

2.2.2

Student - Full time teacher ratio (Data for the latest completed academic year)

DVV Observation

Provide the appointment letter of Neelam Sharma, Neeraj Bala Khana, Renu Shungloo, Sankul Gaur, Sneha Nathawat, Sudha Rathore, Vandana, R. K. Bansal, Raakhi Gupta, Deepak Singh Rajawat, Lav Varma, Manisha Patni, Pragya Sinha, Priyanka Jain, Ruchi Singh, Trapti Gupta, Varsha Goyal, Mahesh Kumar Sharma, Ankita Chaturvedi, Mani Bhatia, Meenakshi Anand, Meenakshi Sharma, Neha Sharma, Ruchi Jain -II, Ruchi Jain-I, Shweta Gupta, Aditi Jain, Aditi R Khandelwal, Akshita Jain, Amit Kumar Sharma, Anju Singh, Daksha Pathak, Gaurav Bagra, Iti Gaur, Mitali Gupta, Monty Kanodia, Nikhar Goyal, Princy Thomas, Priya Jain, Sarabjeet Kaur Gogia, Shaifali Mathur, Shilpi Saxena, Surabhi Ajmera, Vaishali Agarwal, Vinay Nagpal, Vijay Singh Rathore, Anubha Jain, Navneet Sharma, Neha Tiwari, Ruchi Nanda, Amita Sharma-II, Astha Pareek, Deepshikha Bhatia for the year 2019-20.

Supporting Documents

Please find attached the appointment letters of the above mentioned full-time teachers.


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit :International College for Girls

Dated : 2.08.2010

Ms. Neelam Sharma
D/o Shri Bhagwan Shay Sharma
Date of Birth : 06 June 1985

You are hereby appointed as **Part Time Lecturer**. You Will be Paid Rs. 9500/- consolidated per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 7 days (including absence when leave though applied for, is not granted or when you overstay for more than 7 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme) (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.


IIS (deemed to be University)
Mansarovar, Jaipur-302020

Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.



 Registrar
 IIS (Autonomous to be University)
 Jaipur, Jaipur-302020

Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

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 Register
 IIS (deemed to be University)
 2020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
 IIS (deemed to be university)
 Manjaryan, Jhansi-202020

5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

Registrar
JSS (deemed to be University)
Mansarovar, Jaipur-302020

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The age of superannuation for all the employees under ICFIA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



Dr. Ashok Gupta
Director/Secretary General



Registrar
UG (declared to be University)
12/11/2019, 10:30:20

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

June 30, 2012

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st July, 2012:

S.No.	Name	Designation	DOB	DOJ
1	Aastha Saxena	Asstt. Professor	23.12.1988	11.07.2011
2	Aditi Gupta	Asstt. Professor	28.06.1986	15.07.2010
3	Aditi Jain	Part Time Lecturer	25.07.1983	22.09.2007
4	Aditi Pareek	Part Time Lecturer	19.10.1986	11.07.2011
5	Akshita Jain	Part Time Lecturer	26.04.1982	01.08.2011
6	Dr. Ameeta Sharma-Bio	Assistant Professor	21.09.1974	10.01.2012
7	Amita Sharma-Com	Assistant Professor	17.08.1985	02.02.2012
8	Dr. Amita Sharma-Comp.Sc.	Asst. Professor	21.01.1983	02.05.2012
9	Amita Sharma-GPEM	Asstt Lecturer	14.04.1975	11.07.2011
10	Anjali Sharma	Asstt. Professor	07.09.1988	13.07.2011
11	Anubha Jain	Sr. Asstt. Professor	04.02.1975	01.09.2006
12	Astha Pareek	Asstt. Professor	05.10.1983	13.03.2010
13	Avita Khawas Gupta	Asstt. Professor	05.12.1985	11.07.2011
14	Chetangana Choudhary	Part Time Lecturer	07.07.1990	16.07.2011
15	Chhavi Jain	Asstt. Professor	19.03.1980	27.06.2007
16	Deepak Sachdeva	Associate Professor	14.08.1948	23.07.2011
17	Deepika Kaurani	Asstt. Professor	29.03.1976	01.09.2008
18	Deepshikha Bhatia	Asstt. Professor	16.05.1982	16.09.2008
19	Dr. Gargi Saxena	Part Time Lecturer	25.12.1978	11.07.2011
20	Gaurav Saxena	Tabla Player	09.08.1979	12.11.2007
21	Geetanjali Singh Mankotia	Asstt. Professor	20.07.1984	11.07.2011
22	Dr. Girija Kaviraj	Asst. Professor	08.01.1981	02.12.2011
23	Harshita Jodha	Part Time Lecturer	04.10.1988	08.01.2012
24	Dr. Isha Vyas Sukhwal	Part Time Lecturer	23.03.1984	11.07.2011
25	Malika Parnami	Asstt. Professor	06.05.1986	16.07.2009
26	Mitali Gupta	Asstt. Professor	03.04.1982	16.07.2011
27	Monika Singh	Asstt. Professor	05.07.1983	03.07.2008
28	Dr. Monty Kanodia	Asstt. Professor	08.08.1978	11.07.2011
29	Mridula Sharma	Asstt. Professor	14.04.1983	17.07.2009
30	Dr. Nalini Totuka	Part Time Lecturer	29.12.1971	26.07.2010
31	Neelam Sharma	Part Time Lecturer	6.06.1985	02.08.2010
32	Neeru Jain	Asstt. Professor	26.08.1966	02.07.2007
33	Neha Mathur	Asstt. Professor	08.10.1986	15.07.2009
34	Neha Tiwari	Assistant Professor	01.12.2005	21.06.1980
35	Parul Agarwal	Asst. Professor	11.08.1989	01.02.2012
36	Peeyush Pareek	Part Time Lecturer	13.04.1985	03.10.2011
37	Dr. Poonam Parihar	Asstt. Professor	01.06.1980	16.07.2011
38	Poonam Sethi	Part Time Lecturer	26.01.1961	21.07.2011
39	Pratibha Tahiliani	Part Time Lecturer	18.06.1979	22.07.2010
40	Preeti Sharma	Asstt. Professor	04.09.1981	15.07.2009
41	Priyanka Dutt	Assistant Professor	10.04.1983	02.02.2012

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

42		Priyanka Gianchandani	Asstt. Professor	25.09.1984	15.07.2009
43		Priyanka Mathur	Part Time Lecturer	26.11.1979	26.07.2010
44		Priyanka Srivastava	Asstt. Professor	24.04.1985	15.03.2010
45		Puneet Sandhu	Part Time Lecturer	27.02.1985	15.12.2010
46	Dr.	Punita	Asstt. Professor	08.10.1975	11.07.2011
47		Rajneesh Chaturvedi	Asstt. Professor	09.03.1977	15.07.2009
48		Ratna Kulkarni	Asstt. Professor	02.06.1971	11.07.2011
49		Richa Sharma	Part Time Lecturer	16.05.1987	11.07.2011
50	Dr.	Sachin Gupta	Asstt. Professor	04.04.1982	23.07.2011
52		Sarita Sharma	Asstt. Professor	14.09.1977	11.07.2011
53		Shripama Singh	Part Time Lecturer	28.10.1984	15.07.2009
54		Surabhi Jain	Asstt. Professor	05.05.1983	21.07.2011
55		Surbhi Gupta	Asstt. Professor	13.10.1986	01.08.2009
56		Swati Phophalia	Part Time Lecturer	04.04.1983	12.07.2011
57	Dr.	Vandana	Asstt. Professor	20.10.1976	11.07.2011
58		Vandana Sachdeva	Asstt. Professor	12.09.1976	23.07.2011
59		Vishakha Sharma	Asstt. Professor	24.07.1981	18.07.2011

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st July, 2012.



Dr. Ashok Gupta
Director/Secretary General

Copy forwarded to the following for information:

1. Dr. Raakhi Gupta, Rector & Registrar
2. Prof. K. S. Sharma, Advisor
3. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
4. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
5. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
6. Dr. Nisha Yadav, Controller of Examination
7. Ms. Rajani Sharma, Finance Officer
8. Mr. G. N. Dadhich, Accounts Officer
9. Mr. S. N. Chandel, Establishment Office
10. All faculty members



Director



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

18 July 2015

Dr. Neelam Sharma
D/o Shri Bhagwan Shay Sharma
Date of Birth : 6 June 1985

You are hereby appointed as an **Assistant Professor in Behavioural & Health Science** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000/- per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust. subject to the limit of two children only.

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

Code of conduct for employees

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- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
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- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institution premises.
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- h) Mutilation/destruction of institution records and property.
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- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.



Head of Institute (University)
 202020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

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In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
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Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

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5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
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Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

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Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Vice Chancellor**

Register
IIS (deemed to be University)
Mansarovar, Jaipur-302020

IISU/2020/

June 30, 2020

Dr. Neelam Sharma
Asst. Professor
Dept. of Physical Education


Your services in this University are hereby confirmed w.e.f. 1 July 2020

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.


Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Dean, Faculty of Arts & Social Sciences
2. The Finance Officer, IISU 
3. Establishment Incharge


Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020


Registrar

8 July 2019

Ms. Neeraj Bala Khanna
D/o Shri Sunder Singh
Date of Birth: 16 March 1980

You are hereby appointed as an **Assistant Professor in Behavioural & Health Science** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or IIS (Deemed to be University) Trust subject to the limit of two children only.

Norms and rules to be followed by all the employees appointed in the IIS (Deemed to be University), Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post:

Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

[Handwritten signature]

Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or IIS (Deemed to be University), Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.



Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

Registrar
 IIS (Deemed to be University)
 Mansarovar, Jaipur-302020

2

The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or IIS (Deemed to be University), Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Vice Chancellor**



Registrar
IIS (deemed to be University)
Mansarovar, Jalpur-302020

INTERNATIONAL
COLLEGE
for
GIRLS

Office of the Director Dr. Ashok Gupta

MEMORANDUM

9 July 2001

Ms. Renu Shungloo, D/o Shri S. P. Shungloo, whose date of birth is 14/2/1953 is hereby appointed as **DPE** on probation. You will be paid salary in the grade 8000-275-13500 per month.

This services of the aforesaid employee may be terminated during the above said period also if his/her work and behaviour are not found satisfactory.

The employee will have to give one months's notice or pay there for if he/she leaves the services during the above said period.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

He/She will actively participate in all the activities and programmes including cultural, sports and house activities etc. He/She will not involve himself/herself in any activity detrimental to ICG norms and discipline.

Every employee of the ICG will be allowed fifty percent concession in the payment of tuition fee (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.

This is issued with the implicit condition that the employee will adhere to the norms and conditions as mentioned in this letter or as modified from time to time.

If **Ms. Renu Shungloo** agrees to the terms and conditions mentioned in this letter, he/she should send his/her acceptance of this offer in the enclosed proforma by 11th July, 2001 failing which this memorandum be treated as cancelled.


IFS (Promoted to be University)
Mr. Jaipur-302020

Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.



Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

Registrar
 IIS (Deemed to be University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

b

The age of superannuation for all the employees under ICFAI institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



Dr. Ashok Gupta
Director/Secretary General

Registrar
(In-charge of the University)
Mansarovar, Jaipur-302020

INTERNATIONAL
COLLEGE
for GIRLS

Office of the Director Dr. Ashok Gupta

1 July, 2004

Ms. Renu Shungloo
DPE

Your services in this college are hereby confirmed w.e.f 1st August, 2004.

You have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the college.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Please submit your acceptance of this letter by the 5th July, 2004, failing which this offer may be treated as cancelled.



Dr. Ashok Gupta
Director



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit :International College for Girls

Dated :1 July 2007

OFFICE ORDER

Ms. Renu Shungloo, is hereby directed to work as an Assistant Professor in the Department of Physical Education with immediate effect.



Dr. Ashok Gupta
Director/Secretary General

Copy forwarded to all staff members for information.



Director



Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : International College for Girls, Jaipur

June 25, 2009

Dr. Renu Shungloo
Assistant Professor - Physical Education

You are hereby promoted as **Sr. Assistant Professor** in the grade **10000-325-15200** w.e.f. 1st July, 2009.

You will be entitled to receive usual DA, HRA, CCA as admissible to the employees of the institution.

The above arrangement is being made purely on adhoc basis and is subject to performance appraisal involving efficiency, sincerity, loyalty and devotion.

This supersedes all previous communications issued pertaining to your elevation.



Dr. Ashok Gupta
Director/Secretary General

Received
R/S
31/8/09



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

31 March 2011

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st April, 2011:

S.No.		Name of Employees	Designation
1	Dr	Raakhi Gupta	Principal
2	Prof.	K. S. Sharma	Advisor
3	Prof.	M.K. Sharma	Dean, Commerce
4	Prof.	N. K. Jain	Dean, Arts
5	Prof.	Pradeep Bhatnagar	Dean, Life Science
6	Dr.	Ila Joshi	Associate Professor
7	Dr.	Roopa Mathur	Associate Professor
8	Dr.	Sharad Rathore	Associate Professor
9	Dr.	Nisha Yadav	Associate Professor
10		Monika Munjal	Associate Professor
11		Ujjvala M. Tiwari	Sr. Assistant Professor
12	Dr.	Radha Kashyap	Associate Professor
13	Dr.	Shelja K. Juneja	Sr. Assistant Professor
14	Dr.	Deepa Pareek	Associate Professor
15	Dr.	Suveen Agarwal	Associate Professor
16		Pratibha Sharma	Assistant Professor
17		Mahesh Singh	Sr. Assistant Professor
18		Nidhi Bhargava	Sr. Assistant Professor
19	D.	Ritu Jain	Sr. Assistant Professor
20		Manisha Patni	Sr. Assistant Professor
22		Shwet Goel	Sr. Assistant Professor
23	Dr.	Nidhi Sharma	Sr. Assistant Professor
24	Dr.	Sreemoyee Chatterjee	Sr. Assistant Professor
25	Dr.	Renu Shungloo	Sr. Assistant Professor
26	Dr.	Mona Vyas	Sr. Assistant Professor
27		Shalini Punjabi	Assistant Professor
28		Priyanka	Sr. Assistant Professor
29	Dr.	Priyanka Mathur	Sr. Assistant Professor
30	Dr.	Anima Vaish	Sr. Assistant Professor
31		Deepika Singh	Sr. Assistant Professor
32	Dr.	Kalpana Agarwal	Sr. Assistant Professor
33		Rimika Singhvi	Sr. Assistant Professor
34	Dr.	Varsha Goyal	Sr. Assistant Professor
35	Dr.	Shilpi Rijhwani	Sr. Assistant Professor
36		J.P. Karna	Sr. Assistant Professor
37		Ruchi Nanda	Assistant Professor
38	Dr.	Pragya Sinha	Sr. Assistant Professor

IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

39		Giriraj Sharma	Assistant Professor
40	Dr.	Amita Raj Goyal	Assistant Professor
41	Dr.	Pallavi Kaushik	Sr. Assistant Professor
43	Dr.	Chandrani Sen	Sr. Assistant Professor
44	Dr.	Shweta Gupta	Sr. Assistant Professor
45	Dr.	Ankita Gangwal	Sr. Assistant Professor
46		Rachna Nahta	Assistant Professor
47		Sunetra Dutt	Assistant Professor
48	Dr.	Ritu Purohit	Sr. Assistant Professor
49		Charu Sharma	Assistant Professor
50		Ruchi Jain	Assistant Professor
51	Dr.	Neerja Mehta	Sr. Assistant Professor
52		Richa Yadav	Assistant Professor
53		Tanuja Yadav	Assistant Professor
54	Dr.	Charu Jhamaria	Assistant Professor
55	Dr.	Swarnendu Bakshi	Sr. Assistant Professor
56		Shveta Parnami	Assistant Professor
57	Dr.	Lata Shahani	Assistant Professor
58	Dr.	Meenakshi Sharma	Assistant Professor
59		Payal Mehtani	Assistant Professor
60		Radhika Sharma	Assistant Professor
61	Dr.	Priyanka Vyas	Assistant Professor
62	Dr.	Smita Purohit	Assistant Professor
63		Chitra Debana	Assistant Professor
64		Navneet Sharma	Assistant Professor
65	Dr.	Swati Vyas Ramani	Assistant Professor
66		Sulekha Ojha	Assistant Professor
67	Dr.	Poonam Madan	Sr. Assistant Professor
68		Neha Lodha Panwar	Assistant Professor
69	Dr.	Manisha Sharma	Assistant Professor
70	Dr.	Ankita Chaturvedi	Assistant Professor
71		Ruchi Jain	Assistant Professor
72		Ashish Khandelwal	Assistant Professor
73	Dr.	Mini Mathur	Assistant Professor
74		Rena Mehta	Assistant Professor
75	Dr.	Seema Singh Rathore	Assistant Professor
76		Ruchi Goswami	Assistant Professor
77		Anuja Joshi	Assistant Professor
78		Garima Srivastava	Assistant Professor
79	Dr.	Jyoti Gaur	Assistant Professor
80	Dr.	Priya Bhardwaj	Assistant Professor
81	D	Rani Rathore	Assistant Professor
82		Shweta Kastiya	Assistant Professor
84		Smita Chandela	Assistant Professor
85	Dr.	Shubhra Gupta	Assistant Professor
86		Meenakshi Anand	Assistant Professor

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Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org

Registrar
IIS (Deemed to be University)
Mansarovar Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

87	Dr.	Smriti Kumari	Assistant Professor
88	Dr.	Arti Sharma	Assistant Professor
89		Kanupriya Rathore	Assistant Professor
90		Tejender Kaur Sarna	Assistant Professor
91	Dr.	Bhawana Arya	Assistant Professor
92		Geetika Vyas	Assistant Professor
93		Pramod Bhargava	Assistant Professor
94		Neha Gupta	Demonstrator
95	Dr.	Divya Walia	Assistant Professor
96	Dr.	Archana Gupta	Assistant Professor
97		Sarabjeet Kaur Gogia	Assistant Professor
98		Neha Batra	Assistant Professor
99		Roopam Kothari	Assistant Professor
100		Deepshikha Parashar	Assistant Professor
101		Ritu Sen	Assistant Professor
102		Gurupurnima Kaushik	Assistant Professor
103		Harshita Bhargava	Assistant Professor
105		Priyanka Tiwari	Assistant Professor
106	Dr.	R. K. Tailor	Sr. Assistant Professor
107		Bijoy Kr. Dutta	Associate Professor
108		Sucharita Sharma	Assistant Professor
109		Shikha Gupta	Assistant Professor
110		Kavita Sharma	Assistant Professor
111		Prachi Goswami	Assistant Professor
112		Arvind Sharma	Office Asstt.
113		Badal Dave	System Administrator
114		D.L. Sain	Section Officer
115		Hemant Kumar	Demonstrator
116		Hemraj	Lab Asstt.
117		Kokila Chaturvedi	Asstt. Librarian
118		Laxmi Adwani	Asstt. Librarian
119		Mukesh Agarwal	Office Asstt.
120		Navneet Jain	Lab Asstt.
121		Pawan Avasthi	Lab Asstt.
122		Ram Singh	Section Officer
123		Rameshwar	Lab Technician
124		Sadhana Sharma	Office Asstt.
125		Seema Purohit	Office Asstt.
126		Sonal Jain	Asstt. Librarian
127		Tulsi Ram Koli	Lab Technician
128		Utsav Malpani	Lab Asstt.
129		Vicy B. Thomas	Placement Officer
130		Vijay Chaturvedi	Asstt. Graphic Designer
131		Vimlesh Jain	Book Lifter

IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org

Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st April, 2011.

sd/-

Dr. Ashok Gupta
Director

Copy forwarded to the following for information:

11. Dr. Raakhi Gupta, Rector & Registrar
12. Prof. K. S. Sharma, Advisor
13. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
14. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
15. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
16. Dr. Nisha Yadav, Controller of Examination
17. Ms. Rajani Sharma, Finance Officer
18. Mr. S. N. Chandel, Establishment Office
19. All faculty members


Director


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

No. IISU/CAS/2012-13/

March 29, 2013

OFFICE ORDER

On the recommendation of the Screening cum Evaluation/Scrutiny Committee and subsequent approval accorded by the Board of Management in its meeting held on 24 March, 2013, **Dr. Renu Shungloo**, presently working as Sr. Assistant Professor (Stage 2) in the Dept. of Physical Education, is hereby promoted to the post of **Associate Professor (Stage 3)** w.e.f the date of her joining on the post of Associate Professor. She will be placed in the UGC Scale 37400-67000 with the grade pay of Rs. 9000/-. This will come into force w.e.f 1 April, 2013.

Dr. Ashok Gupta
Vice Chancellor

Copy forwarded for information to :

- 1. Dr. Renu Shungloo, Sr. Assistant Professor, Dept. of Physical Education**
- 2. Prof. N.K. Jain, Dean, Faculty of Arts & Social Sciences**
- 3. Accounts Section**
- 4. Personnel Section**
- 5. Personal File (CAS)**

Registrar

Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

IISU/2014/

February 28, 2014

Dr Renu Shungloo
Sr. Asst. Professor
Dept of Physical Education

You are hereby reappointed in the service of the University in the Department of Physical Education till further orders.

Dr Ashok Gupta
Vice Chancellor

Copy for warded to the following for information

1. The Rector & Registrar, TIISU, Jaipur
2. The Dean Faculty of Arts and Social Sciences, TIISU, Jaipur
3. Accounts Section

Registrar

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



IISU Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

23 July 2018

Ms. Sankul Gaur
D/o Shri Kuldeep Gaur
Date of Birth: 1 July 1994

You are hereby appointed as an **Assistant Professor in Behavioural & Health Science** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.


One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or IIS (Deemed to be University) Trust subject to the limit of two children only.


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



Norms and rules to be followed by all the employees appointed in the IIS (Deemed to be University), Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institution premises.
- g) Embezzlement of funds or misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

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- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or IIS (Deemed to be University), Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his/her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

Registrar
 IIS (Deemed to be University)
 Mansarovar, Jaipur-302020

The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or IIS (Deemed to be University), Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



Dr. Ashok Gupta
Vice Chancellor

Registrar
(Deemed to be University)
Muzaffarpur, Bihar-302020

26 July 2018

Dr. Sneha Nathawat
D/o Shri Balveer Singh Nathawat
Date of Birth: 13 October 1988

You are hereby appointed as an **Assistant Professor in Behavioural & Health Science** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

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Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or IIS (Deemed to be University) Trust subject to the limit of two children only.

Norms and rules to be followed by all the employees appointed in the IIS (Deemed to be University), Jaipur

Attendance of employees

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Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020


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- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
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 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or IIS (Deemed to be University), Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

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3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

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IIS (deemed to be University)
Mansarovar, Jaipur-302020



5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

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Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


 Registrar
 JIS (deemed to be University)
 Mansarovar, Jaipur-302020



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- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Vice Chancellor**



IIS (Deemed to be University)
Manasrova, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

8 September 2016

Dr. Sudha Rathore
D/o Shri Bhanwan Singh Thakur
Date of Birth: 31 January 1988

You are hereby appointed as an **Assistant Professor in Behavioural & Health Science** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

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Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust subject to the limit of two children only.

Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

www.icfia.org

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IIS (deemed to be University)
Mansarovar, Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.


Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds or misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

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Registrar
 IIS (Institute of Information Systems)
 University of ...
 2020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
 (Faculty)
 2020

1

5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

Registrar
(University)
M.S. 30/2020


The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.


