4.31 Insolvency, Habitual Indebtedness and Criminal Proceedings

An employee shall so manage the private affairs as to avoid Habitual Indebtedness or Insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a part of the salary is continuously being attached, then the employee shall be liable to dismissal. An employee who becomes the subject of legal proceeding for insolvency shall forthwith report full facts to the Competent Authority.

An employee who gets involved in some criminal proceedings shall immediately inform to the Competent Authority through the Head/Chairman of the Department to which the employee belongs, irrespective of the fact whether the employee is on bail or not.
4.32 **Punishment, Appeal etc.**

An employee shall be governed by the provision of the relevant rules regarding imposition of penalties for breach of any of these Rules and preference of appeals against any such action taken against the employee.

4.33 **Corrective Procedure**

Unacceptable behaviour that does not lead to immediate dismissal may be dealt with by any of the following procedures: (a) Counselling (b) Oral reminder (c) Written warning (d) Decision-Making Paid Leave/Counselling Session, (e) Suspension pending investigation.

4.34 **Misconduct**

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

4.35 **Vindication of Acts & Character of Employees**

No employee shall except with the previous sanction of the Competent Authority, have recourse to any court of law or to the press for the vindication of any official act, which has been the subject matter of adverse criticism or an act of defamatory character.

Provided nothing in this rule shall be deemed to prohibit an employee from vindicating the private character on any act done by the employee in a private capacity.

4.36 **Transfer Policy**

Amrita due to administrative or functional exigencies may transfer an employee to any other location as part of its employment policies. The deemed university also recognizes that a desire for career growth or personal needs may lead an employee to request a transfer to another position.
or location. 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 location and will not be considered as transfer of service.

4.37 Outside Employment

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

4.38 Employment Termination/Resignation

After effecting disciplinary steps, if it is determined by the administration that an employee’s performance has not improved, or if the employee is again found violating the deemed university’s practices, rules, standards of conduct, or leave regulations, employment with Amrita will be terminated.

Employees may tender in their resignation, with three months as notice period. Members of Faculty can only tender resignation at the end of a semester.

4.39 Exit Interview

In a voluntary culmination of service, the management may opt to conduct an exit interview to discuss the employee’s reasons for leaving or record other impressions/experiences that the employee would like to share.

4.40 Return of University Property

Any of the institution’s property issued to employees, such as computer equipment, keys, employee ID card, must be returned to the deemed university at the time of being relieved. Employees will be responsible for any lost or damaged items based on which the employee will be issued the ‘No Dues Certificate’ for the full and final settlement of accounts.
5. COMPENSATION POLICIES

5.1 Pay & Allowances
It is Amrita’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, experience, individual, expertise, performance, and in compliance with governing bodies’ mandate.

5.2 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 Vishwa Vidyapeetham has a review process for evaluating formal performance based on feedback. Feedback includes a performance evaluation, and appraisal. Salary/wage reviews occur annually typically in conjunction with performance review process. The calculation and implementation of changes in salary/wage depend on personal performance and will generally occur at the beginning of an academic cycle.

5.3 Opportunities for Advancement—Progression and Promotion
Amrita encourages employees to use every opportunity to advance career-wise to higher positions or better lucrative remuneration within the deemed university. Approval of progression or promotions depends entirely upon performance and suitability and is at the sole discretion of the administration/management in line with existing norms as laid down by regulatory authorities.

5.4 Tax Compliance
Employees are expected to comply with tax, and other legal requirements applicable, at all times. The deemed 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.

5.5 **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.
6. SOCIAL SECURITY

6.1 Group Health Insurance and Related Benefits

Group Medical Insurance
Eligible employees of Amrita are covered under Group Medical Insurance

Scheme to cater for medical expenses on account of hospitalization. Under this scheme the employee and his/her family members can avail free medical treatment in the case of hospitalisation subject to the amount insured, and the employee not being eligible to ESI support.

Employees’ State Insurance (E.S.I.) Benefit
Employees whose monthly income is below Rs. 21,000/- are eligible for E.S.I. benefit.

Employees Provident Fund (P.F.) Benefit
Employees whose monthly income, (which includes basic pay and dearness allowance) is below Rs. 15,000/- are eligible for Employees’ Provident Fund benefit.

Maternity Leave
The Deemed University also extends the benefit of paid leave on maternity for 180 days to married women employees under the rules prescribed.

6.2 Retirement Age
The retirement age (also called superannuation age) for all the employees of Amrita Vishwa Vidyapeetham is 58 years. Faculty shall superannuate from service on the last day of the month in which they attain the age of superannuation. The provision for re-employment for employees superannuating from the services of Amrita Vishwa Vidyapeetham shall be solely at the discretion of the Competent Authority based entirely on the
specific requirements on a case to case basis, and cannot be taken for granted automatically.