Dr. Ashok Gupta
Vice Chancellor


IIS (University)
M... 302020

IISU/2020/


June 30, 2020

Dr. Sudha Rathore
Asst. Professor
Dept. of Psychology

Your services in this University are hereby confirmed w.e.f. 1 July 2020

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.


Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Dean, Faculty of Arts & Social Sciences
2. The Finance Officer, IISU
3. Establishment Incharge

Received
Sudha


Registrar


Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit :International College for Girls

Dated :11.07.2011

Dr. Vandana
D/o Shri S. L. Nanglu
DOB : 20th October 1976

You are hereby appointed as an **Assistant Professor** on probation. . You will be paid salary in the grade 8000-275-13500 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity/The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.



Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

[Handwritten signature]
 Director
 IIS Institutional Network
 Mumbai, India
 000020

[Handwritten mark]

Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds or misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

Registrar
 IIS (Deemed to be University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
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3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
 IIS (for ... to be University)
 M... 2020

5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his/her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


Registrar
HIS (deemed to be University)
Manasrovar, Jaipur-302020

b

The age of superannuation for all the employees under ICFIA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. Disobedience, insubordination and negligence in executing the work entrusted.**
- b. Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



Dr. Ashok Gupta
Director/Secretary General



Registrar
IIIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

June 30, 2012

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st July, 2012:

S.No.	Name	Designation	DOB	DOJ
1	Aastha Saxena	Asstt. Professor	23.12.1988	11.07.2011
2	Aditi Gupta	Asstt. Professor	28.06.1986	15.07.2010
3	Aditi Jain	Part Time Lecturer	25.07.1983	22.09.2007
4	Aditi Pareek	Part Time Lecturer	19.10.1986	11.07.2011
5	Akshita Jain	Part Time Lecturer	26.04.1982	01.08.2011
6	Dr. Ameeta Sharma-Bio	Assistant Professor	21.09.1974	10.01.2012
7	Amita Sharma-Com	Assistant Professor	17.08.1985	02.02.2012
8	Dr. Amita Sharma-Comp.Sc.	Asst. Professor	21.01.1983	02.05.2012
9	Amita Sharma-GPEM	Asstt Lecturer	14.04.1975	11.07.2011
10	Anjali Sharma	Asstt. Professor	07.09.1988	13.07.2011
11	Anubha Jain	Sr. Asstt. Professor	04.02.1975	01.09.2006
12	Astha Pareek	Asstt. Professor	05.10.1983	13.03.2010
13	Avita Khawas Gupta	Asstt. Professor	05.12.1985	11.07.2011
14	Chetangana Choudhary	Part Time Lecturer	07.07.1990	16.07.2011
15	Chhavi Jain	Asstt. Professor	19.03.1980	27.06.2007
16	Deepak Sachdeva	Associate Professor	14.08.1948	23.07.2011
17	Deepika Kaurani	Asstt. Professor	29.03.1976	01.09.2008
18	Deepshikha Bhatia	Asstt. Professor	16.05.1982	16.09.2008
19	Dr. Gargi Saxena	Part Time Lecturer	25.12.1978	11.07.2011
20	Gaurav Saxena	Tabla Player	09.08.1979	12.11.2007
21	Geetanjali Singh Mankotia	Asstt. Professor	20.07.1984	11.07.2011
22	Dr. Girija Kaviraj	Asst. Professor	08.01.1981	02.12.2011
23	Harshita Jodha	Part Time Lecturer	04.10.1988	08.01.2012
24	Dr. Isha Vyas Sukhwal	Part Time Lecturer	23.03.1984	11.07.2011
25	Malika Parnami	Asstt. Professor	06.05.1986	16.07.2009
26	Mitali Gupta	Asstt. Professor	03.04.1982	16.07.2011
27	Monika Singh	Asstt. Professor	05.07.1983	03.07.2008
28	Dr. Monty Kanodia	Asstt. Professor	08.08.1978	11.07.2011
29	Mridula Sharma	Asstt. Professor	14.04.1983	17.07.2009
30	Dr. Nalini Totuka	Part Time Lecturer	29.12.1971	26.07.2010
31	Neelam Sharma	Part Time Lecturer	6.06.1985	02.08.2010
32	Neeru Jain	Asstt. Professor	26.08.1966	02.07.2007
33	Neha Mathur	Asstt. Professor	08.10.1986	15.07.2009
34	Neha Tiwari	Assistant Professor	01.12.2005	21.06.1980
35	Parul Agarwal	Asst. Professor	11.08.1989	01.02.2012
36	Peeyush Pareek	Part Time Lecturer	13.04.1985	03.10.2011
37	Dr. Poonam Parihar	Asstt. Professor	01.06.1980	16.07.2011
38	Poonam Sethi	Part Time Lecturer	26.01.1961	21.07.2011
39	Pratibha Tahiliani	Part Time Lecturer	18.06.1979	22.07.2010
40	Preeti Sharma	Asstt. Professor	04.09.1981	15.07.2009
41	Priyanka Dutt	Assistant Professor	10.04.1983	02.02.2012

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

42		Priyanka Gianchandani	Asstt. Professor	25.09.1984	15.07.2009
43		Priyanka Mathur	Part Time Lecturer	26.11.1979	26.07.2010
44		Priyanka Srivastava	Asstt. Professor	24.04.1985	15.03.2010
45		Puneet Sandhu	Part Time Lecturer	27.02.1985	15.12.2010
46	Dr.	Punita	Asstt. Professor	08.10.1975	11.07.2011
47		Rajneesh Chaturvedi	Asstt. Professor	09.03.1977	15.07.2009
48		Ratna Kulkarni	Asstt. Professor	02.06.1971	11.07.2011
49		Richa Sharma	Part Time Lecturer	16.05.1987	11.07.2011
50	Dr.	Sachin Gupta	Asstt. Professor	04.04.1982	23.07.2011
52		Sarita Sharma	Asstt. Professor	14.09.1977	11.07.2011
53		Shriparna Singh	Part Time Lecturer	28.10.1984	15.07.2009
54		Surabhi Jain	Asstt. Professor	05.05.1983	21.07.2011
55		Surbhi Gupta	Asstt. Professor	13.10.1986	01.08.2009
56		Swati Phophalia	Part Time Lecturer	04.04.1983	12.07.2011
57	Dr.	Vandana	Asstt. Professor	20.10.1976	11.07.2011
58		Vandana Sachdeva	Asstt. Professor	12.09.1976	23.07.2011
59		Vishakha Sharma	Asstt. Professor	24.07.1981	18.07.2011

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st July, 2012.



Dr. Ashok Gupta
Director/Secretary General

Copy forwarded to the following for information:

1. Dr. Raakhi Gupta, Rector & Registrar
2. Prof. K. S. Sharma, Advisor
3. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
4. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
5. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
6. Dr. Nisha Yadav, Controller of Examination
7. Ms. Rajani Sharma, Finance Officer
8. Mr. G. N. Dadhich, Accounts Officer
9. Mr. S. N. Chandel, Establishment Office
10. All faculty members



Director

Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur 302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

IISU/2014/

June 30, 2014

Dr. Vandana
Asst. Professor
Dept. of Physical & Computing Science (Psychology)

Your services in this University are hereby confirmed w.e.f. 1 July 2014

You will have to give a notice of 3 months or salary in lieu there of in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Dr. Ashok Gupta
Vice Chancellor

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

IISU/2018/ 512

Date : 16 August 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Vandana**, Assistant Professor, Department of **Psychology**, IIS (Deemed to be University) from Level I to Assistant Professor (Level II) w.e.f. 1st August 2018, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 7000 and will be designated as 'Senior Assistant Professor'.

She is required to fulfill following conditions within three years, failing which her case will not be considered for any further promotion:

- One Orientation Course
- One Refresher Course

This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.




Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Arts & Social Sciences, IISU
5. Head, Dept. of Psychology, IISU
6. Dr. Vandana, Dept. of Psychology, IISU
7. Personal File

Received
Vandana
21/8/18


Registrar


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

1 September 2011

Dr. R. K. Bansal
Jaipur

You are hereby appointed as **Professor in Chemical Science**. You will be paid an honorarium in the pay scale 16400-22400.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust. subject to the limit of two children only.

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

Registrar
IIS (The IIS University)
Manasagar, Jaipur-302020

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Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

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Registrar

HS (deemed to be University)
Manasrovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
 (IIS Deemed to be University)
 Mansarovar, Jaipur-302020

5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

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Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Vice Chancellor**



Registrar

**IIS (deemed to be University)
Mansarovar, Jaipur-302020**



International College for Girls

Affiliated to the University of Rajasthan, Jaipur

Gurukul Marg, SFS, Mansarovar, Jaipur-302 020 INDIA

Phones : (0141) 397906, 397907, 397908

Telefax : (0141) 395494

E-mail : icg@icfia.org

Web : http.www.icfia.org

MEMORANDUM

17 July 1995

Ms. Rakhi Gupta, D/o Shri P.C.Bakshi, whose date of birth is 27/08/1969 is hereby appointed as Lecturer in Chemistry on probation. You will be paid salary in the grade 2200-75-2800-100-4000 per month.

The services of the aforesaid employee may be terminated during the above said period also if his/her work and behaviour are not found satisfactory.


The employee will have to give one months's notice or pay there for if he/she leaves the services during the above said period.

He/She will actively participate in all the activities and programmes including cultural, sports and house activities etc. He/She will not involve himself/herself in any activity detrimental to ICG norms and discipline.

Every employee of the ICG will be allowed fifty percent concession in the payment of tuition fee (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.

This is issued with the implicit condition that the employee will adhere to the norms and conditions as mentioned in this letter or as modified from time to time.

Teaching staff not satisfying qualifications laid down by the U.G.C. will not be entitled to annual increments/confirmation until they have obtained such qualifications.


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



Norms and rules to be followed by all the employees appointed in the ICG are as follows :

Attendance of Employees

- 1) Every employee is expected to reach the college punctually and sign the attendance register on arrival before the working of the College begins and also mark the time of departure, when he/she leaves.
- 2) An employee who has not signed the attendance register as above is liable to be considered absent from duty for that date.

Permission to improve Qualifications

- 1) No teacher shall be permitted to apply for improving qualifications before completing two years of service.
- 2) Individual cases duly recommended by the Principal may be considered (when due) by the Managing Committee (as also) under special circumstances before the completion of 2 years.

Application for another post

- 1) No member of the staff shall apply for employment/ shall work on a part time basis elsewhere without notifying through the Principal in writing to the College Managing Committee which may grant/may not grant such permission.
- 2) At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and Other Tuitions

- 1) No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/ Head of the Institution.
- 2) Group Tuitions in the college shall not be allowed.

Grant of Leave

- 1) Leave can not be claimed as a matter of right.
- 2) Grant of any leave shall be at the discretion of the Management.
- 3) Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reasons should reach the Principal on the day of absence. When a phone message is sent, it should be confirmed in writing by the next day. Merely applying for leave will not mean sanction, until and unless the leave is sanctioned by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made in good time before the date from which the leave or its extension is sought. If an employee has been absent from the college without leave for ten college days, the employee may be deemed to have deserted his/her post.

Rakhi Gupta

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Contd... on (3)

Handwritten signature
Registrar
IIS (deemed to be University)
Manuwarwar, Jaipur-302020

Code of Conduct for Employees

- 1) Every employee shall be governed by a Code of Conduct. The following acts shall constitute breach of code of conduct.
- (i) Habitual late coming and negligence of duty.
 - (ii) Use of abusive language, quarrelsome and riotous behaviour.
 - (iii) Insubordination and defiance of lawful order.
 - (iv) Disrespectful behaviour, rumour mongering and character assassination.
 - (v) Making false accusations or assault either provoked or otherwise.
 - (vi) Use of liquor or narcotics on the college premises.
 - (vii) Embezzlement of funds or misappropriation of College property or theft or fraud.
 - (viii) Mutilation/destruction of college records and property.
 - (ix) Conviction by a court of law for criminal offence.
 - (x) Possession of weapons, explosives, and other objectionable materials on college premises.
 - (xi) Indulging in or encouraging any form of malpractice connected with examination or other college activities.
 - (xii) Divulging confidential matters relating to college.
 - (xiii) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the college authorities.
 - (xiv) Carrying on personal monetary transactions among themselves, with the students and/or with the parents.
 - (xv) Taking active part in politics.
 - (xvi) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
 - (xvii) Wilful neglect in correcting class work or home work.
 - (xviii) Giving private tuitions without permission of college authorities.
 - (xix) Organising or attending any meeting during college hours except when he/she is required or permitted by the Head of the College to do so.
 - (xx) Absenting from work even though present on the college premises or absent without leave.

Rishi Gupta

James
Contd... on (4)

Rishi

Registrar

(To be signed by University)
Jodhpur-332020

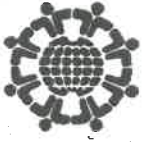
- (xxi) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly, in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- (xxii) Asking for or accepting, except with the previous sanction of the management any contribution or otherwise associating himself/herself with the raising of funds of any kind or making any collection whether in cash or in kind, in pursuance of any object whatsoever.

All the teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The teacher shall attend to his/her duties with care and commitment, be punctual in attendance and dutiful in respect of classroom and also for any other work connected with the duties assigned to him/her by the Head of the College or the Management. He/she shall abide by the rules and regulations of the college and carry out the lawful orders and also show due respect to the constituted authorities.

Ashok Gupta
(ASHOK GUPTA)
HONY. SECRETARY
&
DIRECTOR

Rakhi Gupta

Raj
Registrar
(Mansarovar to be University)
Mansarovar, Jaipur-302020




International College for Girls

Gurukul Marg, SFS, Mansarovar, Jaipur - 302 020 INDIA
Phone : (0141) 390490, 390491, 390492, 390493
Telefax : (0141) 390494

ICG/96-97/

17 July 1996

The period of probation in your services is hereby extended upto 16 July 1997.


Director

Ms. Rakhi Gupta
Ms. Ila Joshi
Ms. Meenu Verma
Ms. Vidya Patni
Ms. Roopa Mathur
Ms. Nisha Yadav
Ms. Sharad Rathore
Ms. Nerupama Modwel
Ms. Anita Lunia

R. Gupta


Registrar
IIS (Women's University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit: **International College for Girls**

7th May'05

Dr. Raakhi Gupta
Vice Principal, ICG

You are hereby promoted to the post of **Professor** in the pay scale **16,400-450-20,900-500-22,400** w.e.f. 1st July' 2005.

You will be entitled to all other allowances being drawn by you at present.



Dr. Ashok Gupta
Director / Secretary General

Received
with thanks

RC/ps
7.5.05



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958


31 March 2011

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st April, 2011:

S.No.		Name of Employees	Designation
1	Dr	Raakhi Gupta	Principal
2	Prof.	K. S. Sharma	Advisor
3	Prof.	M.K. Sharma	Dean, Commerce
4	Prof.	N. K. Jain	Dean, Arts
5	Prof.	Pradeep Bhatnagar	Dean, Life Science
6	Dr.	Ila Joshi	Associate Professor
7	Dr.	Roopa Mathur	Associate Professor
8	Dr.	Sharad Rathore	Associate Professor
9	Dr.	Nisha Yadav	Associate Professor
10		Monika Munjal	Associate Professor
11		Ujjvala M. Tiwari	Sr. Assistant Professor
12	Dr.	Radha Kashyap	Associate Professor
13	Dr.	Shelja K. Juneja	Sr. Assistant Professor
14	Dr.	Deepa Pareek	Associate Professor
15	Dr.	Suveen Agarwal	Associate Professor
16		Pratibha Sharma	Assistant Professor
17		Mahesh Singh	Sr. Assistant Professor
18		Nidhi Bhargava	Sr. Assistant Professor
19	D.	Ritu Jain	Sr. Assistant Professor
20		Manisha Patni	Sr. Assistant Professor
22		Shwet Goel	Sr. Assistant Professor
23	Dr.	Nidhi Sharma	Sr. Assistant Professor
24	Dr.	Sreemoyee Chatterjee	Sr. Assistant Professor
25	Dr.	Renu Shungloo	Sr. Assistant Professor
26	Dr.	Mona Vyas	Sr. Assistant Professor
27		Shalini Punjabi	Assistant Professor
28		Priyanka	Sr. Assistant Professor
29	Dr.	Priyanka Mathur	Sr. Assistant Professor
30	Dr.	Anima Vaish	Sr. Assistant Professor
31		Deepika Singh	Sr. Assistant Professor
32	Dr.	Kalpana Agarwal	Sr. Assistant Professor
33		Rimika Singhvi	Sr. Assistant Professor
34	Dr.	Varsha Goyal	Sr. Assistant Professor
35	Dr.	Shilpi Rihwani	Sr. Assistant Professor
36		J.P. Karna	Sr. Assistant Professor
37		Ruchi Nanda	Assistant Professor
38	Dr.	Pragya Sinha	Sr. Assistant Professor

IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org


(deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

39		Giriraj Sharma	Assistant Professor
40	Dr.	Amita Raj Goyal	Assistant Professor
41	Dr.	Pallavi Kaushik	Sr. Assistant Professor
43	Dr.	Chandrani Sen	Sr. Assistant Professor
44	Dr.	Shweta Gupta	Sr. Assistant Professor
45	Dr.	Ankita Gangwal	Sr. Assistant Professor
46		Rachna Nahta	Assistant Professor
47		Sunetra Dutt	Assistant Professor
48	Dr.	Ritu Purohit	Sr. Assistant Professor
49		Charu Sharma	Assistant Professor
50		Ruchi Jain	Assistant Professor
51	Dr.	Neerja Mehta	Sr. Assistant Professor
52		Richa Yadav	Assistant Professor
53		Tanuja Yadav	Assistant Professor
54	Dr.	Charu Jhamaria	Assistant Professor
55	Dr.	Swarnendu Baksi	Sr. Assistant Professor
56		Shveta Parnami	Assistant Professor
57	Dr.	Lata Shahani	Assistant Professor
58	Dr.	Meenakshi Sharma	Assistant Professor
59		Payal Mehtani	Assistant Professor
60		Radhika Sharma	Assistant Professor
61	Dr.	Priyanka Vyas	Assistant Professor
62	Dr.	Smita Purohit	Assistant Professor
63		Chitra Debana	Assistant Professor
64		Navneet Sharma	Assistant Professor
65	Dr.	Swati Vyas Ramani	Assistant Professor
66		Sulekha Ojha	Assistant Professor
67	Dr.	Poonam Madan	Sr. Assistant Professor
68		Neha Lodha Panwar	Assistant Professor
69	Dr.	Manisha Sharma	Assistant Professor
70	Dr.	Ankita Chaturvedi	Assistant Professor
71		Ruchi Jain	Assistant Professor
72		Ashish Khandelwal	Assistant Professor
73	Dr.	Mini Mathur	Assistant Professor
74		Rena Mehta	Assistant Professor
75	Dr.	Seema Singh Rathore	Assistant Professor
76		Ruchi Goswami	Assistant Professor
77		Anuja Joshi	Assistant Professor
78		Garima Srivastava	Assistant Professor
79	Dr.	Jyoti Gaur	Assistant Professor
80	Dr.	Priya Bhardwaj	Assistant Professor
81	D	Rani Rathore	Assistant Professor
82		Shweta Kastiya	Assistant Professor
84		Smita Chandela	Assistant Professor
85	Dr.	Shubhra Gupta	Assistant Professor
86		Meenakshi Anand	Assistant Professor

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Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

87	Dr.	Smriti Kumari	Assistant Professor
88	Dr.	Arti Sharma	Assistant Professor
89		Kanupriya Rathore	Assistant Professor
90		Tejender Kaur Sarna	Assistant Professor
91	Dr.	Bhawana Arya	Assistant Professor
92		Geetika Vyas	Assistant Professor
93		Pramod Bhargava	Assistant Professor
94		Neha Gupta	Demonstrator
95	Dr.	Divya Walia	Assistant Professor
96	Dr.	Archana Gupta	Assistant Professor
97		Sarabjeet Kaur Gogia	Assistant Professor
98		Neha Batra	Assistant Professor
99		Roopam Kothari	Assistant Professor
100		Deepshikha Parashar	Assistant Professor
101		Ritu Sen	Assistant Professor
102		Gurupurnima Kaushik	Assistant Professor
103		Harshita Bhargava	Assistant Professor
105		Priyanka Tiwari	Assistant Professor
106	Dr.	R. K. Tailor	Sr. Assistant Professor
107		Bijoy Kr. Dutta	Associate Professor
108		Sucharita Sharma	Assistant Professor
109		Shikha Gupta	Assistant Professor
110		Kavita Sharma	Assistant Professor
111		Prachi Goswami	Assistant Professor
112		Arvind Sharma	Office Asstt.
113		Badal Dave	System Administrator
114		D.L. Sain	Section Officer
115		Hemant Kumar	Demonstrator
116		Hemraj	Lab Asstt.
117		Kokila Chaturvedi	Asstt. Librarian
118		Laxmi Adwani	Asstt. Librarian
119		Mukesh Agarwal	Office Asstt.
120		Navneet Jain	Lab Asstt.
121		Pawan Avasthi	Lab Asstt.
122		Ram Singh	Section Officer
123		Rameshwar	Lab Technician
124		Sadhana Sharma	Office Asstt.
125		Seema Purohit	Office Asstt.
126		Sonal Jain	Asstt. Librarian
127		Tulsi Ram Koli	Lab Technician
128		Utsav Malpani	Lab Asstt.
129		Vicy B. Thomas	Placement Officer
130		Vijay Chaturvedi	Asstt. Graphic Designer
131		Vimlesh Jain	Book Lifter

IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org

Signature
IIS (Mansarovar) (University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st April, 2011.

sd/-

Dr. Ashok Gupta
Director

Copy forwarded to the following for information:

11. Dr. Raakhi Gupta, Rector & Registrar
12. Prof. K. S. Sharma, Advisor
13. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
14. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
15. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
16. Dr. Nisha Yadav, Controller of Examination
17. Ms. Rajani Sharma, Finance Officer
18. Mr. S. N. Chandel, Establishment Office
19. All faculty members


Director

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

22 July 2013

Mr. Deepak Singh Rajawat
S/o Shri Jagdeesh Prasad
Date of Birth: 01 December 1984

You are hereby appointed as an **Assistant Professor in Chemical Science** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.


The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust subject to the limit of two children only.

Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

www.icfia.org


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.


Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. Disobedience, insubordination and negligence in executing the work entrusted.**
- b. Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



Dr. Ashok Gupta
Vice Chancellor


Registrar
IIS (Declared to be University)
Manmohan, Jaipur 302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

IISU/2016/

30 June 2016

Dr. Deepak Singh Rajawat
Assistant Professor
Dept. of Chemistry

Your services in this University are hereby confirmed w.e.f. 1 July 2016

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Sd/-

Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
2. The Finance Officer, IISU
3. Establishment Incharge

Rajp
Registrar

Rajp
Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

IISU/2018/513

Date : 7 September 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Deepak Singh Rajawat**, Assistant Professor, Department of **Chemistry**, IIS (Deemed to be University) from Level I to Assistant Professor (Level II) w.e.f. 1st October 2018, under Career Advancement Scheme of the UGC. He will draw salary in the scale 15,600-39,100 with grade pay of Rs. 7000 and will be designated as 'Senior Assistant Professor'.

He is required to fulfill following conditions within three years, failing which his case will not be considered for any further promotion:

- One Orientation Course
- One Refresher Course

This promotion is being granted with the understanding that he will not apply for a job elsewhere for the next three years. He is therefore, required to give an undertaking to this effect.


Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Science, IISU
5. Head, Dept. of Chemistry, IISU
6. Dr. Deepak Singh Rajawat, Dept. of Chemistry, IISU
7. Personal File


Registrar



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

17 July 2017

Dr. Lav Varma
S/o Dr. Ajay Varma
Date of Birth: 01 August 1983

You are hereby appointed as an **Assistant Professor in Chemical Science** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust subject to the limit of two children only.

Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

www.icfia.org

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

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Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

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Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020


h

Code of conduct for employees

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- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
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- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

2


 Registrar
 IIS (Deemed to be University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

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In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

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4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


Registrar
IIS (Institute to be University)
Mahatma Nagar, Jaipur-302020



5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
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10. All important and frequently used numbers should be fed in.
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13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
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5


 Registrar
 IIS (University)
 Manipal University
 Bangalore-560020

The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.


Dr. Ashok Gupta
Vice Chancellor


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



IISU Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Tel : 91-141-2400160-161
Fax : 91-141-2395494

Web : www.iisuniv.ac.in
Email : iisuniversity@iisuniv.ac.in

IISU/2020/

June 30, 2020

Dr. Lav Varma
Asst. Professor
Dept. of Chemistry

Your services in this University are hereby confirmed w.e.f. 1 July 2020

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Sd/-
Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Dean, Faculty of Science
2. The Finance Officer, IISU-*Am*
3. Establishment Incharge

Am
Registrar

Am
Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



10

International College for Girls

Affiliated to the University of Rajasthan, Jaipur

Gurukul Marg, SFS, Mansarovar, Jaipur-302 020 INDIA
Phones : (0141) 397906, 397907, 397908
Telefax : (0141) 395494
E-mail : icg@icfia.org
Web : http.www.icfia.org

MEMORANDUM

3 August 1999

Ms. Manisha Patni, W/o Shri Sanjay Patni, whose date of birth is 15/08/1974 is hereby appointed as Lecturer in Chemistry on probation. You will be paid salary in the grade 2200-75-2800-100-4000 per month.

This services of the aforesaid employee may be terminated during the above said period also if his/her work and behaviour are not found satisfactory.

The employee will have to give one months's notice or pay there for if he/she leaves the services during the above said period.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

He/She will actively participate in all the activities and programmes including cultural, sports and house activities etc. He/She will not involve himself/herself in any activity detrimental to ICG norms and discipline.

Every employee of the ICG will be allowed fifty percent concession in the payment of tuition fee (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.

This is issued with the implicit condition that the employee will adhere to the norms and conditions as mentioned in this letter or as modified from time to time.

If **Ms. Manisha Patni** agrees to the terms and conditions mentioned in this letter, he/she should send his/her acceptance of this offer in the enclosed proforma by 5th August, 1999 failing which this memorandum be treated as cancelled.

113 (Jawahar to be University)
Mansarovar, Jaipur-302020

Norms and rules to be followed by all the employees appointed in the ICG/CIT are as following :

Attendance of employees

1. Every employees is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves.
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute managing committee which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution.

Grant of Leave

1. Leave can not be claimed as a matter of right.
2. Grant of any leaves shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.



118 (Formerly to be University)
Mansarovar, Jaipur-302020



publication or as a selling agent or a canvasser for any publishing firm or trader.

- (xxii) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All the teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The teacher shall attend to his duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He shall abide by the rules and regulations of the college and carry out the lawful orders and also show due respect to the constituted authorities.


Ashok Gupta
Director





(Mansarovar University)
Mansarovar, Jaipur-302020



International College For Girls

Affiliated to the University of Rajasthan, Jaipur

Gurukul Marg, SFS, Mansarovar, Jaipur-302 020 INDIA

Phones : (0141) 397906, 397907, 397908

Telefax : (0141) 395494

E-mail : iis@icfia.org

Web : http://www.icfia.org

21 March, 2003

Ms. Manisha Patni
Lecturer - Chemistry

Your services in this college are hereby confirmed w.e.f 1st April, 2003

You have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the college.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time .

Please submit your acceptance of this letter by the 31st March, 2003, failing which this offer may be treated as cancelled.

Dr. Ashok Gupta
Director

Recd
22/3/03

IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit: **International College for Girls**

7th May'05

Ms. Manisha Patni
Asstt. Professor

You are hereby promoted to the post of **Senior Asstt. Professor** in the pay scale **10,000-325-15,200** w.e.f. 1st July' 2005.

You will be entitled to all other allowances being drawn by you at present.



Dr. Ashok Gupta
Director / Secretary General


Registrar
(3/dormed to be University)
Mansarovar, Jaipur-302020


09/05/05

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

31 March 2011

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st April, 2011:

S.No.		Name of Employees	Designation
1	Dr	Raakhi Gupta	Principal
2	Prof.	K. S. Sharma	Advisor
3	Prof.	M.K. Sharma	Dean, Commerce
4	Prof.	N. K. Jain	Dean, Arts
5	Prof.	Pradeep Bhatnagar	Dean, Life Science
6	Dr.	Ila Joshi	Associate Professor
7	Dr.	Roopa Mathur	Associate Professor
8	Dr.	Sharad Rathore	Associate Professor
9	Dr.	Nisha Yadav	Associate Professor
10		Monika Munjal	Associate Professor
11		Ujjvala M. Tiwari	Sr. Assistant Professor
12	Dr.	Radha Kashyap	Associate Professor
13	Dr.	Shelja K. Juneja	Sr. Assistant Professor
14	Dr.	Deepa Pareek	Associate Professor
15	Dr.	Suveen Agarwal	Associate Professor
16		Pratibha Sharma	Assistant Professor
17		Mahesh Singh	Sr. Assistant Professor
18		Nidhi Bhargava	Sr. Assistant Professor
19	D.	Ritu Jain	Sr. Assistant Professor
20		Manisha Patni	Sr. Assistant Professor
22		Shwet Goel	Sr. Assistant Professor
23	Dr.	Nidhi Sharma	Sr. Assistant Professor
24	Dr.	Sreemoyee Chatterjee	Sr. Assistant Professor
25	Dr.	Renu Shungloo	Sr. Assistant Professor
26	Dr.	Mona Vyas	Sr. Assistant Professor
27		Shalini Punjabi	Assistant Professor
28		Priyanka	Sr. Assistant Professor
29	Dr.	Priyanka Mathur	Sr. Assistant Professor
30	Dr.	Anima Vaish	Sr. Assistant Professor
31		Deepika Singh	Sr. Assistant Professor
32	Dr.	Kalpana Agarwal	Sr. Assistant Professor
33		Rimika Singhvi	Sr. Assistant Professor
34	Dr.	Varsha Goyal	Sr. Assistant Professor
35	Dr.	Shilpi Rijhwani	Sr. Assistant Professor
36		J.P. Karna	Sr. Assistant Professor
37		Ruchi Nanda	Assistant Professor
38	Dr.	Pragya Sinha	Sr. Assistant Professor

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Registrar
IIS (University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

39		Giriraj Sharma	Assistant Professor
40	Dr.	Amita Raj Goyal	Assistant Professor
41	Dr.	Pallavi Kaushik	Sr. Assistant Professor
43	Dr.	Chandrani Sen	Sr. Assistant Professor
44	Dr.	Shweta Gupta	Sr. Assistant Professor
45	Dr.	Ankita Gangwal	Sr. Assistant Professor
46		Rachna Nahta	Assistant Professor
47		Sunetra Dutt	Assistant Professor
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51	Dr.	Neerja Mehta	Sr. Assistant Professor
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54	Dr.	Charu Jhamaria	Assistant Professor
55	Dr.	Swarnendu Baksi	Sr. Assistant Professor
56		Shveta Parnami	Assistant Professor
57	Dr.	Lata Shahani	Assistant Professor
58	Dr.	Meenakshi Sharma	Assistant Professor
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70	Dr.	Ankita Chaturvedi	Assistant Professor
71		Ruchi Jain	Assistant Professor
72		Ashish Khandelwal	Assistant Professor
73	Dr.	Mini Mathur	Assistant Professor
74		Rena Mehta	Assistant Professor
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76		Ruchi Goswami	Assistant Professor
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81	D	Rani Rathore	Assistant Professor
82		Shweta Kastiya	Assistant Professor
84		Smita Chandela	Assistant Professor
85	Dr.	Shubhra Gupta	Assistant Professor
86		Meenakshi Anand	Assistant Professor

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Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

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87	Dr.	Smriti Kumari	Assistant Professor
88	Dr.	Arti Sharma	Assistant Professor
89		Kanupriya Rathore	Assistant Professor
90		Tejender Kaur Sarna	Assistant Professor
91	Dr.	Bhawana Arya	Assistant Professor
92		Geetika Vyas	Assistant Professor
93		Pramod Bhargava	Assistant Professor
94		Neha Gupta	Demonstrator
95	Dr.	Divya Walia	Assistant Professor
96	Dr.	Archana Gupta	Assistant Professor
97		Sarabjeet Kaur Gogia	Assistant Professor
98		Neha Batra	Assistant Professor
99		Roopam Kothari	Assistant Professor
100		Deepshikha Parashar	Assistant Professor
101		Ritu Sen	Assistant Professor
102		Gurupurnima Kaushik	Assistant Professor
103		Harshita Bhargava	Assistant Professor
105		Priyanka Tiwari	Assistant Professor
106	Dr.	R. K. Tailor	Sr. Assistant Professor
107		Bijoy Kr. Dutta	Associate Professor
108		Sucharita Sharma	Assistant Professor
109		Shikha Gupta	Assistant Professor
110		Kavita Sharma	Assistant Professor
111		Prachi Goswami	Assistant Professor
112		Arvind Sharma	Office Asstt.
113		Badal Dave	System Administrator
114		D.L. Sain	Section Officer
115		Hemant Kumar	Demonstrator
116		Hemraj	Lab Asstt.
117		Kokila Chaturvedi	Asstt. Librarian
118		Laxmi Adwani	Asstt. Librarian
119		Mukesh Agarwal	Office Asstt.
120		Navneet Jain	Lab Asstt.
121		Pawan Avasthi	Lab Asstt.
122		Ram Singh	Section Officer
123		Rameshwar	Lab Technician
124		Sadhana Sharma	Office Asstt.
125		Seema Purohit	Office Asstt.
126		Sonal Jain	Asstt. Librarian
127		Tulsi Ram Koli	Lab Technician
128		Utsav Malpani	Lab Asstt.
129		Vicy B. Thomas	Placement Officer
130		Vijay Chaturvedi	Asstt. Graphic Designer
131		Vimlesh Jain	Book Lifter

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INDIAN
COUNCIL for
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AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st April, 2011.

sd/-

Dr. Ashok Gupta
Director

Copy forwarded to the following for information:

11. Dr. Raakhi Gupta, Rector & Registrar
12. Prof. K. S. Sharma, Advisor
13. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
14. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
15. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
16. Dr. Nisha Yadav, Controller of Examination
17. Ms. Rajani Sharma, Finance Officer
18. Mr. S. N. Chandel, Establishment Office
19. All faculty members


Director


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act, 1956

No. IISU/CAS/2011/1080

July 23, 2011

OFFICE ORDER

On the recommendation of the Screening cum Evaluation / Scrutiny Committee and subsequent approval accorded by the Board of Management in its meeting held 21st July, 2011, **Ms. Manisha Patni**, presently working as Sr. Assistant Professor (Stage 2) in the Dept. of Chemistry, is hereby promoted to the post of **Asst. Professor- Selection Grade (Stage 3)** w.e.f. the date of her joining on the post of Assistant Professor- Selection Grade. She will be placed in the UGC Scale 15600-39100 with the grade pay of ₹ 8000/-.

Dr. Ashok Gupta
Vice Chancellor

Copy forwarded for information to :

1. **Ms. Manisha Patni, Sr. Assistant Professor, Dept. of Chemistry**
2. **Prof. Pradeep Bhatnagar, Dean, Faculty of Science**
3. **Accounts Section**
4. **Personnel Section**
5. **Personal File (CAS)**

Registrar

Received.

Registrar
(deemed to be University)
Jaipur-302020

Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

www.icfia.org

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA.

Telephone : 91-141-2400160-161
Fax : 91-141-2395194



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act.,1956

No. IISU/CAS/2014-15/204

December 30, 2015

OFFICE ORDER

On the recommendation of the Screening Committee and subsequent approval accorded by the Board of Management in its meeting held 26 September 2015, the Vice Chancellor has been pleased to rename the designation of the following faculty members from **Asst. Professor-Selection Grade (Stage 3) to Associate Professor (Stage 3)**. This will come into force w.e.f. **1 January 2016**. They shall continue to draw their salary in the UGC scale 15600-39100 with grade pay of Rs. 8000/-.

1. Dr. Manisha Patni, Dept. of Chemistry
2. Dr. Nidhi Bhargava, Dept. of Physics

sd/-
Dr. Raakhi Gupta
Registrar

Copy forwarded for information to :

1. Prof. Pradeep Bhatnagar, Dean, Faculty of Sciences
2. Dr. Manisha Patni, Dept. of Chemistry
3. Dr. Nidhi Bhargava, Dept. of Physics
4. Accounts Section
5. Personnel Section
6. Personal File (CAS)

Raakhi
Registrar

Raakhi
Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INTERNATIONAL
COLLEGE
for
GIRLS

Office of the Director Dr. Ashok Gupta

MEMORANDUM

5 July 2004

Dr. Pragya Sinha, D/o Shri Raghunandan Choudhary, whose date of birth is 16/09/1968 is hereby appointed as Lecturer in Chemistry on probation. You will be paid salary in the grade 2200-75-2800-100-4000 per month.

This services of the aforesaid employee may be terminated during the above said period also if his/her work and behaviour are not found satisfactory.

The employee will have to give one months's notice or pay there for if he/she leaves the services during the above said period.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

He/She will actively participate in all the activities and programmes including cultural, sports and house activities etc. He/She will not involve himself/herself in any activity detrimental to ICG norms and discipline.

Every employee of the ICG will be allowed fifty percent concession in the payment of tuition fee (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.

This is issued with the implicit condition that the employee will adhere to the norms and conditions as mentioned in this letter or as modified from time to time.

If **Dr. Pragya Sinha** agrees to the terms and conditions mentioned in this letter, he/she should send his/her acceptance of this offer in the enclosed proforma by 7 July 2004 failing which this memorandum be treated as cancelled.


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.


Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

Registrar
IIS (Institutional Network)
Mansarovar, Jaipur-302020

Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.


 Registrar
 U.S. (deemed to be University)
 Mansarovar, Jaipur-302020

1

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under filmy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

Registrar
JIS (despatch to the University)
Mansarovar, Jaipur-302020

b

The age of superannuation for all the employees under ICFIA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.


Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



Dr. Ashok Gupta
Director/Secretary General



113 (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : ICG

31 March, 2007

Dr. Pragya Sinha
Asstt. Professor
Department of Chemistry

Your services in this institute are hereby confirmed with effect from 1st April, 2007

You have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the college.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Please submit your acceptance of this letter by the 3rd April, 2007, failing which this offer may be treated as cancelled.



Dr. Ashok Gupta
Director/Secretary General



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : International College for Girls, Jaipur

June 25, 2009

Dr. Pragya Sinha
Assistant Professor - Chemistry

You are hereby promoted as **Sr. Assistant Professor** in the grade **10000-325-15200** w.e.f. 1st July, 2009.

You will be entitled to receive usual DA, HRA, CCA as admissible to the employees of the institution.

The above arrangement is being made purely on adhoc basis and is subject to performance appraisal involving efficiency, sincerity, loyalty and devotion.

This supersedes all previous communications issued pertaining to your elevation.



Dr. Ashok Gupta
Director/Secretary General

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

Received
Pragya
3/8/09.

INDIAN COUNCIL for INTERNATIONAL AMITY

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31 March 2011

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st April, 2011:

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37		Ruchi Nanda	Assistant Professor
38	Dr.	Pragya Sinha	Sr. Assistant Professor

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Pragya Sinha
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INDIAN COUNCIL for INTERNATIONAL AMITY

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86		Meenakshi Anand	Assistant Professor

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Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org

Registrar
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IIS (Deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

87	Dr.	Smriti Kumari	Assistant Professor
88	Dr.	Arti Sharma	Assistant Professor
89		Kanupriya Rathore	Assistant Professor
90		Tejender Kaur Sarna	Assistant Professor
91	Dr.	Bhawana Arya	Assistant Professor
92		Geetika Vyas	Assistant Professor
93		Pramod Bhargava	Assistant Professor
94		Neha Gupta	Demonstrator
95	Dr.	Divya Walia	Assistant Professor
96	Dr.	Archana Gupta	Assistant Professor
97		Sarabjeet Kaur Gogia	Assistant Professor
98		Neha Batra	Assistant Professor
99		Roopam Kothari	Assistant Professor
100		Deepshikha Parashar	Assistant Professor
101		Ritu Sen	Assistant Professor
102		Gurupurnima Kaushik	Assistant Professor
103		Harshita Bhargava	Assistant Professor
105		Priyanka Tiwari	Assistant Professor
106	Dr.	R. K. Tailor	Sr. Assistant Professor
107		Bijoy Kr. Dutta	Associate Professor
108		Sucharita Sharma	Assistant Professor
109		Shikha Gupta	Assistant Professor
110		Kavita Sharma	Assistant Professor
111		Prachi Goswami	Assistant Professor
112		Arvind Sharma	Office Asstt.
113		Badal Dave	System Administrator
114		D.L. Sain	Section Officer
115		Hemant Kumar	Demonstrator
116		Hemraj	Lab Asstt.
117		Kokila Chaturvedi	Asstt. Librarian
118		Laxmi Adwani	Asstt. Librarian
119		Mukesh Agarwal	Office Asstt.
120		Navneet Jain	Lab Asstt.
121		Pawan Avasthi	Lab Asstt.
122		Ram Singh	Section Officer
123		Rameshwar	Lab Technician
124		Sadhana Sharma	Office Asstt.
125		Seema Purohit	Office Asstt.
126		Sonal Jain	Asstt. Librarian
127		Tulsi Ram Koli	Lab Technician
128		Utsav Malpani	Lab Asstt.
129		Vicy B. Thomas	Placement Officer
130		Vijay Chaturvedi	Asstt. Graphic Designer
131		Vimlesh Jain	Book Lifter

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AMITY

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Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st April, 2011.

sd/-

Dr. Ashok Gupta
Director

Copy forwarded to the following for information:

11. Dr. Raakhi Gupta, Rector & Registrar
12. Prof. K. S. Sharma, Advisor
13. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
14. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
15. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
16. Dr. Nisha Yadav, Controller of Examination
17. Ms. Rajani Sharma, Finance Officer
18. Mr. S. N. Chandel, Establishment Office
19. All faculty members


Director


Registrar
(S. N. Chandel)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act.,1956

No. IISU/CAS/2015-16/ 244

February 11, 2016

OFFICE ORDER

Dr. Pragya Sinha, Sr. Assistant Professor, Department of Chemistry, is hereby promoted to the post of **Associate Professor w.e.f. 1 January 2016**. She will be placed in the UGC Scale 15600-39100 with the grade pay of ₹ 8000/-.

Dr. Ashok Gupta
Vice Chancellor

Copy forwarded for information to :

1. Dr. Pragya Sinha, Sr. Assistant Professor, Dept. of Chemistry
2. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
3. Accounts Section
4. Personnel Section
5. Personal File (CAS)

Registrar

Registrar
The IIS University
Mansarovar, Jaipur-302020

9 July 2018

Dr. Priyanka Jain
D/o Shri Shanti Prasad Jain
Date of Birth: 12 March 1984

You are hereby appointed as an **Assistant Professor in Chemical Science** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or IIS (Deemed to be University) Trust subject to the limit of two children only.

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IIS (deemed to be University)
Mansarovar, Jaipur-302020



Norms and rules to be followed by all the employees appointed in the IIS (Deemed to be University), Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

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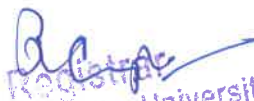
h

Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institution premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

✓


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or IIS (Deemed to be University), Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

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IIS (deemed to be University)
Mansarovar, Jaipur-302020

5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

Ac-170
 HS (Assistant to the University)
 Mansarovar, Jaipur-302020

2

The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or IIS (Deemed to be University), Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



Dr. Ashok Gupta
Vice Chancellor



Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

14 July 2014

Dr. Ruchi Singh
D/o Dr. Devi Singh
Date of Birth: 09 October 1980

You are hereby appointed as an **Assistant Professor in Chemical Science** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

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Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

www.icfia.org

Registrar
(Deemed to be University)
Mansarovar, Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

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Registrar
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Mansarovar, Jaipur-302020

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- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
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 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

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5. Do not leave behind your mobile phone at home.
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HIS (deemed to be University)
Mansarovar, Jaipur-302020



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Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Vice Chancellor**



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

IISU/2017/

30 June 2017

Dr. Ruchi Singh
Assistant Professor
Dept. of Chemistry

Your services in this University are hereby confirmed w.e.f. 1 July 2017

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.


You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.


Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
2. The Finance Officer, IISU
3. Establishment Incharge


Registrar




Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

www.icfia.org

ICG Campus, Gandhi Marg,
SFS, Mansarovar, Jaipur-302020
INDIA

Telephone : 91-141-2433162/361
Fax : 91-141-2355384

IISU/2018/ 477

Date : 16 August 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Ruchi Singh**, Assistant Professor, Department of **Chemistry**, IIS (Deemed to be University) from Level I to Assistant Professor (Level II) w.e.f. 1st August 2018, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 7000 and will be designated as 'Senior Assistant Professor'.

She is required to fulfill following conditions within three years, failing which her case will not be considered for any further promotion:

- One Orientation Course
- One Refresher Course

This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.






Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Science, IISU
5. Head, Dept. of Chemistry, IISU
6. Dr. Ruchi Singh, Dept. of Chemistry, IISU
7. Personal File


Registrar


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



16/8/18



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

1 December 2014

Dr. Trapti Gupta
D/o Sh. B.P. Gupta
Date of Birth: 02 May 1978

You are hereby appointed as an **Assistant Professor in Chemical Science** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust subject to the limit of two children only.

Web : www.iisuniv.ac.in
Email : lcg@iisuniv.ac.in

www.icfia.org

Registrar
The IIS University
Mansarovar, Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

Registrar
IIS (deemed to be University)
Manasrovar, Jaipur-302020

Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.


 H.S. (Assistant to be University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

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5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.


Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Vice Chancellor**



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

IISU/2018/

30 June 2018

Dr. Trapti Gupta
Assistant Professor
Dept. of Chemistry

Your services in this University are hereby confirmed w.e.f. 1 July 2018

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.



Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Dean, Faculty of Science
2. The Finance Officer, IISU
3. Establishment Incharge




Registrar


112 Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

IISU/2018/ 489

Date : 16 August 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Trapti Gupta**, Assistant Professor (Level I), Department of **Chemistry**, IIS (Deemed to be University) to the post of Assistant Professor (Level III) w.e.f. 1st August 2018, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 8000 and will be designated as 'Associate Professor'.