6.3 **Educational Assistance**

Amrita Vishwa Vidyapeetham encourages higher education and may consider support 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 gain knowledge and expertise that prepares him for more responsibilities or elevation within the organization. This should be beneficial to a larger ambit of the organisation or audience in society.
7. LEAVE / COMPENSATORY OFF

Employees are to note that leave is not a matter of right but a privilege. This policy envisages that the employee justifies the leave entitlement and follows due procedure for availing leave. The various types of leave, its entitlement, procedure for availing and the eligibility are mentioned below.

7.1 Earned Leave

For confirmed non-teaching staff - 30 days/calendar year.
For unconfirmed non-teaching staff - 15 days/calendar year.

Minimum Earned leave per application should not be less than three days. Earned leave is permitted to be carried forward up to two calendar years and not exceeding 90 days.

7.2 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.

7.3 Vacation Leave

Vacation leave is applicable only for teaching staff (confirmed & unconfirmed) who have completed one year of service (excluding loss-of-pay leave). The leave comprises 45 days in a calendar year split into 15 days in winter and 30 days in summer. Minimum leave per application should not be less than five days for winter and ten days in summer. Unutilised winter vacation may be availed during summer vacation.

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. Earned leave is permitted to be carried forward up to two calendar years and not exceeding 90 days.
7.4 **Maternity Leave**
Maternity Leave is permitted to married women up to a maximum of 180 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. Employees already having two children are not eligible for maternity leave. Application for maternity leave should be accompanied by supporting medical certificate.

7.5 **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 of service with the deemed university. Medical leave application will have to be supported by a medical certificate from a registered medical practitioner.

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

7.7 **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 is applicable as per the chosen program duration. The minimum leave permissible is one year.
8. UNIVERSITY EXPENSE POLICY

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

8.2 Expense Reimbursement
Under ordinary circumstances, it is the policy of the deemed university to reimburse travel expenses based on actual expenses involved. Persons travelling on official engagements of the deemed university are entitled to transportation, hotel accommodation, meals, and limited incidentals (for example, auto/taxis, refreshments and telephone calls) that meet reasonable and adequate standards for convenience, safety, and comfort. Expenses for attending national and international conferences/seminars/workshops/competitions/fests and presenting various papers at different forums are also reimbursed.

8.3 Relocation
The Deemed 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 case of 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 Department. This covers the period from when the employee leaves the old location and travels directly to the new location.
9. COMMUNICATION

9.1 Unauthorised Communication of Official Information
No employee shall, except in accordance with any general or special order of the Competent Authority or in the performance in good faith of the duties assigned to the employee, communicate directly or indirectly, any official document or information to any person to whom they are not authorized to communicate such document or information.

9.2 Restriction on Media interactions
Faculty and staff are strictly prohibited to interact with media houses (includes TV, Radio, Newspapers & Magazines), Advertising/Public Relations agencies, Publicity organisations, Online News channels, agencies and other News Websites in matters, issues or information concerning the university or other Amrita institutions unless authorised by the management to do so.

Communicating on various social media platforms about issues and matters concerning the deemed university or other Amrita institutions which is detrimental to the image of the institution/s without authorisation is unacceptable and will attract due action from the administration.

No employee shall, publish, broadcast any document or make any statement of fact or opinion anonymously or under a false name, to the media including social media or any other public forum or domain which has the potential for

1. Adverse criticism of management, trustees, parent organisation, board members, administration, office bearers, or any activity, policies, functioning, and actions of AVV.

2. Straining or embarrassing the relation between AVV, the Government or other institution or members of the public.
Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in their official capacity or in the due performance of the duties assigned.

9.3 Open Communication

Amrita encourages employees to discuss issues that 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 and HOD. If the issue is still unresolved, employees should contact the Human Resources Department. Any information discussed in an Open Communication meeting is considered confidential, allowing room for the administration to respond to the problem. At no point will an employee use offensive methods against any employee, rather he/she should opt for appropriate use of Open Communication channels.

9.4 Suggestions

Amrita Vishwa Vidyapeetham encourages all employees to offer their suggestions and innovative ideas to make the Deemed University a better place to work and enhance service to society at large, as envisioned by AMMA. Any employee who sees an opportunity for improvement is encouraged to talk it over with administration. Administration can help bring such constructive ideas to the attention of the management and people in the organization responsible for implementing them. All suggestions are valued.

9.5 Representation

Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to the employee, it must be forwarded through proper channel, ensuring that no advance copies or the application is sent to any higher authority, unless the lower authority has rejected the claim or refused relief or disposal of the matter is delayed
by more than three months. No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

9.6 Interpretation

The decision of the Board on all questions relating to the interpretation of these provisions shall be final.

9.7 Contact Information

Any information or clarification regarding the rules for employees may be sought from the HR department.

9.8 Staying update

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 and when they affect work at Amrita.
Today, universities and their researchers are ranked mainly based on the amount of funding they receive, the number of papers they publish and their intellectual calibre. Along with this, we should take into consideration how much we have been able to use their research to serve the lowest and most vulnerable strata of society.”

- AMMA

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