She is required to fulfill following conditions within three years, failing which her case will not be considered for any further promotion:

- One Orientation Course for Level II
- One Refresher Course for Level II
- One Refresher Course for Level III

This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.



Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Science, IISU
5. Head, Dept. of Chemistry, IISU
6. Dr. Trapti Gupta, Dept. of Chemistry, IISU
7. Personal File


Registrar


16/8/18

(10)

INTERNATIONAL COLLEGE for GIRLS

Office of the Director Dr. Ashok Gupta

MEMORANDUM

9 July 2003

Dr. Varsha Goyal, D/o Shri R. K. Bansal, whose date of birth is 1/3/1974 is hereby appointed as **Lecturer in Chemistry** on probation. You will be paid salary in the grade 8000-275-13500 per month.

This services of the aforesaid employee may be terminated during the above said period also if his/her work and behaviour are not found satisfactory.

The employee will have to give one months's notice or pay there for if he/she leaves the services during the above said period.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

He/She will actively participate in all the activities and programmes including cultural, sports and house activities etc. He/She will not involve himself/herself in any activity detrimental to ICG norms and discipline.

Every employee of the ICG will be allowed fifty percent concession in the payment of tuition fee (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.

This is issued with the implicit condition that the employee will adhere to the norms and conditions as mentioned in this letter or as modified from time to time.

If **Dr. Varsha Goyal** agrees to the terms and conditions mentioned in this letter, he/she should send his/her acceptance of this offer in the enclosed proforma by 10th July, 2003 failing which this memorandum be treated as cancelled.




IIS (deemed to be University)
Mansarovar, Jaipur-302020

Norms and rules to be followed by all the employees appointed in the IIS/ICG/IIIM/ CIT :

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves.
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute managing committee which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.


Private and other tuitions


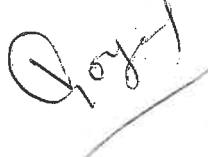
No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution.

Grant of Leave

1. Leave can not be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

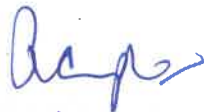



- (xxi) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- (xxii) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.



Dr. Ashok Gupta
Director



Registrar
HIS (Dee./Secy to the University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : ICG

31 March, 2007

Dr. Varsha Goyal
Asstt. Professor
Department of Chemistry

Your services in this institute are hereby confirmed with effect from 1st April, 2007

You have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the college.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Please submit your acceptance of this letter by the 3rd April, 2007, failing which this offer may be treated as cancelled.



Dr. Ashok Gupta
Director/Secretary General



Principal
(Mansarovar, Jaipur-302020)

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : International College for Girls, Jaipur

June 25, 2009

Dr. Varsha Goyal
Assistant Professor - Chemistry

You are hereby promoted as **Sr. Assistant Professor** in the grade **10000-325-15200** w.e.f. 1st July, 2009.

You will be entitled to receive usual DA, HRA, CCA as admissible to the employees of the institution.

The above arrangement is being made purely on adhoc basis and is subject to performance appraisal involving efficiency, sincerity, loyalty and devotion.

This supersedes all previous communications issued pertaining to your elevation.



Dr. Ashok Gupta
Director/Secretary General



Received
(International College for Girls, Jaipur)
Date: 25/06/2009

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

31 March 2011

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st April, 2011:

S.No.		Name of Employees	Designation
1	Dr	Raakhi Gupta	Principal
2	Prof.	K. S. Sharma	Advisor
3	Prof.	M.K. Sharma	Dean, Commerce
4	Prof.	N. K. Jain	Dean, Arts
5	Prof.	Pradeep Bhatnagar	Dean, Life Science
6	Dr.	Ila Joshi	Associate Professor
7	Dr.	Roopa Mathur	Associate Professor
8	Dr.	Sharad Rathore	Associate Professor
9	Dr.	Nisha Yadav	Associate Professor
10		Monika Munjal	Associate Professor
11		Ujjvala M. Tiwari	Sr. Assistant Professor
12	Dr.	Radha Kashyap	Associate Professor
13	Dr.	Shelja K. Juneja	Sr. Assistant Professor
14	Dr.	Deepa Pareek	Associate Professor
15	Dr.	Suveen Agarwal	Associate Professor
16		Pratibha Sharma	Assistant Professor
17		Mahesh Singh	Sr. Assistant Professor
18		Nidhi Bhargava	Sr. Assistant Professor
19	D.	Ritu Jain	Sr. Assistant Professor
20		Manisha Patni	Sr. Assistant Professor
22		Shwet Goel	Sr. Assistant Professor
23	Dr.	Nidhi Sharma	Sr. Assistant Professor
24	Dr.	Sreemoyee Chatterjee	Sr. Assistant Professor
25	Dr.	Renu Shungloo	Sr. Assistant Professor
26	Dr.	Mona Vyas	Sr. Assistant Professor
27		Shalini Punjabi	Assistant Professor
28		Priyanka	Sr. Assistant Professor
29	Dr.	Priyanka Mathur	Sr. Assistant Professor
30	Dr.	Anima Vaish	Sr. Assistant Professor
31		Deepika Singh	Sr. Assistant Professor
32	Dr.	Kalpana Agarwal	Sr. Assistant Professor
33		Rimika Singhvi	Sr. Assistant Professor
34	Dr.	Varsha Goyal	Sr. Assistant Professor
35	Dr.	Shilpi Rihwani	Sr. Assistant Professor
36		J.P. Karna	Sr. Assistant Professor
37		Ruchi Nanda	Assistant Professor
38	Dr.	Pragya Sinha	Sr. Assistant Professor

IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org

(Signature)
IIS (Society for Women's Empowerment)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

39		Giriraj Sharma	Assistant Professor
40	Dr.	Amita Raj Goyal	Assistant Professor
41	Dr.	Pallavi Kaushik	Sr. Assistant Professor
43	Dr.	Chandrani Sen	Sr. Assistant Professor
44	Dr.	Shweta Gupta	Sr. Assistant Professor
45	Dr.	Ankita Gangwal	Sr. Assistant Professor
46		Rachna Nahta	Assistant Professor
47		Sunetra Dutt	Assistant Professor
48	Dr.	Ritu Purohit	Sr. Assistant Professor
49		Charu Sharma	Assistant Professor
50		Ruchi Jain	Assistant Professor
51	Dr.	Neerja Mehta	Sr. Assistant Professor
52		Richa Yadav	Assistant Professor
53		Tanuja Yadav	Assistant Professor
54	Dr.	Charu Jhamaria	Assistant Professor
55	Dr.	Swarnendu Baksi	Sr. Assistant Professor
56		Shveta Parnami	Assistant Professor
57	Dr.	Lata Shahani	Assistant Professor
58	Dr.	Meenakshi Sharma	Assistant Professor
59		Payal Mehtani	Assistant Professor
60		Radhika Sharma	Assistant Professor
61	Dr.	Priyanka Vyas	Assistant Professor
62	Dr.	Smita Purohit	Assistant Professor
63		Chitra Debana	Assistant Professor
64		Navneet Sharma	Assistant Professor
65	Dr.	Swati Vyas Ramani	Assistant Professor
66		Sulekha Ojha	Assistant Professor
67	Dr.	Poonam Madan	Sr. Assistant Professor
68		Neha Lodha Panwar	Assistant Professor
69	Dr.	Manisha Sharma	Assistant Professor
70	Dr.	Ankita Chaturvedi	Assistant Professor
71		Ruchi Jain	Assistant Professor
72		Ashish Khandelwal	Assistant Professor
73	Dr.	Mini Mathur	Assistant Professor
74		Rena Mehta	Assistant Professor
75	Dr.	Seema Singh Rathore	Assistant Professor
76		Ruchi Goswami	Assistant Professor
77		Anuja Joshi	Assistant Professor
78		Garima Srivastava	Assistant Professor
79	Dr.	Jyoti Gaur	Assistant Professor
80	Dr.	Priya Bhardwaj	Assistant Professor
81	D	Rani Rathore	Assistant Professor
82		Shweta Kastiya	Assistant Professor
84		Smita Chandela	Assistant Professor
85	Dr.	Shubhra Gupta	Assistant Professor
86		Meenakshi Anand	Assistant Professor

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IIS Campus
Gurukul Marg
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

87	Dr.	Smriti Kumari	Assistant Professor
88	Dr.	Arti Sharma	Assistant Professor
89		Kanupriya Rathore	Assistant Professor
90		Tejender Kaur Sarna	Assistant Professor
91	Dr.	Bhawana Arya	Assistant Professor
92		Geetika Vyas	Assistant Professor
93		Pramod Bhargava	Assistant Professor
94		Neha Gupta	Demonstrator
95	Dr.	Divya Walia	Assistant Professor
96	Dr.	Archana Gupta	Assistant Professor
97		Sarabjeet Kaur Gogia	Assistant Professor
98		Neha Batra	Assistant Professor
99		Roopam Kothari	Assistant Professor
100		Deepshikha Parashar	Assistant Professor
101		Ritu Sen	Assistant Professor
102		Gurupurnima Kaushik	Assistant Professor
103		Harshita Bhargava	Assistant Professor
105		Priyanka Tiwari	Assistant Professor
106	Dr.	R. K. Tailor	Sr. Assistant Professor
107		Bijoy Kr. Dutta	Associate Professor
108		Sucharita Sharma	Assistant Professor
109		Shikha Gupta	Assistant Professor
110		Kavita Sharma	Assistant Professor
111		Prachi Goswami	Assistant Professor
112		Arvind Sharma	Office Asstt.
113		Badal Dave	System Administrator
114		D.L. Sain	Section Officer
115		Hemant Kumar	Demonstrator
116		Hemraj	Lab Asstt.
117		Kokila Chaturvedi	Asstt. Librarian
118		Laxmi Adwani	Asstt. Librarian
119		Mukesh Agarwal	Office Asstt.
120		Navneet Jain	Lab Asstt.
121		Pawan Avasthi	Lab Asstt.
122		Ram Singh	Section Officer
123		Rameshwar	Lab Technician
124		Sadhana Sharma	Office Asstt.
125		Seema Purohit	Office Asstt.
126		Sonal Jain	Asstt. Librarian
127		Tulsi Ram Koli	Lab Technician
128		Utsav Malpani	Lab Asstt.
129		Vicy B. Thomas	Placement Officer
130		Vijay Chaturvedi	Asstt. GraphicDesigner
131		Vimlesh Jain	Book Lifter

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Director
Jaipur 302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st April, 2011.

Sd/-

Dr. Ashok Gupta
Director

Copy forwarded to the following for information:

11. Dr. Raakhi Gupta, Rector & Registrar
12. Prof. K. S. Sharma, Advisor
13. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
14. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
15. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
16. Dr. Nisha Yadav, Controller of Examination
17. Ms. Rajani Sharma, Finance Officer
18. Mr. S. N. Chandel, Establishment Office
19. All faculty members


Director

Beep

Beep
IIS University
Jaipur 302 020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

No. IISU/CAS/2015-16/243

February 11, 2016

OFFICE ORDER

Dr. Varsha Goyal, Sr. Assistant Professor, Department of Chemistry, is hereby promoted to the post of **Associate Professor w.e.f. 1 January 2016**. She will be placed in the UGC Scale 15600-39100 with the grade pay of ₹ 8000/-.

sd/-
Dr. Ashok Gupta
Vice Chancellor

Copy forwarded for information to :

1. Dr. Varsha Goyal, Sr. Assistant Professor, Dept. of Chemistry
2. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
3. Accounts Section
4. Personnel Section
5. Personal File (CAS)

Rajeev
Registrar

Prof

Rajeev

Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

**Unit : International College for Girls,
Autonomous**

Dated : 19.01.2008

**Dr. M. K. Sharma
Jaipur**

You are hereby appointed as a **Professor & Dean, Faculty of Commerce**. You will be paid an honorarium in the pay scale 16400-450-20900 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust. subject to the limit of two children only.

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Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org

Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.


Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.



 Registrar
 IIG (Institutional Network University)
 Mandla, Jaispur-302020

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Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.


 (Head of the Institute)
 The Institute, Jammu-180020

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- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


 (Principal)
 Maharaja Pratap Singh University
 Jaipur-302020

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5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

b

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

The age of superannuation for all the employees under ICFA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. Disobedience, insubordination and negligence in executing the work entrusted.**
- b. Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



Dr. Ashok Gupta
Director/Secretary General


Registrar
IIS (deemed to be University)
Manasrovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

31 March 2011

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st April, 2011:

S.No.		Name of Employees	Designation
1	Dr	Raakhi Gupta	Principal
2	Prof.	K. S. Sharma	Advisor
3	Prof.	M.K. Sharma	Dean, Commerce
4	Prof.	N. K. Jain	Dean, Arts
5	Prof.	Pradeep Bhatnagar	Dean, Life Science
6	Dr.	Ila Joshi	Associate Professor
7	Dr.	Roopa Mathur	Associate Professor
8	Dr.	Sharad Rathore	Associate Professor
9	Dr.	Nisha Yadav	Associate Professor
10		Monika Munjal	Associate Professor
11		Ujjvala M. Tiwari	Sr. Assistant Professor
12	Dr.	Radha Kashyap	Associate Professor
13	Dr.	Shelja K. Juneja	Sr. Assistant Professor
14	Dr.	Deepa Pareek	Associate Professor
15	Dr.	Suveen Agarwal	Associate Professor
16		Pratibha Sharma	Assistant Professor
17		Mahesh Singh	Sr. Assistant Professor
18		Nidhi Bhargava	Sr. Assistant Professor
19	D.	Ritu Jain	Sr. Assistant Professor
20		Manisha Patni	Sr. Assistant Professor
22		Shwet Goel	Sr. Assistant Professor
23	Dr.	Nidhi Sharma	Sr. Assistant Professor
24	Dr.	Sreemoyee Chatterjee	Sr. Assistant Professor
25	Dr.	Renu Shungloo	Sr. Assistant Professor
26	Dr.	Mona Vyas	Sr. Assistant Professor
27		Shalini Punjabi	Assistant Professor
28		Priyanka	Sr. Assistant Professor
29	Dr.	Priyanka Mathur	Sr. Assistant Professor
30	Dr.	Anima Vaish	Sr. Assistant Professor
31		Deepika Singh	Sr. Assistant Professor
32	Dr.	Kalpana Agarwal	Sr. Assistant Professor
33		Rimika Singhvi	Sr. Assistant Professor
34	Dr.	Varsha Goyal	Sr. Assistant Professor
35	Dr.	Shilpi Rijhwani	Sr. Assistant Professor
36		J.P. Karna	Sr. Assistant Professor
37		Ruchi Nanda	Assistant Professor
38	Dr.	Pragya Sinha	Sr. Assistant Professor

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INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

39		Giriraj Sharma	Assistant Professor
40	Dr.	Amita Raj Goyal	Assistant Professor
41	Dr.	Pallavi Kaushik	Sr. Assistant Professor
43	Dr.	Chandrani Sen	Sr. Assistant Professor
44	Dr.	Shweta Gupta	Sr. Assistant Professor
45	Dr.	Ankita Gangwal	Sr. Assistant Professor
46		Rachna Nahta	Assistant Professor
47		Sunetra Dutt	Assistant Professor
48	Dr.	Ritu Purohit	Sr. Assistant Professor
49		Charu Sharma	Assistant Professor
50		Ruchi Jain	Assistant Professor
51	Dr.	Neerja Mehta	Sr. Assistant Professor
52		Richa Yadav	Assistant Professor
53		Tanuja Yadav	Assistant Professor
54	Dr.	Charu Jhamaria	Assistant Professor
55	Dr.	Swarnendu Baksi	Sr. Assistant Professor
56		Shveta Parnami	Assistant Professor
57	Dr.	Lata Shahani	Assistant Professor
58	Dr.	Meenakshi Sharma	Assistant Professor
59		Payal Mehtani	Assistant Professor
60		Radhika Sharma	Assistant Professor
61	Dr.	Priyanka Vyas	Assistant Professor
62	Dr.	Smita Purohit	Assistant Professor
63		Chitra Debana	Assistant Professor
64		Navneet Sharma	Assistant Professor
65	Dr.	Swati Vyas Ramani	Assistant Professor
66		Sulekha Ojha	Assistant Professor
67	Dr.	Poonam Madan	Sr. Assistant Professor
68		Neha Lodha Panwar	Assistant Professor
69	Dr.	Manisha Sharma	Assistant Professor
70	Dr.	Ankita Chaturvedi	Assistant Professor
71		Ruchi Jain	Assistant Professor
72		Ashish Khandelwal	Assistant Professor
73	Dr.	Mini Mathur	Assistant Professor
74		Rena Mehta	Assistant Professor
75	Dr.	Seema Singh Rathore	Assistant Professor
76		Ruchi Goswami	Assistant Professor
77		Anuja Joshi	Assistant Professor
78		Garima Srivastava	Assistant Professor
79	Dr.	Jyoti Gaur	Assistant Professor
80	Dr.	Priya Bhardwaj	Assistant Professor
81	D	Rani Rathore	Assistant Professor
82		Shweta Kastiya	Assistant Professor
84		Smita Chandela	Assistant Professor
85	Dr.	Shubhra Gupta	Assistant Professor
86		Meenakshi Anand	Assistant Professor

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(IIS is a part of the University)
Mansarovar, Jaipur-312020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

87	Dr.	Smriti Kumari	Assistant Professor
88	Dr.	Arti Sharma	Assistant Professor
89		Kanupriya Rathore	Assistant Professor
90		Tejender Kaur Sarna	Assistant Professor
91	Dr.	Bhawana Arya	Assistant Professor
92		Geetika Vyas	Assistant Professor
93		Pramod Bhargava	Assistant Professor
94		Neha Gupta	Demonstrator
95	Dr.	Divya Walia	Assistant Professor
96	Dr.	Archana Gupta	Assistant Professor
97		Sarabjeet Kaur Gogia	Assistant Professor
98		Neha Batra	Assistant Professor
99		Roopam Kothari	Assistant Professor
100		Deepshikha Parashar	Assistant Professor
101		Ritu Sen	Assistant Professor
102		Gurupurnima Kaushik	Assistant Professor
103		Harshita Bhargava	Assistant Professor
105		Priyanka Tiwari	Assistant Professor
106	Dr.	R. K. Tailor	Sr. Assistant Professor
107		Bijoy Kr. Dutta	Associate Professor
108		Sucharita Sharma	Assistant Professor
109		Shikha Gupta	Assistant Professor
110		Kavita Sharma	Assistant Professor
111		Prachi Goswami	Assistant Professor
112		Arvind Sharma	Office Asstt.
113		Badal Dave	System Administrator
114		D.L. Sain	Section Officer
115		Hemant Kumar	Demonstrator
116		Hemraj	Lab Asstt.
117		Kokila Chaturvedi	Asstt. Librarian
118		Laxmi Adwani	Asstt. Librarian
119		Mukesh Agarwal	Office Asstt.
120		Navneet Jain	Lab Asstt.
121		Pawan Avasthi	Lab Asstt.
122		Ram Singh	Section Officer
123		Rameshwar	Lab Technician
124		Sadhana Sharma	Office Asstt.
125		Seema Purohit	Office Asstt.
126		Sonal Jain	Asstt. Librarian
127		Tulsi Ram Koli	Lab Technician
128		Utsav Malpani	Lab Asstt.
129		Vicy B. Thomas	Placement Officer
130		Vijay Chaturvedi	Asstt. Graphic Designer
131		Vimlesh Jain	Book Lifter

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IIS (to be University)
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INDIAN
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Regd. Under Rajasthan Societies Registration Act, 1958

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st April, 2011.

sd/-

Dr. Ashok Gupta
Director

Copy forwarded to the following for information:

11. Dr. Raakhi Gupta, Rector & Registrar
12. Prof. K. S. Sharma, Advisor
13. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
14. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
15. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
16. Dr. Nisha Yadav, Controller of Examination
17. Ms. Rajani Sharma, Finance Officer
18. Mr. S. N. Chandel, Establishment Office
19. All faculty members


Director



Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

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**INDIAN
COUNCIL for
INTERNATIONAL
AMITY**

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : International College for Girls

27 June, 2007

Ms. Ankita Sharma (Chaturvedi)
D/o Shri Raj Kumar Sharma
Date of Birth : 23.01.1984

You are hereby appointed as **Assistant Professor** on probation. You will be paid salary in the grade 8000-275-13500 per month.

Your period of probation is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of probation or the extended period of probation the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on probation till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

One month notice or amount equal to One month contract amount from either side shall be required for the termination during the period of probation except on the expiry of period of probation/extended period of probation.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.


Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

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Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

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Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

h

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- u) Absenting from work even though present in the institute premises or absent without leave.

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
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 IIS (Deemed to be University)
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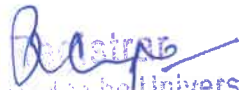
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The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


HS (deemed to be University)
Mansarovar, Jaipur-302020

b

The age of superannuation for all the employees under ICFIA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.


Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



Dr. Ashok Gupta
Director/Secretary General



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : International College for Girls, Jaipur

June 25, 2010

Ms. Ankita Chaturvedi
Assistant Professor
Dept. of Accounting & Taxation

Your services in this college are hereby confirmed w.e.f. 1 July, 2010.

You have to give a notice of 3 months or salary in lieu there of in case you intend to leave the services of the college.


You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Please submit your acceptance of this letter by the 04.07.10, failing which this offer may be treated as cancelled.



Dr. Ashok Gupta
Director/Secretary General

File



IIS (Deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958


31 March 2011

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st April, 2011:

S.No.		Name of Employees	Designation
1	Dr	Raakhi Gupta	Principal
2	Prof.	K. S. Sharma	Advisor
3	Prof.	M.K. Sharma	Dean, Commerce
4	Prof.	N. K. Jain	Dean, Arts
5	Prof.	Pradeep Bhatnagar	Dean, Life Science
6	Dr.	Ila Joshi	Associate Professor
7	Dr.	Roopa Mathur	Associate Professor
8	Dr.	Sharad Rathore	Associate Professor
9	Dr.	Nisha Yadav	Associate Professor
10		Monika Munjal	Associate Professor
11		Ujjvala M. Tiwari	Sr. Assistant Professor
12	Dr.	Radha Kashyap	Associate Professor
13	Dr.	Shelja K. Juneja	Sr. Assistant Professor
14	Dr.	Deepa Pareek	Associate Professor
15	Dr.	Suveen Agarwal	Associate Professor
16		Pratibha Sharma	Assistant Professor
17		Mahesh Singh	Sr. Assistant Professor
18		Nidhi Bhargava	Sr. Assistant Professor
19	D.	Ritu Jain	Sr. Assistant Professor
20		Manisha Patni	Sr. Assistant Professor
22		Shwet Goel	Sr. Assistant Professor
23	Dr.	Nidhi Sharma	Sr. Assistant Professor
24	Dr.	Sreemoyee Chatterjee	Sr. Assistant Professor
25	Dr.	Renu Shungloo	Sr. Assistant Professor
26	Dr.	Mona Vyas	Sr. Assistant Professor
27		Shalini Punjabi	Assistant Professor
28		Priyanka	Sr. Assistant Professor
29	Dr.	Priyanka Mathur	Sr. Assistant Professor
30	Dr.	Anima Vaish	Sr. Assistant Professor
31		Deepika Singh	Sr. Assistant Professor
32	Dr.	Kalpna Agarwal	Sr. Assistant Professor
33		Rimika Singhvi	Sr. Assistant Professor
34	Dr.	Varsha Goyal	Sr. Assistant Professor
35	Dr.	Shilpi Rihwani	Sr. Assistant Professor
36		J.P. Karna	Sr. Assistant Professor
37		Ruchi Nanda	Assistant Professor
38	Dr.	Pragya Sinha	Sr. Assistant Professor

IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

39		Giriraj Sharma	Assistant Professor
40	Dr.	Amita Raj Goyal	Assistant Professor
41	Dr.	Pallavi Kaushik	Sr. Assistant Professor
43	Dr.	Chandrani Sen	Sr. Assistant Professor
44	Dr.	Shweta Gupta	Sr. Assistant Professor
45	Dr.	Ankita Gangwal	Sr. Assistant Professor
46		Rachna Nahta	Assistant Professor
47		Sunetra Dutt	Assistant Professor
48	Dr.	Ritu Purohit	Sr. Assistant Professor
49		Charu Sharma	Assistant Professor
50		Ruchi Jain	Assistant Professor
51	Dr.	Neerja Mehta	Sr. Assistant Professor
52		Richa Yadav	Assistant Professor
53		Tanuja Yadav	Assistant Professor
54	Dr.	Charu Jhamaria	Assistant Professor
55	Dr.	Swarnendu Baksi	Sr. Assistant Professor
56		Shveta Parnami	Assistant Professor
57	Dr.	Lata Shahani	Assistant Professor
58	Dr.	Meenakshi Sharma	Assistant Professor
59		Payal Mehtani	Assistant Professor
60		Radhika Sharma	Assistant Professor
61	Dr.	Priyanka Vyas	Assistant Professor
62	Dr.	Smita Purohit	Assistant Professor
63		Chitra Debana	Assistant Professor
64		Navneet Sharma	Assistant Professor
65	Dr.	Swati Vyas Ramani	Assistant Professor
66		Sulekha Ojha	Assistant Professor
67	Dr.	Poonam Madan	Sr. Assistant Professor
68		Neha Lodha Panwar	Assistant Professor
69	Dr.	Manisha Sharma	Assistant Professor
70	Dr.	Ankita Chaturvedi	Assistant Professor
71		Ruchi Jain	Assistant Professor
72		Ashish Khandelwal	Assistant Professor
73	Dr.	Mini Mathur	Assistant Professor
74		Rena Mehta	Assistant Professor
75	Dr.	Seema Singh Rathore	Assistant Professor
76		Ruchi Goswami	Assistant Professor
77		Anuja Joshi	Assistant Professor
78		Garima Srivastava	Assistant Professor
79	Dr.	Jyoti Gaur	Assistant Professor
80	Dr.	Priya Bhardwaj	Assistant Professor
81	D	Rani Rathore	Assistant Professor
82		Shweta Kastiya	Assistant Professor
84		Smita Chandela	Assistant Professor
85	Dr.	Shubhra Gupta	Assistant Professor
86		Meenakshi Anand	Assistant Professor

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Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

87	Dr.	Smriti Kumari	Assistant Professor
88	Dr.	Arti Sharma	Assistant Professor
89		Kanupriya Rathore	Assistant Professor
90		Tejender Kaur Sarna	Assistant Professor
91	Dr.	Bhawana Arya	Assistant Professor
92		Geetika Vyas	Assistant Professor
93		Pramod Bhargava	Assistant Professor
94		Neha Gupta	Demonstrator
95	Dr.	Divya Walia	Assistant Professor
96	Dr.	Archana Gupta	Assistant Professor
97		Sarabjeet Kaur Gogia	Assistant Professor
98		Neha Batra	Assistant Professor
99		Roopam Kothari	Assistant Professor
100		Deepshikha Parashar	Assistant Professor
101		Ritu Sen	Assistant Professor
102		Gurupurnima Kaushik	Assistant Professor
103		Harshita Bhargava	Assistant Professor
105		Priyanka Tiwari	Assistant Professor
106	Dr.	R. K. Tailor	Sr. Assistant Professor
107		Bijoy Kr. Dutta	Associate Professor
108		Sucharita Sharma	Assistant Professor
109		Shikha Gupta	Assistant Professor
110		Kavita Sharma	Assistant Professor
111		Prachi Goswami	Assistant Professor
112		Arvind Sharma	Office Asstt.
113		Badal Dave	System Administrator
114		D.L. Sain	Section Officer
115		Hemant Kumar	Demonstrator
116		Hemraj	Lab Asstt.
117		Kokila Chaturvedi	Asstt. Librarian
118		Laxmi Adwani	Asstt. Librarian
119		Mukesh Agarwal	Office Asstt.
120		Navneet Jain	Lab Asstt.
121		Pawan Avasthi	Lab Asstt.
122		Ram Singh	Section Officer
123		Rameshwar	Lab Technician
124		Sadhana Sharma	Office Asstt.
125		Seema Purohit	Office Asstt.
126		Sonal Jain	Asstt. Librarian
127		Tulsi Ram Koli	Lab Technician
128		Utsav Malpani	Lab Asstt.
129		Vicy B. Thomas	Placement Officer
130		Vijay Chaturvedi	Asstt. Graphic Designer
131		Vimlesh Jain	Book Lifter

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Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st April, 2011.

sd/-
Dr. Ashok Gupta
Director

Copy forwarded to the following for information:

11. Dr. Raakhi Gupta, Rector & Registrar
12. Prof. K. S. Sharma, Advisor
13. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
14. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
15. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
16. Dr. Nisha Yadav, Controller of Examination
17. Ms. Rajani Sharma, Finance Officer
18. Mr. S. N. Chandel, Establishment Office
19. All faculty members


Director


Registrar
IIS (Department of the University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

No. IISU/CAS/2011/1083

July 23, 2011

OFFICE ORDER

On the recommendation of the Screening cum Evaluation / Scrutiny Committee and subsequent approval accorded by the Board of Management in its meeting held on 21st July, 2011, **Dr. Ankita Chaturvedi**, presently working as Assistant Professor (Stage 1) in the Dept. of Accounting & Taxation, is hereby promoted to the post of **Sr. Asst. Professor (Stage 2) in the Dept. of Accounting & Taxation** w.e.f. the date of her joining on the post of Sr. Asst. Professor. She will be placed in the UGC Scale 15600-39100 with the grade pay of ₹ 7000/-.

Dr. Ashok Gupta
Vice Chancellor

Copy forwarded for information to :

1. **Dr. Ankita Chaturvedi, Assistant Professor, Dept. of Accounting & Taxation.**
2. **Prof. M.K. Sharma, Dean, Faculty of Commerce & Management**
3. **Accounts Section**
4. **Personnel Section**
5. **Personal File (CAS)**

Registrar

Received
Ankita
23-7-11

Registrar
The IIS University
Mansarovar, Jaipur-302020

IISU/2018/ 527

Date : 7 September 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Ankita Chaturvedi**, Assistant Professor (Level II), Department of **Accounting & Taxation**, IIS (Deemed to be University) to the post of Assistant Professor (Level III) w.e.f. 1st October 2018, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 8000 and will be designated as 'Associate Professor'.

She is required to fulfill following conditions within three years, failing which her case will not be considered for any further promotion:

- One Orientation or Refresher for Level II
- One Refresher Course for Level III


This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.



Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Commerce & Management, IISU
5. Head, Dept. of Accounting & Taxation, IISU
6. Dr. Ankita Chaturvedi, Dept. of Accounting & Taxation, IISU
7. Personal File


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020


Registrar

③



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

August 7, 2012

Dr. Mani Bhatia
D/o Shri M. M. Bhatia
Date of Birth : 23.03.1977

You are hereby appointed as an **Assistant Professor in Commerce** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000/- per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.


Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust. subject to the limit of two children only.


IIS (deemed to be University)
Mansarovar, Jaipur-302020



Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

Registrar
IIS University, Jaipur
Date: _____
Signature: _____


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Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds or misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

✓


 (Signature)
 1101
 302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. Disobedience, insubordination and negligence in executing the work entrusted.**
- b. Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Vice Chancellor**


Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

IISU/2015/129

30 June 2015

Dr. Mani Bhatia
Asst. Professor
Dept. of Accounting & Taxation

Your services in this University are hereby confirmed w.e.f. 1 July 2015

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
2. The Finance Officer, IISU
3. Establishment Incharge

Registrar

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

IISU/2018/ 503

Date : 16 August 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Mani Bhatia**, Assistant Professor (Level I), Department of **Accounting & Taxation**, IIS (Deemed to be University) to the post of Assistant Professor (Level III) w.e.f. 1st August 2018, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 8000 and will be designated as 'Associate Professor'.

She is required to fulfill following condition within three years, failing which her case will not be considered for any further promotion:

- One Refresher Course for Level III

This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.



Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Commerce & Management, IISU
5. Head, Dept. of Accounting & Taxation, IISU
6. Dr. Mani Bhatia, Dept. of Accounting & Taxation, IISU
7. Personal File


Registrar

IIS (Deemed to be University)
Mansarovar, Jaipur-302020


Registrar

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit :International College for Girls

3 July 2008

Ms. Meenakshi Anand,
D/o Shri S. P. Anand
Date of Birth : 30 June 1979

You are hereby appointed as **Assistant Professor** on probation. You will be paid salary in the grade 8000-275-13500 per month.

Your period of probation is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of probation or the extended period of probation the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on probation till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 7 days (including absence when leave though applied for, is not granted or when you overstay for more than 7 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three months notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of probation except on the expiry of period of probation/extended period of probation.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.

Registered
MS (Education & Higher Secondary)
Mansarovar, Jaipur-302020

Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.


Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institution premises.
- g) Embezzlement of funds or misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

1

Registrar
IIS (deemed to be university)
Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.


Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020



5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


IIS (Deemed to be University)
Mansarovar, Jaipur-302020



The age of superannuation for all the employees under ICFIA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Director/Secretary General**



**Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020**

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

31 March 2011

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st April, 2011:

S.No.		Name of Employees	Designation
1	Dr	Raakhi Gupta	Principal
2	Prof.	K. S. Sharma	Advisor
3	Prof.	M.K. Sharma	Dean, Commerce
4	Prof.	N. K. Jain	Dean, Arts
5	Prof.	Pradeep Bhatnagar	Dean, Life Science
6	Dr.	Ila Joshi	Associate Professor
7	Dr.	Roopa Mathur	Associate Professor
8	Dr.	Sharad Rathore	Associate Professor
9	Dr.	Nisha Yadav	Associate Professor
10		Monika Munjal	Associate Professor
11		Ujjvala M. Tiwari	Sr. Assistant Professor
12	Dr.	Radha Kashyap	Associate Professor
13	Dr.	Shelja K. Juneja	Sr. Assistant Professor
14	Dr.	Deepa Pareek	Associate Professor
15	Dr.	Suveen Agarwal	Associate Professor
16		Pratibha Sharma	Assistant Professor
17		Mahesh Singh	Sr. Assistant Professor
18		Nidhi Bhargava	Sr. Assistant Professor
19	D.	Ritu Jain	Sr. Assistant Professor
20		Manisha Patni	Sr. Assistant Professor
22		Shwet Goel	Sr. Assistant Professor
23	Dr.	Nidhi Sharma	Sr. Assistant Professor
24	Dr.	Sreemoyee Chatterjee	Sr. Assistant Professor
25	Dr.	Renu Shungloo	Sr. Assistant Professor
26	Dr.	Mona Vyas	Sr. Assistant Professor
27		Shalini Punjabi	Assistant Professor
28		Priyanka	Sr. Assistant Professor
29	Dr.	Priyanka Mathur	Sr. Assistant Professor
30	Dr.	Anima Vaish	Sr. Assistant Professor
31		Deepika Singh	Sr. Assistant Professor
32	Dr.	Kalpana Agarwal	Sr. Assistant Professor
33		Rimika Singhvi	Sr. Assistant Professor
34	Dr.	Varsha Goyal	Sr. Assistant Professor
35	Dr.	Shilpi Rijhwani	Sr. Assistant Professor
36		J.P. Karna	Sr. Assistant Professor
37		Ruchi Nanda	Assistant Professor
38	Dr.	Pragya Sinha	Sr. Assistant Professor

IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

39		Giriraj Sharma	Assistant Professor
40	Dr.	Amita Raj Goyal	Assistant Professor
41	Dr.	Pallavi Kaushik	Sr. Assistant Professor
43	Dr.	Chandrani Sen	Sr. Assistant Professor
44	Dr.	Shweta Gupta	Sr. Assistant Professor
45	Dr.	Ankita Gangwal	Sr. Assistant Professor
46		Rachna Nahta	Assistant Professor
47		Sunetra Dutt	Assistant Professor
48	Dr.	Ritu Purohit	Sr. Assistant Professor
49		Charu Sharma	Assistant Professor
50		Ruchi Jain	Assistant Professor
51	Dr.	Neerja Mehta	Sr. Assistant Professor
52		Richa Yadav	Assistant Professor
53		Tanuja Yadav	Assistant Professor
54	Dr.	Charu Jhamaria	Assistant Professor
55	Dr.	Swarnendu Baksi	Sr. Assistant Professor
56		Shveta Parnami	Assistant Professor
57	Dr.	Lata Shahani	Assistant Professor
58	Dr.	Meenakshi Sharma	Assistant Professor
59		Payal Mehtani	Assistant Professor
60		Radhika Sharma	Assistant Professor
61	Dr.	Priyanka Vyas	Assistant Professor
62	Dr.	Smita Purohit	Assistant Professor
63		Chitra Debana	Assistant Professor
64		Navneet Sharma	Assistant Professor
65	Dr.	Swati Vyas Ramani	Assistant Professor
66		Sulekha Ojha	Assistant Professor
67	Dr.	Poonam Madan	Sr. Assistant Professor
68		Neha Lodha Panwar	Assistant Professor
69	Dr.	Manisha Sharma	Assistant Professor
70	Dr.	Ankita Chaturvedi	Assistant Professor
71		Ruchi Jain	Assistant Professor
72		Ashish Khandelwal	Assistant Professor
73	Dr.	Mini Mathur	Assistant Professor
74		Rena Mehta	Assistant Professor
75	Dr.	Seema Singh Rathore	Assistant Professor
76		Ruchi Goswami	Assistant Professor
77		Anuja Joshi	Assistant Professor
78		Garima Srivastava	Assistant Professor
79	Dr.	Jyoti Gaur	Assistant Professor
80	Dr.	Priya Bhardwaj	Assistant Professor
81	D	Rani Rathore	Assistant Professor
82		Shweta Kastiya	Assistant Professor
84		Smita Chandela	Assistant Professor
85	Dr.	Shubhra Gupta	Assistant Professor
86		Meenakshi Anand	Assistant Professor

IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
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Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

87	Dr.	Smriti Kumari	Assistant Professor
88	Dr.	Arti Sharma	Assistant Professor
89		Kanupriya Rathore	Assistant Professor
90		Tejender Kaur Sarna	Assistant Professor
91	Dr.	Bhawana Arya	Assistant Professor
92		Geetika Vyas	Assistant Professor
93		Pramod Bhargava	Assistant Professor
94		Neha Gupta	Demonstrator
95	Dr.	Divya Walia	Assistant Professor
96	Dr.	Archana Gupta	Assistant Professor
97		Sarabjeet Kaur Gogia	Assistant Professor
98		Neha Batra	Assistant Professor
99		Roopam Kothari	Assistant Professor
100		Deepshikha Parashar	Assistant Professor
101		Ritu Sen	Assistant Professor
102		Gurupurnima Kaushik	Assistant Professor
103		Harshita Bhargava	Assistant Professor
105		Priyanka Tiwari	Assistant Professor
106	Dr.	R. K. Tailor	Sr. Assistant Professor
107		Bijoy Kr. Dutta	Associate Professor
108		Sucharita Sharma	Assistant Professor
109		Shikha Gupta	Assistant Professor
110		Kavita Sharma	Assistant Professor
111		Prachi Goswami	Assistant Professor
112		Arvind Sharma	Office Asstt.
113		Badal Dave	System Administrator
114		D.L. Sain	Section Officer
115		Hemant Kumar	Demonstrator
116		Hemraj	Lab Asstt.
117		Kokila Chaturvedi	Asstt. Librarian
118		Laxmi Adwani	Asstt. Librarian
119		Mukesh Agarwal	Office Asstt.
120		Navneet Jain	Lab Asstt.
121		Pawan Avasthi	Lab Asstt.
122		Ram Singh	Section Officer
123		Rameshwar	Lab Technician
124		Sadhana Sharma	Office Asstt.
125		Seema Purohit	Office Asstt.
126		Sonal Jain	Asstt. Librarian
127		Tulsi Ram Koli	Lab Technician
128		Utsav Malpani	Lab Asstt.
129		Vicy B. Thomas	Placement Officer
130		Vijay Chaturvedi	Asstt. Graphic Designer
131		Vimlesh Jain	Book Lifter

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Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org

Rang

Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st April, 2011.

sd/-

Dr. Ashok Gupta
Director

Copy forwarded to the following for information:

11. Dr. Raakhi Gupta, Rector & Registrar
12. Prof. K. S. Sharma, Advisor
13. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
14. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
15. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
16. Dr. Nisha Yadav, Controller of Examination
17. Ms. Rajani Sharma, Finance Officer
18. Mr. S. N. Chandel, Establishment Office
19. All faculty members

[Signature]
Director

[Signature]
Registrar
(IIS, Mansarovar, Jaipur University)
Mansarovar, Jaipur - 302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

Unit : International College for Girls, Jaipur

June 27, 2011

Ms. Meenakshi Anand
Assistant Professor
Dept. of Financial Studies

Your services in this College are hereby confirmed w.e.f. 1 July, 2011.

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the college.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Dr. Ashok Gupta
Vice Chancellor

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

No. IISU/CAS/2012-13/2148

March 29, 2013

OFFICE ORDER

On the recommendation of the Screening cum Evaluation / Scrutiny Committee and subsequent approval accorded by the Board of Management in its meeting held on 24 March 2013, **Dr. Meenakshi Anand** presently working as Assistant Professor (Stage 1) in the Dept. of Financial Studies, is hereby promoted to the post of **Sr. Asst. Professor (Stage 2) in the Dept. of Financial Studies** w.e.f. the date of her joining on the post of Sr. Asst. Professor. She will be placed in the UGC Scale 15600-39100 with the grade pay of ₹7000/-. This will come into force w.e.f. 1 April 2013.

Dr. Ashok Gupta
Vice Chancellor

Copy forwarded for information to :

1. **Dr. Meenakshi Anand, Assistant Professor, Dept. of Financial Studies**
2. **Prof. M.K. Sharma, Dean, Faculty of Commerce & Management**
3. **Accounts Section**
4. **Personnel Section**
5. **Personal File (CAS)**

Registrar

Recd
8/4/13
3-50 P.M.

Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

www.icfia.org

Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

IISU/2018/528

Date : 7 September 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Meenakshi Anand**, Assistant Professor (Level II), Department of **Financial Studies**, IIS (Deemed to be University) to the post of Assistant Professor (Level III) w.e.f. 1st October 2018, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 8000 and will be designated as 'Associate Professor'.

This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.



Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Commerce & Management, IISU
5. Head, Dept. of Financial Studies, IISU
6. Dr. Meenakshi Anand, Dept. of Financial Studies, IISU
7. Personal File



Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020



Registrar

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : International College for Girls

24 June, 2006

Ms. Meenakshi Sharma
D/o Shri Kailash Dutt Sharma
Date of Birth : 03.12.1978

You are hereby appointed as **Assistant Professor** on probation. You will be paid salary in the grade 8000-275-13500 per month.

Your period of probation is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of probation or the extended period of probation the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on probation till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

One month/three months notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of probation except on the expiry of period of probation/extended period of probation.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

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Registrar
IIC (Women's University)
Mansarovar, Jaipur-302020



Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

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2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

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R. R. R.
Registrar

IIS (Institutional Network)
Mandate No. IIS/HR/302020

Code of conduct for employees.

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- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
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- u) Absenting from work even though present in the institute premises or absent without leave.



Registrar
 H.S. College (Autonomous University)
 Mandya, Dist. Mysuru-576202

1

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

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3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


 (S. P. Singh) (University)
 Man. (302020)



5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

b

The age of superannuation for all the employees under ICFA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. Disobedience, insubordination and negligence in executing the work entrusted.**
- b. Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



Dr. Ashok Gupta
Director/Secretary General



Registrar
IIS (devised to be University)
12/05/2020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : International College for Girls, Jaipur

June 25, 2009

Dr. Meenakshi Sharma
Assistant Professor
Dept. of Financial Studies

Your services in this college are hereby confirmed w.e.f. 1 July, 2009.

You have to give a notice of 3 months or salary in lieu there of in case you intend to leave the services of the college.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Please submit your acceptance of this letter by the 04.07.09, failing which this offer may be treated as cancelled.



Dr. Ashok Gupta
Director/Secretary General



Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020



INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958


31 March 2011

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st April, 2011:

S.No.		Name of Employees	Designation
1	Dr	Raakhi Gupta	Principal
2	Prof.	K. S. Sharma	Advisor
3	Prof.	M.K. Sharma	Dean, Commerce
4	Prof.	N. K. Jain	Dean, Arts
5	Prof.	Pradeep Bhatnagar	Dean, Life Science
6	Dr.	Ila Joshi	Associate Professor
7	Dr.	Roopa Mathur	Associate Professor
8	Dr.	Sharad Rathore	Associate Professor
9	Dr.	Nisha Yadav	Associate Professor
10		Monika Munjal	Associate Professor
11		Ujjvala M. Tiwari	Sr. Assistant Professor
12	Dr.	Radha Kashyap	Associate Professor
13	Dr.	Shelja K. Juneja	Sr. Assistant Professor
14	Dr.	Deepa Pareek	Associate Professor
15	Dr.	Suveen Agarwal	Associate Professor
16		Pratibha Sharma	Assistant Professor
17		Mahesh Singh	Sr. Assistant Professor
18		Nidhi Bhargava	Sr. Assistant Professor
19	D.	Ritu Jain	Sr. Assistant Professor
20		Manisha Patni	Sr. Assistant Professor
22		Shwet Goel	Sr. Assistant Professor
23	Dr.	Nidhi Sharma	Sr. Assistant Professor
24	Dr.	Sreemoyee Chatterjee	Sr. Assistant Professor
25	Dr.	Renu Shungloo	Sr. Assistant Professor
26	Dr.	Mona Vyas	Sr. Assistant Professor
27		Shalini Punjabi	Assistant Professor
28		Priyanka	Sr. Assistant Professor
29	Dr.	Priyanka Mathur	Sr. Assistant Professor
30	Dr.	Anima Vaish	Sr. Assistant Professor
31		Deepika Singh	Sr. Assistant Professor
32	Dr.	Kalpana Agarwal	Sr. Assistant Professor
33		Rimika Singhvi	Sr. Assistant Professor
34	Dr.	Varsha Goyal	Sr. Assistant Professor
35	Dr.	Shilpi Rijhwani	Sr. Assistant Professor
36		J.P. Karna	Sr. Assistant Professor
37		Ruchi Nanda	Assistant Professor
38	Dr.	Pragya Sinha	Sr. Assistant Professor

IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org


Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

39		Giriraj Sharma	Assistant Professor
40	Dr.	Amita Raj Goyal	Assistant Professor
41	Dr.	Pallavi Kaushik	Sr. Assistant Professor
43	Dr.	Chandrani Sen	Sr. Assistant Professor
44	Dr.	Shweta Gupta	Sr. Assistant Professor
45	Dr.	Ankita Gangwal	Sr. Assistant Professor
46		Rachna Nahta	Assistant Professor
47		Sunetra Dutt	Assistant Professor
48	Dr.	Ritu Purohit	Sr. Assistant Professor
49		Charu Sharma	Assistant Professor
50		Ruchi Jain	Assistant Professor
51	Dr.	Neerja Mehta	Sr. Assistant Professor
52		Richa Yadav	Assistant Professor
53		Tanuja Yadav	Assistant Professor
54	Dr.	Charu Jhamaria	Assistant Professor
55	Dr.	Swarnendu Bakshi	Sr. Assistant Professor
56		Shveta Parnami	Assistant Professor
57	Dr.	Lata Shahani	Assistant Professor
58	Dr.	Meenakshi Sharma	Assistant Professor
59		Payal Mehtani	Assistant Professor
60		Radhika Sharma	Assistant Professor
61	Dr.	Priyanka Vyas	Assistant Professor
62	Dr.	Smita Purohit	Assistant Professor
63		Chitra Debana	Assistant Professor
64		Navneet Sharma	Assistant Professor
65	Dr.	Swati Vyas Ramani	Assistant Professor
66		Sulekha Ojha	Assistant Professor
67	Dr.	Poonam Madan	Sr. Assistant Professor
68		Neha Lodha Panwar	Assistant Professor
69	Dr.	Manisha Sharma	Assistant Professor
70	Dr.	Ankita Chaturvedi	Assistant Professor
71		Ruchi Jain	Assistant Professor
72		Ashish Khandelwal	Assistant Professor
73	Dr.	Mini Mathur	Assistant Professor
74		Rena Mehta	Assistant Professor
75	Dr.	Seema Singh Rathore	Assistant Professor
76		Ruchi Goswami	Assistant Professor
77		Anuja Joshi	Assistant Professor
78		Garima Srivastava	Assistant Professor
79	Dr.	Jyoti Gaur	Assistant Professor
80	Dr.	Priya Bhardwaj	Assistant Professor
81	D	Rani Rathore	Assistant Professor
82		Shweta Kastiya	Assistant Professor
84		Smita Chandela	Assistant Professor
85	Dr.	Shubhra Gupta	Assistant Professor
86		Meenakshi Anand	Assistant Professor

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Registrar
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Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

87	Dr.	Smriti Kumari	Assistant Professor
88	Dr.	Arti Sharma	Assistant Professor
89		Kanupriya Rathore	Assistant Professor
90		Tejender Kaur Sarna	Assistant Professor
91	Dr.	Bhawana Arya	Assistant Professor
92		Geetika Vyas	Assistant Professor
93		Pramod Bhargava	Assistant Professor
94		Neha Gupta	Demonstrator
95	Dr.	Divya Walia	Assistant Professor
96	Dr.	Archana Gupta	Assistant Professor
97		Sarabjeet Kaur Gogia	Assistant Professor
98		Neha Batra	Assistant Professor
99		Roopam Kothari	Assistant Professor
100		Deepshikha Parashar	Assistant Professor
101		Ritu Sen	Assistant Professor
102		Gurupurnima Kaushik	Assistant Professor
103		Harshita Bhargava	Assistant Professor
105		Priyanka Tiwari	Assistant Professor
106	Dr.	R. K. Tailor	Sr. Assistant Professor
107		Bijoy Kr. Dutta	Associate Professor
108		Sucharita Sharma	Assistant Professor
109		Shikha Gupta	Assistant Professor
110		Kavita Sharma	Assistant Professor
111		Prachi Goswami	Assistant Professor
112		Arvind Sharma	Office Asstt.
113		Badal Dave	System Administrator
114		D.L. Sain	Section Officer
115		Hemant Kumar	Demonstrator
116		Hemraj	Lab Asstt.
117		Kokila Chaturvedi	Asstt. Librarian
118		Laxmi Adwani	Asstt. Librarian
119		Mukesh Agarwal	Office Asstt.
120		Navneet Jain	Lab Asstt.
121		Pawan Avasthi	Lab Asstt.
122		Ram Singh	Section Officer
123		Rameshwar	Lab Technician
124		Sadhana Sharma	Office Asstt.
125		Seema Purohit	Office Asstt.
126		Sonal Jain	Asstt. Librarian
127		Tulsi Ram Koli	Lab Technician
128		Utsav Malpani	Lab Asstt.
129		Vicy B. Thomas	Placement Officer
130		Vijay Chaturvedi	Asstt. Graphic Designer
131		Vimlesh Jain	Book Lifter

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Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st April, 2011.

sd/-
Dr. Ashok Gupta
Director

Copy forwarded to the following for information:

11. Dr. Raakhi Gupta, Rector & Registrar
12. Prof. K. S. Sharma, Advisor
13. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
14. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
15. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
16. Dr. Nisha Yadav, Controller of Examination
17. Ms. Rajani Sharma, Finance Officer
18. Mr. S. N. Chandel, Establishment Office
19. All faculty members

[Signature]
Director

[Signature]
Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act, 1956

No. IISU/CAS/2011 /1092

July 23, 2011

OFFICE ORDER

On the recommendation of the Screening cum Evaluation / Scrutiny Committee and subsequent approval accorded by the Board of Management in its meeting held on 21st July, 2011, **Dr. Meenakshi Sharma**, presently working as Assistant Professor (Stage 1) in the Dept. of Financial Studies, is hereby promoted to the post of **Sr. Asst. Professor (Stage 2) in the Dept. of Financial Studies** w.e.f. the date of her joining on the post of Sr. Asst. Professor. She will be placed in the UGC Scale 15600-39100 with the grade pay of ₹ 7000/-.

Dr. Ashok Gupta
Vice Chancellor

Copy forwarded for information to :

1. **Dr. Meenakshi Sharma, Assistant Professor, Dept. of Financial Studies**
2. **Prof. M. K. Sharma, Dean, Faculty of Commerce & Management**
3. **Accounts Section**
4. **Personnel Section**
5. **Personal File (CAS)**

Registrar

26/07/11



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

Date : 1 April 2013

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Meenakshi Sharma**, Assistant Professor (Level II), Department of **Financial Studies**, IIS (Deemed to be University) to the post of Assistant Professor (Level III) w.e.f. 1st April 2013, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 8000 and will be designated as 'Associate Professor'.

She is required to fulfill following condition within three years, failing which her case will not be considered for any further promotion:

- One Refresher Course for Level III

This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.

Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Commerce & Management, IISU
5. Head, Dept. of Financial Studies, IISU
6. Dr. Meenakshi Sharma, Dept. of Financial Studies, IISU
7. Personal File

Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

Registrar



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

1 August 2012

Dr. Neha Sharma
D/o Late Dr. K.M. Sharma
Date of Birth: 17 August 1983

You are hereby appointed as an **Assistant Professor in Commerce** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust subject to the limit of two children only.

Web : www.iisuniv.ac.in www.icfia.org
Email : icg@iisuniv.ac.in


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

R. D. Singh
 (S. D. Registrar to the University)
 The IIS University, Jaipur-302020

h

Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds or misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.



Registrar
 116 (D. J. S. University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.


Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


 Registrar
 IIS (International Institute of Science University)
 Mohanpur, Jorhat-781020



5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his/her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


Registrar
HS (deemed to be University)
Mansarovar, Jaipur-302020



The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.


Dr. Ashok Gupta
Vice Chancellor


Registrar
(IIS/ICIA/ICIA University)
Maharaja Pratap Singh University-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

IISU/2015-16/284

23 April 2016

Dr. Neha Sharma
Asst. Professor
Dept. of Business Studies

Your services in this University are hereby confirmed w.e.f. 1 August 2015

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Sd/-
Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
 2. The Finance Officer, IISU
 3. Establishment Incharge
- Given to Mr M K Sharma dated 23/4/16*
- 13/06/2016*

A Gupta
Registrar

A Gupta
Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

Neha

IISU/2018/ 504

Date : 16 August 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote, **Dr. Neha Sharma**, Assistant Professor (Level I), Department of **Business Studies**, IIS (Deemed to be University) to the post of Assistant Professor (Level III) w.e.f. 1st August 2018, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 8000 and will be designated as 'Associate Professor'.

She is required to fulfill following conditions within three years, failing which her case will not be considered for any further promotions:

- One Orientation or Refresher Course for Level II
- One Refresher Course for Level III

This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.



Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Commerce & Management, IISU
5. Head, Dept. of Business Studies, IISU
6. Dr. Neha Sharma, Dept. of Business Studies, IISU
7. Personal File


Registrar
Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : International College for Girls

30 June, 2007

Ms. Ruchi Jain
D/o Shri Gyanesh Jain
Date of Birth : 19.09.1978

You are hereby appointed as **Assistant Professor** on Probation. You will be paid salary in the grade 8000-275-13500 per month.

Your period of probation is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of probation or the extended period of probation the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on probation till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

One month notice or amount equal to One month contract amount from either side shall be required for the termination during the period of probation except on the expiry of period of probation/extended period of probation.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.


Registrar



Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.



Registrar
 IIS (deemed to be University)
 Manipal, Udupi-575020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

✓


5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

b

The age of superannuation for all the employees under ICFA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



Dr. Ashok Gupta
Director/Secretary General



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : International College for Girls, Jaipur

June 25, 2010

Ms. Ruchi Jain
Assistant Professor
Dept. of Financial Studies

Your services in this college are hereby confirmed w.e.f. 1 July, 2010.

You have to give a notice of 3 months or salary in lieu there of in case you intend to leave the services of the college.


You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Please submit your acceptance of this letter by the 04.07.10, failing which this offer may be treated as cancelled.



Dr. Ashok Gupta
Director/Secretary General

Received
Rajw



Registrar
IIS (The Jaipur University)
Mansarovar, Jaipur 302020

**INDIAN
COUNCIL for
INTERNATIONAL
AMITY**

Regd. Under Rajasthan Societies Registration Act, 1958

31 March 2011

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st April, 2011:

S.No.		Name of Employees	Designation
1	Dr	Raakhi Gupta	Principal
2	Prof.	K. S. Sharma	Advisor
3	Prof.	M.K. Sharma	Dean, Commerce
4	Prof.	N. K. Jain	Dean, Arts
5	Prof.	Pradeep Bhatnagar	Dean, Life Science
6	Dr.	Ila Joshi	Associate Professor
7	Dr.	Roopa Mathur	Associate Professor
8	Dr.	Sharad Rathore	Associate Professor
9	Dr.	Nisha Yadav	Associate Professor
10		Monika Munjal	Associate Professor
11		Ujjvala M. Tiwari	Sr. Assistant Professor
12	Dr.	Radha Kashyap	Associate Professor
13	Dr.	Shelja K. Juneja	Sr. Assistant Professor
14	Dr.	Deepa Pareek	Associate Professor
15	Dr.	Suveen Agarwal	Associate Professor
16		Pratibha Sharma	Assistant Professor
17		Mahesh Singh	Sr. Assistant Professor
18		Nidhi Bhargava	Sr. Assistant Professor
19	D.	Ritu Jain	Sr. Assistant Professor
20		Manisha Patni	Sr. Assistant Professor
22		Shwet Goel	Sr. Assistant Professor
23	Dr.	Nidhi Sharma	Sr. Assistant Professor
24	Dr.	Sreemoyee Chatterjee	Sr. Assistant Professor
25	Dr.	Renu Shungloo	Sr. Assistant Professor
26	Dr.	Mona Vyas	Sr. Assistant Professor
27		Shalini Punjabi	Assistant Professor
28		Priyanka	Sr. Assistant Professor
29	Dr.	Priyanka Mathur	Sr. Assistant Professor
30	Dr.	Anima Vaish	Sr. Assistant Professor
31		Deepika Singh	Sr. Assistant Professor
32	Dr.	Kalpana Agarwal	Sr. Assistant Professor
33		Rimika Singhvi	Sr. Assistant Professor
34	Dr.	Varsha Goyal	Sr. Assistant Professor
35	Dr.	Shilpi Rijhwani	Sr. Assistant Professor
36		J.P. Karna	Sr. Assistant Professor
37		Ruchi Nanda	Assistant Professor
38	Dr.	Pragya Sinha	Sr. Assistant Professor

IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org


Registrar


IIS (University)
Jaipur 302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

39		Giriraj Sharma	Assistant Professor
40	Dr.	Amita Raj Goyal	Assistant Professor
41	Dr.	Pallavi Kaushik	Sr. Assistant Professor
43	Dr.	Chandrani Sen	Sr. Assistant Professor
44	Dr.	Shweta Gupta	Sr. Assistant Professor
45	Dr.	Ankita Gangwal	Sr. Assistant Professor
46		Rachna Nahta	Assistant Professor
47		Sunetra Dutt	Assistant Professor
48	Dr.	Ritu Purohit	Sr. Assistant Professor
49		Charu Sharma	Assistant Professor
50		Ruchi Jain	Assistant Professor
51	Dr.	Neerja Mehta	Sr. Assistant Professor
52		Richa Yadav	Assistant Professor
53		Tanuja Yadav	Assistant Professor
54	Dr.	Charu Jhamaria	Assistant Professor
55	Dr.	Swarnendu Baksi	Sr. Assistant Professor
56		Shveta Parnami	Assistant Professor
57	Dr.	Lata Shahani	Assistant Professor
58	Dr.	Meenakshi Sharma	Assistant Professor
59		Payal Mehtani	Assistant Professor
60		Radhika Sharma	Assistant Professor
61	Dr.	Priyanka Vyas	Assistant Professor
62	Dr.	Smita Purohit	Assistant Professor
63		Chitra Debana	Assistant Professor
64		Navneet Sharma	Assistant Professor
65	Dr.	Swati Vyas Ramani	Assistant Professor
66		Sulekha Ojha	Assistant Professor
67	Dr.	Poonam Madan	Sr. Assistant Professor
68		Neha Lodha Panwar	Assistant Professor
69	Dr.	Manisha Sharma	Assistant Professor
70	Dr.	Ankita Chaturvedi	Assistant Professor
71		Ruchi Jain	Assistant Professor
72		Ashish Khandelwal	Assistant Professor
73	Dr.	Mini Mathur	Assistant Professor
74		Rena Mehta	Assistant Professor
75	Dr.	Seema Singh Rathore	Assistant Professor
76		Ruchi Goswami	Assistant Professor
77		Anuja Joshi	Assistant Professor
78		Garima Srivastava	Assistant Professor
79	Dr.	Jyoti Gaur	Assistant Professor
80	Dr.	Priya Bhardwaj	Assistant Professor
81	D	Rani Rathore	Assistant Professor
82		Shweta Kastiya	Assistant Professor
84		Smita Chandela	Assistant Professor
85	Dr.	Shubhra Gupta	Assistant Professor
86		Meenakshi Anand	Assistant Professor

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Registrar
IIS (University)
Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

87	Dr.	Smriti Kumari	Assistant Professor
88	Dr.	Arti Sharma	Assistant Professor
89		Kanupriya Rathore	Assistant Professor
90		Tejender Kaur Sarna	Assistant Professor
91	Dr.	Bhawana Arya	Assistant Professor
92		Geetika Vyas	Assistant Professor
93		Pramod Bhargava	Assistant Professor
94		Neha Gupta	Demonstrator
95	Dr.	Divya Walia	Assistant Professor
96	Dr.	Archana Gupta	Assistant Professor
97		Sarabjeet Kaur Gogia	Assistant Professor
98		Neha Batra	Assistant Professor
99		Roopam Kothari	Assistant Professor
100		Deepshikha Parashar	Assistant Professor
101		Ritu Sen	Assistant Professor
102		Gurupurnima Kaushik	Assistant Professor
103		Harshita Bhargava	Assistant Professor
105		Priyanka Tiwari	Assistant Professor
106	Dr.	R. K. Tailor	Sr. Assistant Professor
107		Bijoy Kr. Dutta	Associate Professor
108		Sucharita Sharma	Assistant Professor
109		Shikha Gupta	Assistant Professor
110		Kavita Sharma	Assistant Professor
111		Prachi Goswami	Assistant Professor
112		Arvind Sharma	Office Asstt.
113		Badal Dave	System Administrator
114		D.L. Sain	Section Officer
115		Hemant Kumar	Demonstrator
116		Hemraj	Lab Asstt.
117		Kokila Chaturvedi	Asstt. Librarian
118		Laxmi Adwani	Asstt. Librarian
119		Mukesh Agarwal	Office Asstt.
120		Navneet Jain	Lab Asstt.
121		Pawan Avasthi	Lab Asstt.
122		Ram Singh	Section Officer
123		Rameshwar	Lab Technician
124		Sadhana Sharma	Office Asstt.
125		Seema Purohit	Office Asstt.
126		Sonal Jain	Asstt. Librarian
127		Tulsi Ram Koli	Lab Technician
128		Utsav Malpani	Lab Asstt.
129		Vicy B. Thomas	Placement Officer
130		Vijay Chaturvedi	Asstt. Graphic Designer
131		Vimlesh Jain	Book Lifter

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115
University
Jaipur-302020

INDIAN
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AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st April, 2011.

sd/-
Dr. Ashok Gupta
Director

Copy forwarded to the following for information:

11. Dr. Raakhi Gupta, Rector & Registrar
12. Prof. K. S. Sharma, Advisor
13. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
14. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
15. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
16. Dr. Nisha Yadav, Controller of Examination
17. Ms. Rajani Sharma, Finance Officer
18. Mr. S. N. Chandel, Establishment Office
19. All faculty members

[Signature]
Director

[Signature]
Registrar
IIS (University)



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

No. IISU/CAS/2012-13/2143

March 29, 2013

OFFICE ORDER

On the recommendation of the Screening cum Evaluation / Scrutiny Committee and subsequent approval accorded by the Board of Management in its meeting held on 24 March 2013, **Dr. Ruchi Jain, D/o Shri. G. K. Jain**, presently working as Assistant Professor (Stage 1) in the Dept. of Financial Studies, is hereby promoted to the post of **Sr. Asst. Professor (Stage 2) in the Dept. of Financial Studies** w.e.f. the date of her joining on the post of Sr. Asst. Professor. She will be placed in the UGC Scale 15600-39100 with the grade pay of ₹ 7000/-. This will come into force w.e.f. 1 April 2013.

Dr. Ashok Gupta
Vice Chancellor

Copy forwarded for information to :

1. **Dr. Ruchi Jain, Assistant Professor, Dept. of Financial Studies**
2. **Prof. M. K. Sharma, Dean, Faculty of Commerce & Management**
3. **Accounts Section**
4. **Personnel Section**
5. **Personal File (CAS)**

Received
S/aw

Received 28/4/13 at
3:50 P.M.

Registrar

IISU/2018/ 589

Date : 7 September 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Ruchi Jain**, Assistant Professor (Level II), Department of **Financial Studies**, IIS (Deemed to be University) to the post of Assistant Professor (Level III) w.e.f. 1st October 2018, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 8000 and will be designated as 'Associate Professor'.

She is required to fulfill following condition within three years; failing which her case will not be considered for any further promotions:

- One Refresher Course for Level III


This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.


Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Commerce & Management, IISU
5. Head, Dept. of Financial Studies, IISU
6. Dr. Ruchi Jain, Dept. of Financial Studies, IISU
7. Personal File


Registrar


IIS (deemed to be University)
Mansarovar, Jaipur-302020

Date : 1 April 2013

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Ruchi Jain**, Assistant Professor (Level II), Department of **Business Studies**, IIS (Deemed to be University) to the post of Assistant Professor (Level III) w.e.f. 1st April 2013., under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 8000 and will be designated as 'Associate Professor'.

She is required to fulfill following condition within three years, failing which her case will not be considered for any further promotion:

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Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

8. P.S. to the Vice Chancellor, IISU
9. Finance Officer, IISU
10. Section Officer, Personnel Section, IISU
11. Dean, Faculty of Commerce & Management, IISU
12. Head, Dept. of Business Studies, IISU
13. Dr. Ruchi Jain, Dept. of Business Studies, IISU
14. Personal File



Registrar



INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit :International College for Girls

MEMORANDUM

2 July 2005

Ms. Ruchi Jain, D/o Shri M. K. Jain, whose date of birth is 17/08/1980 is hereby appointed as **Part Time Lecturer in Business Administration** on Rs. 6500/- per month.

This services of the aforesaid employee may be terminated during the above said period also if his/her work and behaviour are not found satisfactory.

The employee will have to give one months's notice or pay there for if he/she leaves the services during the above said period.


The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

He/She will actively participate in all the activities and programmes including cultural, sports and house activities etc. He/She will not involve himself/herself in any activity detrimental to ICG norms and discipline.

Every employee of the ICG will be allowed fifty percent concession in the payment of tuition fee (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.

This is issued with the implicit condition that the employee will adhere to the norms and conditions as mentioned in this letter or as modified from time to time.

If **Ms. Ruchi Jain** agrees to the terms and conditions mentioned in this letter, he/she should send his/her acceptance of this offer in the enclosed proforma failing which this memorandum be treated as cancelled.


Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

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No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

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1. Leave cannot be claimed as a matter of right.
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3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


 Registrar
 IIS (deemed to be University)
 Mon... 30/09/2020

Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institution premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.


Registrar

IIS (Deemed to be University)
Mahatma Nagar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


 Registrar
 IIS (Deemed to be University)
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5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.



Registrar

MS (de
Man
University)
200



The age of superannuation for all the employees under ICFIA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Director/Secretary General**



(University)
2020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit :International College for Girls

MEMORANDUM

1 August 2005

Ms. Ruchi Jain, D/o Shri M. K. Jain, whose date of birth is 17/08/1980 is hereby appointed as an **Assistant Professor in Business Administration** on probation. You will be paid salary in the grade 2200-75-2800-100-4000 per month..

This services of the aforesaid employee may be terminated during the above said period also if his/her work and behaviour are not found satisfactory.

The employee will have to give one months's notice or pay there for if he/she leaves the services during the above said period.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.


He/She will actively participate in all the activities and programmes including cultural, sports and house activities etc. He/She will not involve himself/herself in any activity detrimental to ICG norms and discipline.

Every employee of the ICG will be allowed fifty percent concession in the payment of tuition fee (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.

This is issued with the implicit condition that the employee will adhere to the norms and conditions as mentioned in this letter or as modified from time to time.

If **Ms. Ruchi Jain** agrees to the terms and conditions mentioned in this letter, he/she should send his/her acceptance of this offer in the enclosed proforma failing which this memorandum be treated as cancelled.

This supersedes our letter dated 2nd July 2005.


Dr. Ashok Gupta
Director/Secretary General


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : ICG

31 March, 2007

Ms. Ruchi Jain
Asstt. Professor
Department of Business Admn.

Your services in this institute are hereby confirmed with effect from
1st April, 2007

You have to give a notice of 3 months or salary in lieu thereof in
case you intend to leave the services of the college.

You will have to adhere to all norms and conditions including the
code of conduct as mentioned previously or as intimated from time
to time.

Please submit your acceptance of this letter by the 3rd April, 2007,
failing which this offer may be treated as cancelled.



Dr. Ashok Gupta
Director/Secretary General

P Jain
02nd April '07

Registrar
IIS (deemed to be university)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

31 March 2011

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st April, 2011:

S.No.		Name of Employees	Designation
1	Dr	Raakhi Gupta	Principal
2	Prof.	K. S. Sharma	Advisor
3	Prof.	M.K. Sharma	Dean, Commerce
4	Prof.	N. K. Jain	Dean, Arts
5	Prof.	Pradeep Bhatnagar	Dean, Life Science
6	Dr.	Ila Joshi	Associate Professor
7	Dr.	Roopa Mathur	Associate Professor
8	Dr.	Sharad Rathore	Associate Professor
9	Dr.	Nisha Yadav	Associate Professor
10		Monika Munjal	Associate Professor
11		Ujjvala M. Tiwari	Sr. Assistant Professor
12	Dr.	Radha Kashyap	Associate Professor
13	Dr.	Shelja K. Juneja	Sr. Assistant Professor
14	Dr.	Deepa Pareek	Associate Professor
15	Dr.	Suveen Agarwal	Associate Professor
16		Pratibha Sharma	Assistant Professor
17		Mahesh Singh	Sr. Assistant Professor
18		Nidhi Bhargava	Sr. Assistant Professor
19	D.	Ritu Jain	Sr. Assistant Professor
20		Manisha Patni	Sr. Assistant Professor
22		Shwet Goel	Sr. Assistant Professor
23	Dr.	Nidhi Sharma	Sr. Assistant Professor
24	Dr.	Sreemoyee Chatterjee	Sr. Assistant Professor
25	Dr.	Renu Shungloo	Sr. Assistant Professor
26	Dr.	Mona Vyas	Sr. Assistant Professor
27		Shalini Punjabi	Assistant Professor
28		Priyanka	Sr. Assistant Professor
29	Dr.	Priyanka Mathur	Sr. Assistant Professor
30	Dr.	Anima Vaish	Sr. Assistant Professor
31		Deepika Singh	Sr. Assistant Professor
32	Dr.	Kalpna Agarwal	Sr. Assistant Professor
33		Rimika Singhvi	Sr. Assistant Professor
34	Dr.	Varsha Goyal	Sr. Assistant Professor
35	Dr.	Shilpi Rijhwani	Sr. Assistant Professor
36		J.P. Karna	Sr. Assistant Professor
37		Ruchi Nanda	Assistant Professor
38	Dr.	Pragya Sinha	Sr. Assistant Professor

IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org

Director
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

39		Giriraj Sharma	Assistant Professor
40	Dr.	Amita Raj Goyal	Assistant Professor
41	Dr.	Pallavi Kaushik	Sr. Assistant Professor
43	Dr.	Chandrani Sen	Sr. Assistant Professor
44	Dr.	Shweta Gupta	Sr. Assistant Professor
45	Dr.	Ankita Gangwal	Sr. Assistant Professor
46		Rachna Nahta	Assistant Professor
47		Sunetra Dutt	Assistant Professor
48	Dr.	Ritu Purohit	Sr. Assistant Professor
49		Charu Sharma	Assistant Professor
50		Ruchi Jain	Assistant Professor
51	Dr.	Neerja Mehta	Sr. Assistant Professor
52		Richa Yadav	Assistant Professor
53		Tanuja Yadav	Assistant Professor
54	Dr.	Charu Jhamaria	Assistant Professor
55	Dr.	Swarnendu Baksi	Sr. Assistant Professor
56		Shveta Parnami	Assistant Professor
57	Dr.	Lata Shahani	Assistant Professor
58	Dr.	Meenakshi Sharma	Assistant Professor
59		Payal Mehtani	Assistant Professor
60		Radhika Sharma	Assistant Professor
61	Dr.	Priyanka Vyas	Assistant Professor
62	Dr.	Smita Purohit	Assistant Professor
63		Chitra Debana	Assistant Professor
64		Navneet Sharma	Assistant Professor
65	Dr.	Swati Vyas Ramani	Assistant Professor
66		Sulekha Ojha	Assistant Professor
67	Dr.	Poonam Madan	Sr. Assistant Professor
68		Neha Lodha Panwar	Assistant Professor
69	Dr.	Manisha Sharma	Assistant Professor
70	Dr.	Ankita Chaturvedi	Assistant Professor
71		Ruchi Jain	Assistant Professor
72		Ashish Khandelwal	Assistant Professor
73	Dr.	Mini Mathur	Assistant Professor
74		Rena Mehta	Assistant Professor
75	Dr.	Seema Singh Rathore	Assistant Professor
76		Ruchi Goswami	Assistant Professor
77		Anuja Joshi	Assistant Professor
78		Garima Srivastava	Assistant Professor
79	Dr.	Jyoti Gaur	Assistant Professor
80	Dr.	Priya Bhardwaj	Assistant Professor
81	D	Rani Rathore	Assistant Professor
82		Shweta Kastiyi	Assistant Professor
84		Smita Chandela	Assistant Professor
85	Dr.	Shubhra Gupta	Assistant Professor
86		Meenakshi Anand	Assistant Professor

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IIS Mansarovar
Jaipur 302 020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

87	Dr.	Smriti Kumari	Assistant Professor
88	Dr.	Arti Sharma	Assistant Professor
89		Kanupriya Rathore	Assistant Professor
90		Tejender Kaur Sarna	Assistant Professor
91	Dr.	Bhawana Arya	Assistant Professor
92		Geetika Vyas	Assistant Professor
93		Pramod Bhargava	Assistant Professor
94		Neha Gupta	Demonstrator
95	Dr.	Divya Walia	Assistant Professor
96	Dr.	Archana Gupta	Assistant Professor
97		Sarabjeet Kaur Gogia	Assistant Professor
98		Neha Batra	Assistant Professor
99		Roopam Kothari	Assistant Professor
100		Deepshikha Parashar	Assistant Professor
101		Ritu Sen	Assistant Professor
102		Gurupurnima Kaushik	Assistant Professor
103		Harshita Bhargava	Assistant Professor
105		Priyanka Tiwari	Assistant Professor
106	Dr.	R. K. Tailor	Sr. Assistant Professor
107		Bijoy Kr. Dutta	Associate Professor
108		Sucharita Sharma	Assistant Professor
109		Shikha Gupta	Assistant Professor
110		Kavita Sharma	Assistant Professor
111		Prachi Goswami	Assistant Professor
112		Arvind Sharma	Office Asstt.
113		Badal Dave	System Administrator
114		D.L. Sain	Section Officer
115		Hemant Kumar	Demonstrator
116		Hemraj	Lab Asstt.
117		Kokila Chaturvedi	Asstt. Librarian
118		Laxmi Adwani	Asstt. Librarian
119		Mukesh Agarwal	Office Asstt.
120		Navneet Jain	Lab Asstt.
121		Pawan Avasthi	Lab Asstt.
122		Ram Singh	Section Officer
123		Rameshwar	Lab Technician
124		Sadhana Sharma	Office Asstt.
125		Seema Purohit	Office Asstt.
126		Sonal Jain	Asstt. Librarian
127		Tulsi Ram Koli	Lab Technician
128		Utsav Malpani	Lab Asstt.
129		Vicy B. Thomas	Placement Officer
130		Vijay Chaturvedi	Asstt. GraphicDesigner
131		Vimlesh Jain	Book Lifter

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INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st April, 2011.

sd/-

Dr. Ashok Gupta
Director

Copy forwarded to the following for information:

11. Dr. Raakhi Gupta, Rector & Registrar
12. Prof. K. S. Sharma, Advisor
13. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
14. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
15. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
16. Dr. Nisha Yadav, Controller of Examination
17. Ms. Rajani Sharma, Finance Officer
18. Mr. S. N. Chandel, Establishment Office
19. All faculty members


Director


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

No. IISU/CAS/2011/1099

July 23, 2011

OFFICE ORDER

On the recommendation of the Screening cum Evaluation / Scrutiny Committee and subsequent approval accorded by the Board of Management in its meeting held on 21st July, 2011, **Dr. Ruchi Jain**, presently working as Assistant Professor (Stage 1) in the Dept. of Business Studies, is hereby promoted to the post of **Sr. Asst. Professor (Stage 2) in the Dept. of Business Studies** w.e.f. the date of her joining on the post of Sr. Asst. Professor. She will be placed in the UGC Scale 15600-39100 with the grade pay of ₹ 7000/-.

Dr. Ashok Gupta
Vice Chancellor

Copy forwarded for information to :

1. **Dr. Ruchi Jain, Assistant Professor, Dept. of Business Studies**
2. **Prof. M. K. Sharma, Dean, Faculty of Commerce & Management**
3. **Accounts Section**
4. **Personnel Section**
5. **Personal File (CAS)**

Registrar

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INTERNATIONAL
COLLEGE
for
GIRLS

Office of the Director Dr. Ashok Gupta

MEMORANDUM

19 July 2004

Ms. Shweta Gupta, D/o Shri Kanti Prakash Gupta, whose date of birth is 4/2/1978 is hereby appointed as **Lecturer in ABST** on probation. You will be paid salary in the grade 8000-275-13500 per month.

This services of the aforesaid employee may be terminated during the above said period also if his/her work and behaviour are not found satisfactory.

The employee will have to give one months's notice or pay there for if he/she leaves the services during the above said period.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

He/She will actively participate in all the activities and programmes including cultural, sports and house activities etc. He/She will not involve himself/herself in any activity detrimental to ICG norms and discipline.

Every employee of the ICG will be allowed fifty percent concession in the payment of tuition fee (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.

This is issued with the implicit condition that the employee will adhere to the norms and conditions as mentioned in this letter or as modified from time to time.

If **Ms. Shweta Gupta** agrees to the terms and conditions mentioned in this letter, he/she should send his/her acceptance of this offer in the enclosed proforma by 21st July, 2004 failing which this memorandum be treated as cancelled.


Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

b


 Registrar
 IIS (doan@iis.ac.in) University
 Mansarovar, Jaipur-302020

Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institution premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

1


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
 IIS (Distance Education University)
 Mansarovar, Jaipur-302020

5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



The age of superannuation for all the employees under ICFIA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.


Your appointment will automatically terminate in the following circumstances:-

- a. Disobedience, insubordination and negligence in executing the work entrusted.**
- b. Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Director/Secretary General**



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : International College for Girls

31 March, 2008

Ms. Shweta Gupta
Asstt. Professor – ABST

Your services in this college are hereby confirmed w.e.f. 1st April 2008.

You have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the college.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Please submit your acceptance of this letter by the 15 April 2008, failing which this offer may be treated as cancelled.



Dr. Ashok Gupta
Director

Received
Shweta Gupta


Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : International College for Girls, Jaipur

June 25, 2009

Ms. Shweta Gupta
Assistant Professor - Accounting & Taxation

You are hereby promoted as **Sr. Assistant Professor** in the grade **10000-325-15200** w.e.f. 1st July, 2009.

You will be entitled to receive usual DA, HRA, CCA as admissible to the employees of the institution.

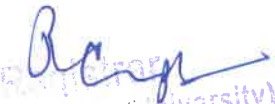
The above arrangement is being made purely on adhoc basis and is subject to performance appraisal involving efficiency, sincerity, loyalty and devotion.

This supersedes all previous communications issued pertaining to your elevation.



Dr. Ashok Gupta
Director/Secretary General

Received

IIS (Institute for International Studies/University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

31 March 2011

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st April, 2011:

S.No.		Name of Employees	Designation
1	Dr	Raakhi Gupta	Principal
2	Prof.	K. S. Sharma	Advisor
3	Prof.	M.K. Sharma	Dean, Commerce
4	Prof.	N. K. Jain	Dean, Arts
5	Prof.	Pradeep Bhatnagar	Dean, Life Science
6	Dr.	Ila Joshi	Associate Professor
7	Dr.	Roopa Mathur	Associate Professor
8	Dr.	Sharad Rathore	Associate Professor
9	Dr.	Nisha Yadav	Associate Professor
10		Monika Munjal	Associate Professor
11		Ujjvala M. Tiwari	Sr. Assistant Professor
12	Dr.	Radha Kashyap	Associate Professor
13	Dr.	Shelja K. Juneja	Sr. Assistant Professor
14	Dr.	Deepa Pareek	Associate Professor
15	Dr.	Suveen Agarwal	Associate Professor
16		Pratibha Sharma	Assistant Professor
17		Mahesh Singh	Sr. Assistant Professor
18		Nidhi Bhargava	Sr. Assistant Professor
19	D.	Ritu Jain	Sr. Assistant Professor
20		Manisha Patni	Sr. Assistant Professor
22		Shwet Goel	Sr. Assistant Professor
23	Dr.	Nidhi Sharma	Sr. Assistant Professor
24	Dr.	Sreemoyee Chatterjee	Sr. Assistant Professor
25	Dr.	Renu Shungloo	Sr. Assistant Professor
26	Dr.	Mona Vyas	Sr. Assistant Professor
27		Shalini Punjabi	Assistant Professor
28		Priyanka	Sr. Assistant Professor
29	Dr.	Priyanka Mathur	Sr. Assistant Professor
30	Dr.	Anima Vaish	Sr. Assistant Professor
31		Deepika Singh	Sr. Assistant Professor
32	Dr.	Kalpna Agarwal	Sr. Assistant Professor
33		Rimika Singhvi	Sr. Assistant Professor
34	Dr.	Varsha Goyal	Sr. Assistant Professor
35	Dr.	Shilpi Rijhwani	Sr. Assistant Professor
36		J.P. Karna	Sr. Assistant Professor
37		Ruchi Nanda	Assistant Professor
38	Dr.	Pragya Sinha	Sr. Assistant Professor

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Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

39		Giriraj Sharma	Assistant Professor
40	Dr.	Amita Raj Goyal	Assistant Professor
41	Dr.	Pallavi Kaushik	Sr. Assistant Professor
43	Dr.	Chandrani Sen	Sr. Assistant Professor
44	Dr.	Shweta Gupta	Sr. Assistant Professor
45	Dr.	Ankita Gangwal	Sr. Assistant Professor
46		Rachna Nahta	Assistant Professor
47		Sunetra Dutt	Assistant Professor
48	Dr.	Ritu Purohit	Sr. Assistant Professor
49		Charu Sharma	Assistant Professor
50		Ruchi Jain	Assistant Professor
51	Dr.	Neerja Mehta	Sr. Assistant Professor
52		Richa Yadav	Assistant Professor
53		Tanuja Yadav	Assistant Professor
54	Dr.	Charu Jhamaria	Assistant Professor
55	Dr.	Swarnendu Baksi	Sr. Assistant Professor
56		Shveta Parnami	Assistant Professor
57	Dr.	Lata Shahani	Assistant Professor
58	Dr.	Meenakshi Sharma	Assistant Professor
59		Payal Mehtani	Assistant Professor
60		Radhika Sharma	Assistant Professor
61	Dr.	Priyanka Vyas	Assistant Professor
62	Dr.	Smita Purohit	Assistant Professor
63		Chitra Debana	Assistant Professor
64		Navneet Sharma	Assistant Professor
65	Dr.	Swati Vyas Ramani	Assistant Professor
66		Sulekha Ojha	Assistant Professor
67	Dr.	Poonam Madan	Sr. Assistant Professor
68		Neha Lodha Panwar	Assistant Professor
69	Dr.	Manisha Sharma	Assistant Professor
70	Dr.	Ankita Chaturvedi	Assistant Professor
71		Ruchi Jain	Assistant Professor
72		Ashish Khandelwal	Assistant Professor
73	Dr.	Mini Mathur	Assistant Professor
74		Rena Mehta	Assistant Professor
75	Dr.	Seema Singh Rathore	Assistant Professor
76		Ruchi Goswami	Assistant Professor
77		Anuja Joshi	Assistant Professor
78		Garima Srivastava	Assistant Professor
79	Dr.	Jyoti Gaur	Assistant Professor
80	Dr.	Priya Bhardwaj	Assistant Professor
81	D	Rani Rathore	Assistant Professor
82		Shweta Kastiya	Assistant Professor
84		Smita Chandela	Assistant Professor
85	Dr.	Shubhra Gupta	Assistant Professor
86		Meenakshi Anand	Assistant Professor

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INDIAN COUNCIL for INTERNATIONAL AMITY

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87	Dr.	Smriti Kumari	Assistant Professor
88	Dr.	Arti Sharma	Assistant Professor
89		Kanupriya Rathore	Assistant Professor
90		Tejender Kaur Sarna	Assistant Professor
91	Dr.	Bhawana Arya	Assistant Professor
92		Geetika Vyas	Assistant Professor
93		Pramod Bhargava	Assistant Professor
94		Neha Gupta	Demonstrator
95	Dr.	Divya Walia	Assistant Professor
96	Dr.	Archana Gupta	Assistant Professor
97		Sarabjeet Kaur Gogia	Assistant Professor
98		Neha Batra	Assistant Professor
99		Roopam Kothari	Assistant Professor
100		Deepshikha Parashar	Assistant Professor
101		Ritu Sen	Assistant Professor
102		Gurupurnima Kaushik	Assistant Professor
103		Harshita Bhargava	Assistant Professor
105		Priyanka Tiwari	Assistant Professor
106	Dr.	R. K. Tailor	Sr. Assistant Professor
107		Bijoy Kr. Dutta	Associate Professor
108		Sucharita Sharma	Assistant Professor
109		Shikha Gupta	Assistant Professor
110		Kavita Sharma	Assistant Professor
111		Prachi Goswami	Assistant Professor
112		Arvind Sharma	Office Asstt.
113		Badal Dave	System Administrator
114		D.L. Sain	Section Officer
115		Hemant Kumar	Demonstrator
116		Hemraj	Lab Asstt.
117		Kokila Chaturvedi	Asstt. Librarian
118		Laxmi Adwani	Asstt. Librarian
119		Mukesh Agarwal	Office Asstt.
120		Navneet Jain	Lab Asstt.
121		Pawan Avasthi	Lab Asstt.
122		Ram Singh	Section Officer
123		Rameshwar	Lab Technician
124		Sadhana Sharma	Office Asstt.
125		Seema Purohit	Office Asstt.
126		Sonal Jain	Asstt. Librarian
127		Tulsi Ram Koli	Lab Technician
128		Utsav Malpani	Lab Asstt.
129		Vicy B. Thomas	Placement Officer
130		Vijay Chaturvedi	Asstt. Graphic Designer
131		Vimlesh Jain	Book Lifter

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IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
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Regd. Under Rajasthan Societies Registration Act, 1958

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st April, 2011.

sd/-

Dr. Ashok Gupta
Director

Copy forwarded to the following for information:

11. Dr. Raakhi Gupta, Rector & Registrar
12. Prof. K. S. Sharma, Advisor
13. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
14. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
15. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
16. Dr. Nisha Yadav, Controller of Examination
17. Ms. Rajani Sharma, Finance Officer
18. Mr. S. N. Chandel, Establishment Office
19. All faculty members


Director



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

No. IISU/CAS/2015-16/237

February 11, 2016

OFFICE ORDER

Dr. Shweta Gupta, Sr. Assistant Professor, Department of Accounting & Taxation, is hereby promoted to the post of **Associate Professor w.e.f. 1 January 2016**. She will be placed in the UGC Scale 15600-39100 with the grade pay of ₹ 8000/-.

Dr. Ashok Gupta
Vice Chancellor

Copy forwarded for information to :

1. Dr. Shweta Gupta, Sr. Assistant Professor, Dept. of Accounting & Taxation
2. Prof. M.K.Sharma, Dean, Faculty of Commerce & Management
3. Accounts Section
4. Personnel Section
5. Personal File (CAS)

Registrar
Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

**Unit :International College for Girls
Autonomous**

Dated : 22.09.2007

**Ms. Aditi Jain
D/o Shri Sunil Kumar Jain
Date of Birth : 25 July 1983**

You are hereby appointed as **Part Time Lecturer - Business Studies**. You Will be paid a consolidated salary of Rs.6500/- per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity/The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.


Registrar



Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.


Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


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 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

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Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

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 IIS (Deemed to be University)
 Meerut, U.P. 203002

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


 (University)
 30.2020



5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his/her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.







The age of superannuation for all the employees under ICFA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Director/Secretary General**



**IIIS (deemed to be University)
Mansarovar, Jaipur-302020**

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

June 30, 2012

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st July, 2012:

S.No.	Name	Designation	DOB	DOJ
1	Aastha Saxena	Asstt. Professor	23.12.1988	11.07.2011
2	Aditi Gupta	Asstt. Professor	28.06.1986	15.07.2010
3	Aditi Jain	Part Time Lecturer	25.07.1983	22.09.2007
4	Aditi Pareek	Part Time Lecturer	19.10.1986	11.07.2011
5	Akshita Jain	Part Time Lecturer	26.04.1982	01.08.2011
6	Dr. Ameeta Sharma-Bio	Assistant Professor	21.09.1974	10.01.2012
7	Amita Sharma-Com	Assistant Professor	17.08.1985	02.02.2012
8	Dr. Amita Sharma-Comp.Sc.	Asst. Professor	21.01.1983	02.05.2012
9	Amita Sharma-GPEM	Asstt Lecturer	14.04.1975	11.07.2011
10	Anjali Sharma	Asstt. Professor	07.09.1988	13.07.2011
11	Anubha Jain	Sr. Asstt. Professor	04.02.1975	01.09.2006
12	Astha Pareek	Asstt. Professor	05.10.1983	13.03.2010
13	Avita Khawas Gupta	Asstt. Professor	05.12.1985	11.07.2011
14	Chetangana Choudhary	Part Time Lecturer	07.07.1990	16.07.2011
15	Chhavi Jain	Asstt. Professor	19.03.1980	27.06.2007
16	Deepak Sachdeva	Associate Professor	14.08.1948	23.07.2011
17	Deepika Kaurani	Asstt. Professor	29.03.1976	01.09.2008
18	Deepshikha Bhatia	Asstt. Professor	16.05.1982	16.09.2008
19	Dr. Gargi Saxena	Part Time Lecturer	25.12.1978	11.07.2011
20	Gaurav Saxena	Tabla Player	09.08.1979	12.11.2007
21	Geetanjali Singh Mankotia	Asstt. Professor	20.07.1984	11.07.2011
22	Dr. Girija Kaviraj	Asst. Professor	08.01.1981	02.12.2011
23	Harshita Jodha	Part Time Lecturer	04.10.1988	08.01.2012
24	Dr. Isha Vyas Sukhwal	Part Time Lecturer	23.03.1984	11.07.2011
25	Malika Parnami	Asstt. Professor	06.05.1986	16.07.2009
26	Mitali Gupta	Asstt. Professor	03.04.1982	16.07.2011
27	Monika Singh	Asstt. Professor	05.07.1983	03.07.2008
28	Dr. Monty Kanodia	Asstt. Professor	08.08.1978	11.07.2011
29	Mridula Sharma	Asstt. Professor	14.04.1983	17.07.2009
30	Dr. Nalini Totuka	Part Time Lecturer	29.12.1971	26.07.2010
31	Neelam Sharma	Part Time Lecturer	6.06.1985	02.08.2010
32	Neeru Jain	Asstt. Professor	26.08.1966	02.07.2007
33	Neha Mathur	Asstt. Professor	08.10.1986	15.07.2009
34	Neha Tiwari	Assistant Professor	01.12.2005	21.06.1980
35	Parul Agarwal	Asst. Professor	11.08.1989	01.02.2012
36	Peeyush Pareek	Part Time Lecturer	13.04.1985	03.10.2011
37	Dr. Poonam Parihar	Asstt. Professor	01.06.1980	16.07.2011
38	Poonam Sethi	Part Time Lecturer	26.01.1961	21.07.2011
39	Pratibha Tahiliani	Part Time Lecturer	18.06.1979	22.07.2010
40	Preeti Sharma	Asstt. Professor	04.09.1981	15.07.2009
41	Priyanka Dutt	Assistant Professor	10.04.1983	02.02.2012

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42		Priyanka Gianchandani	Asstt. Professor	25.09.1984	15.07.2009
43		Priyanka Mathur	Part Time Lecturer	26.11.1979	26.07.2010
44		Priyanka Srivastava	Asstt. Professor	24.04.1985	15.03.2010
45		Puneet Sandhu	Part Time Lecturer	27.02.1985	15.12.2010
46	Dr.	Punita	Asstt. Professor	08.10.1975	11.07.2011
47		Rajneesh Chaturvedi	Asstt. Professor	09.03.1977	15.07.2009
48		Ratna Kulkarni	Asstt. Professor	02.06.1971	11.07.2011
49		Richa Sharma	Part Time Lecturer	16.05.1987	11.07.2011
50	Dr.	Sachin Gupta	Asstt. Professor	04.04.1982	23.07.2011
52		Sarita Sharma	Asstt. Professor	14.09.1977	11.07.2011
53		Shriparna Singh	Part Time Lecturer	28.10.1984	15.07.2009
54		Surabhi Jain	Asstt. Professor	05.05.1983	21.07.2011
55		Surbhi Gupta	Asstt. Professor	13.10.1986	01.08.2009
56		Swati Phophalia	Part Time Lecturer	04.04.1983	12.07.2011
57	Dr.	Vandana	Asstt. Professor	20.10.1976	11.07.2011
58		Vandana Sachdeva	Asstt. Professor	12.09.1976	23.07.2011
59		Vishakha Sharma	Asstt. Professor	24.07.1981	18.07.2011

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st July, 2012.



Dr. Ashok Gupta
Director/Secretary General

Copy forwarded to the following for information:

1. Dr. Raakhi Gupta, Rector & Registrar
2. Prof. K. S. Sharma, Advisor
3. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
4. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
5. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
6. Dr. Nisha Yadav, Controller of Examination
7. Ms. Rajani Sharma, Finance Officer
8. Mr. G. N. Dadhich, Accounts Officer
9. Mr. S. N. Chandel, Establishment Office
10. All faculty members



Director

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

1 August 2013

Ms. Aditi Jain
D/o Shri Sunil Kumar Jain
Date of Birth : 25 July 1983

You are hereby appointed as an **Assistant Professor in Commerce** on probation. You will be Paid salary in the pay band 15600-39100 with grade pay Rs. 6000/- per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.


Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust. subject to the limit of two children only.


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020


ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Web : www.iisuniv.ac.in www.icfia.org
Email : icg@iisuniv.ac.in

Telephone : 91-141-2400180-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


 Registrar
 IIS (deemed to be university)
 Mansarovar, Jaipur-302020

Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

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5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

Registrar
(University)
Mansarovar, Jaipur-302020

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The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.


Dr. Ashok Gupta
Vice Chancellor


Registrar
IIS (deemed to be University)
Manasrovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

IISU/2016/

30 June 2016

Dr. Aditi Jain
Assistant Professor
Dept. of Business Studies

Your services in this University are hereby confirmed w.e.f. 1 July 2016

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Sd/-
Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
2. The Finance Officer, IISU
3. Establishment Incharge

Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

IISU/2018/ 492

Date : 16 August 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Aditi Jain**, Assistant Professor, Department of **Business Studies**, IIS (Deemed to be University) from Level I to Assistant Professor (Level II) w.e.f. 1st August 2018, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 7000 and will be designated as 'Senior Assistant Professor'.

This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.



Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Commerce & Management, IISU
5. Head, Dept. of Business Studies, IISU
6. Dr. Aditi Jain, Dept. of Business Studies, IISU
7. Personal File

Received
Aditi


Registrar


Registrar


16/8/18

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit :International College for Girls

September 12, 2009

Ms. Aditi Gupta
D/o Shri Ajay Kumar Gupta
Date of Birth : 28 June 1986

You are hereby appointed as a **Part Time Lecturer** on Rs.8000/-consolidated per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity/The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.


Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


 IIS (affiliated to the University)
 Mansarovar, Jaipur-302020

Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds or misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.


 Registrar
 IIS (Deemed to be University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

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Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

The age of superannuation for all the employees under ICFA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. Disobedience, insubordination and negligence in executing the work entrusted.**
- b. Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



Dr. Ashok Gupta
Director/Secretary General

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit :International College for Girls

Dated : 15.07.2010

Ms. Aditi Gupta
D/o Shri Ajay Kumar Gupta
Date of Birth : 28 June 1986

You are hereby appointed as **Assistant Professor in Commerce** on probation. You will be paid salary in the grade 8000-275-13500 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 7 days (including absence when leave though applied for, is not granted or when you overstay for more than 7 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme) (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.


Registrar

IIS (deemed to be University)
Jaipur 302020

IIS Campus : Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org

Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
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3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

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- b) Use of abusive language, quarrelsome and riotous behaviour.
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- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

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- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

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In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

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 IIS (Ganga) University
 Main Camp, Jajpur 751020


5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


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IIS (deemed to be University)
Mansarovar, Jaipur-302020

b

The age of superannuation for all the employees under ICFIA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. Disobedience, insubordination and negligence in executing the work entrusted.**
- b. Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Director/Secretary General**

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

June 30, 2012

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st July, 2012:

S.No.	Name	Designation	DOB	DOJ
1	Aastha Saxena	Asstt. Professor	23.12.1988	11.07.2011
2	Aditi Gupta	Part Time Lecturer	28.06.1986	15.07.2010
3	Aditi Jain	Part Time Lecturer	25.07.1983	22.09.2007
4	Aditi Pareek	Part Time Lecturer	19.10.1986	11.07.2011
5	Akshita Jain	Part Time Lecturer	26.04.1982	01.08.2011
6	Dr. Ameeta Sharma-Bio	Assistant Professor	21.09.1974	10.01.2012
7	Amita Sharma-Com	Assistant Professor	17.08.1985	02.02.2012
8	Dr. Amita Sharma-Comp.Sc.	Asst. Professor	21.01.1983	02.05.2012
9	Amita Sharma-GPEM	Asstt Lecturer	14.04.1975	11.07.2011
10	Anjali Sharma	Asstt. Professor	07.09.1988	13.07.2011
11	Anubha Jain	Sr. Asstt. Professor	04.02.1975	01.09.2006
12	Astha Pareek	Asstt. Professor	05.10.1983	13.03.2010
13	Avita Khawas Gupta	Asstt. Professor	05.12.1985	11.07.2011
14	Chetangana Choudhary	Part Time Lecturer	07.07.1990	16.07.2011
15	Chhavi Jain	Asstt. Professor	19.03.1980	27.06.2007
16	Deepak Sachdeva	Associate Professor	14.08.1948	23.07.2011
17	Deepika Kaurani	Asstt. Professor	29.03.1976	01.09.2008
18	Deepshikha Bhatia	Asstt. Professor	16.05.1982	16.09.2008
19	Dr. Gargi Saxena	Part Time Lecturer	25.12.1978	11.07.2011
20	Gaurav Saxena	Tabla Player	09.08.1979	12.11.2007
21	Geetanjali Singh Mankotia	Asstt. Professor	20.07.1984	11.07.2011
22	Dr. Girija Kaviraj	Asst. Professor	08.01.1981	02.12.2011
23	Harshita Jodha	Part Time Lecturer	04.10.1988	08.01.2012
24	Dr. Isha Vyas Sukhwai	Part Time Lecturer	23.03.1984	11.07.2011
25	Malika Parnami	Asstt. Professor	06.05.1986	16.07.2009
26	Mitali Gupta	Asstt. Professor	03.04.1982	16.07.2011
27	Monika Singh	Asstt. Professor	05.07.1983	03.07.2008
28	Dr. Monty Kanodia	Asstt. Professor	08.08.1978	11.07.2011
29	Mridula Sharma	Asstt. Professor	14.04.1983	17.07.2009
30	Dr. Nalini Totuka	Part Time Lecturer	29.12.1971	26.07.2010
31	Neelam Sharma	Part Time Lecturer	6.06.1985	02.08.2010
32	Neeru Jain	Asstt. Professor	26.08.1966	02.07.2007
33	Neha Mathur	Asstt. Professor	08.10.1986	15.07.2009
34	Neha Tiwari	Assistant Professor	01.12.2005	21.06.1980
35	Parul Agarwal	Asst. Professor	11.08.1989	01.02.2012
36	Peeyush Pareek	Part Time Lecturer	13.04.1985	03.10.2011
37	Dr. Poonam Parihar	Asstt. Professor	01.06.1980	16.07.2011
38	Poonam Sethi	Part Time Lecturer	26.01.1961	21.07.2011
39	Pratibha Tahiliani	Part Time Lecturer	18.06.1979	22.07.2010
40	Preeti Sharma	Asstt. Professor	04.09.1981	15.07.2009
41	Priyanka Dutt	Assistant Professor	10.04.1983	02.02.2012

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IIS (deemed to be University)
Mansarovar, Jaipur

**INDIAN
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AMITY**

Regd. Under Rajasthan Societies Registration Act, 1958

42		Priyanka Gianchandani	Asstt. Professor	25.09.1984	15.07.2009
43		Priyanka Mathur	Part Time Lecturer	26.11.1979	26.07.2010
44		Priyanka Srivastava	Asstt. Professor	24.04.1985	15.03.2010
45		Puneet Sandhu	Part Time Lecturer	27.02.1985	15.12.2010
46	Dr.	Punita	Asstt. Professor	08.10.1975	11.07.2011
47		Rajneesh Chaturvedi	Asstt. Professor	09.03.1977	15.07.2009
48		Ratna Kulkarni	Asstt. Professor	02.06.1971	11.07.2011
49		Richa Sharma	Part Time Lecturer	16.05.1987	11.07.2011
50	Dr.	Sachin Gupta	Asstt. Professor	04.04.1982	23.07.2011
52		Sarita Sharma	Asstt. Professor	14.09.1977	11.07.2011
53		Shriparna Singh	Part Time Lecturer	28.10.1984	15.07.2009
54		Surabhi Jain	Asstt. Professor	05.05.1983	21.07.2011
55		Surbhi Gupta	Asstt. Professor	13.10.1986	01.08.2009
56		Swati Phophalia	Part Time Lecturer	04.04.1983	12.07.2011
57	Dr.	Vandana	Asstt. Professor	20.10.1976	11.07.2011
58		Vandana Sachdeva	Asstt. Professor	12.09.1976	23.07.2011
59		Vishakha Sharma	Asstt. Professor	24.07.1981	18.07.2011

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st July, 2012.



Dr. Ashok Gupta
Director/Secretary General

Copy forwarded to the following for information:

1. Dr. Raakhi Gupta, Rector & Registrar
2. Prof. K. S. Sharma, Advisor
3. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
4. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
5. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
6. Dr. Nisha Yadav, Controller of Examination
7. Ms. Rajani Sharma, Finance Officer
8. Mr. G. N. Dadhich, Accounts Officer
9. Mr. S. N. Chandel, Establishment Office
10. All faculty members



Director



Registrar

IIS (Deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

June 29, 2013

Dr. Aditi R. Khandelwal
Assistant Professor
Dept. of Business Studies

Your services in this college are hereby confirmed w.e.f. 1 July, 2013.

You will have to give a notice of 3 months or salary in lieu there of in case you intend to leave the services of the college.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Dr. Ashok Gupta
Vice Chancellor

Registrar
(Deemed to be University)
Mansarovar, Jaipur-302020

IISU/2018/ 526

Date : 7 September 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Aditi R. Khandelwal**, Assistant Professor, Department of **Business Studies**, IIS (Deemed to be University) from Level I to Assistant Professor (Level II) w.e.f. 1st October 2018, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 7000 and will be designated as 'Senior Assistant Professor'.

This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.


Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Commerce & Management, IISU
5. Head, Dept. of Business Studies, IISU
6. Dr. Aditi R. Khandelwal, Dept. of Business Studies, IISU
7. Personal File


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020


Registrar

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit :International College for Girls

Dated : 01.08.2011

Ms. Akshita Jain
D/o Shri T. B. Sogani
DOB : 26th April 1982

You are hereby appointed as a **Part Time Lecturer**. You will be Paid Rs. 10000/- consolidated per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.


Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity/The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.


IIS (d) Registrar
IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org
Mansarovar, Jaipur-302020

Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


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 Mansarovar, Jaipur-302020

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5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

The age of superannuation for all the employees under ICFIA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Director/Secretary General**



**Registrar
IIS (Department to be University)
Mansarovar, Jaipur-302020**



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

14 July 2014

Ms. Akshita Jain
D/o Shri T. B. Sogani
Date of Birth : 26 April 1982

You are hereby appointed as an **Assistant Professor in Commerce** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000/- per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust. subject to the limit of two children only.

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.


Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.



 IIS University
 Jaipur
 302002

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Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.


 Registrar
 IIS (Deemed to Be University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
 IIS (Indian Council for International Amity University)
 No. 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

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5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.


The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his/her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


Principal
IIS (Central Board of Secondary Education)
Mansarovar, Jaipur-302020



The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.


Dr. Ashok Gupta
Vice Chancellor


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

June 30, 2012

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st July, 2012:

S.No.	Name	Designation	DOB	DOJ
1	Aastha Saxena	Asstt. Professor	23.12.1988	11.07.2011
2	Aditi Gupta	Asstt. Professor	28.06.1986	15.07.2010
3	Aditi Jain	Part Time Lecturer	25.07.1983	22.09.2007
4	Aditi Pareek	Part Time Lecturer	19.10.1986	11.07.2011
5	Akshita Jain	Part Time Lecturer	26.04.1982	01.08.2011
6	Dr. Ameeta Sharma-Bio	Assistant Professor	21.09.1974	10.01.2012
7	Amita Sharma-Com	Assistant Professor	17.08.1985	02.02.2012
8	Dr. Amita Sharma-Comp.Sc.	Asst. Professor	21.01.1983	02.05.2012
9	Amita Sharma-GPEM	Asstt Lecturer	14.04.1975	11.07.2011
10	Anjali Sharma	Asstt. Professor	07.09.1988	13.07.2011
11	Anubha Jain	Sr. Asstt. Professor	04.02.1975	01.09.2006
12	Astha Pareek	Asstt. Professor	05.10.1983	13.03.2010
13	Avita Khawas Gupta	Asstt. Professor	05.12.1985	11.07.2011
14	Chetangana Choudhary	Part Time Lecturer	07.07.1990	16.07.2011
15	Chhavi Jain	Asstt. Professor	19.03.1980	27.06.2007
16	Deepak Sachdeva	Associate Professor	14.08.1948	23.07.2011
17	Deepika Kaurani	Asstt. Professor	29.03.1976	01.09.2008
18	Deepshikha Bhatia	Asstt. Professor	16.05.1982	16.09.2008
19	Dr. Gargi Saxena	Part Time Lecturer	25.12.1978	11.07.2011
20	Gaurav Saxena	Tabla Player	09.08.1979	12.11.2007
21	Geetanjali Singh Mankotia	Asstt. Professor	20.07.1984	11.07.2011
22	Dr. Girija Kaviraj	Asst. Professor	08.01.1981	02.12.2011
23	Harshita Jodha	Part Time Lecturer	04.10.1988	08.01.2012
24	Dr. Isha Vyas Sukhwai	Part Time Lecturer	23.03.1984	11.07.2011
25	Malika Parnami	Asstt. Professor	06.05.1986	16.07.2009
26	Mitali Gupta	Asstt. Professor	03.04.1982	16.07.2011
27	Monika Singh	Asstt. Professor	05.07.1983	03.07.2008
28	Dr. Monty Kanodia	Asstt. Professor	08.08.1978	11.07.2011
29	Mridula Sharma	Asstt. Professor	14.04.1983	17.07.2009
30	Dr. Nalini Totuka	Part Time Lecturer	29.12.1971	26.07.2010
31	Neelam Sharma	Part Time Lecturer	6.06.1985	02.08.2010
32	Neeru Jain	Asstt. Professor	26.08.1966	02.07.2007
33	Neha Mathur	Asstt. Professor	08.10.1986	15.07.2009
34	Neha Tiwari	Assistant Professor	01.12.2005	21.06.1980
35	Parul Agarwal	Asst. Professor	11.08.1989	01.02.2012
36	Peeyush Pareek	Part Time Lecturer	13.04.1985	03.10.2011
37	Dr. Poonam Parihar	Asstt. Professor	01.06.1980	16.07.2011
38	Poonam Sethi	Part Time Lecturer	26.01.1961	21.07.2011
39	Pratibha Tahiliani	Part Time Lecturer	18.06.1979	22.07.2010
40	Preeti Sharma	Asstt. Professor	04.09.1981	15.07.2009
41	Priyanka Dutt	Assistant Professor	10.04.1983	02.02.2012

Ba...
Registrar

**INDIAN
COUNCIL for
INTERNATIONAL
AMITY**

Regd. Under Rajasthan Societies Registration Act, 1958

42		Priyanka Gianchandani	Asstt. Professor	25.09.1984	15.07.2009
43		Priyanka Mathur	Part Time Lecturer	26.11.1979	26.07.2010
44		Priyanka Srivastava	Asstt. Professor	24.04.1985	15.03.2010
45		Puneet Sandhu	Part Time Lecturer	27.02.1985	15.12.2010
46	Dr.	Punita	Asstt. Professor	08.10.1975	11.07.2011
47		Rajneesh Chaturvedi	Asstt. Professor	09.03.1977	15.07.2009
48		Ratna Kulkarni	Asstt. Professor	02.06.1971	11.07.2011
49		Richa Sharma	Part Time Lecturer	16.05.1987	11.07.2011
50	Dr.	Sachin Gupta	Asstt. Professor	04.04.1982	23.07.2011
52		Sarita Sharma	Asstt. Professor	14.09.1977	11.07.2011
53		Shriparna Singh	Part Time Lecturer	28.10.1984	15.07.2009
54		Surabhi Jain	Asstt. Professor	05.05.1983	21.07.2011
55		Surbhi Gupta	Asstt. Professor	13.10.1986	01.08.2009
56		Swati Phophalia	Part Time Lecturer	04.04.1983	12.07.2011
57	Dr.	Vandana	Asstt. Professor	20.10.1976	11.07.2011
58		Vandana Sachdeva	Asstt. Professor	12.09.1976	23.07.2011
59		Vishakha Sharma	Asstt. Professor	24.07.1981	18.07.2011

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st July, 2012.



Dr. Ashok Gupta
Director/Secretary General

Copy forwarded to the following for information:

1. Dr. Raakhi Gupta, Rector & Registrar
2. Prof. K. S. Sharma, Advisor
3. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
4. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
5. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
6. Dr. Nisha Yadav, Controller of Examination
7. Ms. Rajani Sharma, Finance Officer
8. Mr. G. N. Dadhich, Accounts Officer
9. Mr. S. N. Chandel, Establishment Office
10. All faculty members



Director



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act.,1956

IISU/2016/

30 June 2016

Dr. Akshita Jain
Assistant Professor
Dept. of Business Studies

Your services in this University are hereby confirmed w.e.f. 1 July 2016

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Sd/-
Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
2. The Finance Officer, IISU
3. Establishment Incharge

Regp
Registrar

Akshita

Regp
Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

Web : www.iisuniv.ac.in www.icfia.org
Email : icg@iisuniv.ac.in

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

22 July 2017

Dr. Amit Kumar Sharma
D/o Shri Ashok Kumar Sharma
Date of Birth: 17 July 1989

You are hereby appointed as an **Assistant Professor in Commerce** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust subject to the limit of two children only.

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.


Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020



- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

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3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020



5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
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The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

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All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



Dr. Ashok Gupta
Vice Chancellor



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

1 August 2015

Dr. Anju Singh Choudhary
D/o Shri Trilok Pal Singh
Date of Birth: 31 March 1984

You are hereby appointed as an **Assistant Professor in Commerce** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.


The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust subject to the limit of two children only.


Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020
Web : www.iisuniv.ac.in www.icfia.org
Email : icg@iisuniv.ac.in


ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
IIS (Institue of International University)
Mansarovar, Jaipur-302020

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13. Do not lend your mobile to students under any circumstances.
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The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his/her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

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Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.


Dr. Ashok Gupta
Vice Chancellor


Registrar
(Deputed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

IISU/2018/

30 June 2018

Dr. Anju Singh
Assistant Professor
Dept. of Financial Studies

Your services in this University are hereby confirmed w.e.f. 1 July 2018

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

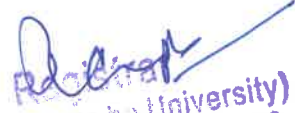
You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.


Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Dean, Faculty of Commerce & Management
2. The Finance Officer, IISU
3. Establishment Incharge


Registrar


IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

11 August 2016

Ms. Daksha Pathak
D/o Shri Narendra Pathak
Date of Birth: 25 November 1985

You are hereby appointed as an **Assistant Professor in Commerce** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

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You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

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Registrar
IIS (The Indian Council for International Amity University)
Mansarovar, Jaipur-302020
Web: www.iisuniv.ac.in www.icfia.org
Email: icg@iisuniv.ac.in


ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

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Application for another post

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Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

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Code of conduct for employees

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- h) Mutilation/destruction of institution records and property.
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- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
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- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
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- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.


 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

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Registrar
IIS (International Institute of Science)
Muzoverar, Jaipur-302020

[Handwritten signature]

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Your appointment will automatically terminate in the following circumstances:-

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- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.


Dr. Ashok Gupta
Vice Chancellor


IIS (International Institute of Science University)
Mansarovar, Jaipur-302020

IISU/2020/

June 30, 2020

Ms. Daksha Pathak
Asst. Professor
Dept. of Financial Studies


Your services in this University are hereby confirmed w.e.f. 1 July 2020

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.


Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Dean, Faculty of Commerce & Management
2. The Finance Officer, IISU 
3. Establishment Incharge


Registrar


IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

26 July 2016

Mr. Gaurav Bagra
S/o Shri Lovenesh Bagra
Date of Birth: 8 April 1983

You are hereby appointed as an **Assistant Professor in Commerce** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

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ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

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Email : icg@iisuniv.ac.in

www.icfia.org


IIS (deemed to be University)
Mansarovar, Jaipur-302020

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

h

Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds or misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

Registrar
 (Rajasthan University)
 Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

[Handwritten signature]

5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

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Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.


Dr. Ashok Gupta
Vice Chancellor


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

IISU/2020/

June 30, 2020

Dr. Gaurav Bagra
Asst. Professor
Dept. of Accounting & Taxation

Your services in this University are hereby confirmed w.e.f. 1 July 2020

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.


Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Dean, Faculty of Commerce & Management
2. The Finance Officer, IISU 
3. Establishment Incharge


Registrar


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

16 July 2012

Ms. Iti Gaur
D/o Shri Raghuvver Sharma
Date of Birth: 05 December 1989

You are hereby appointed as a **Part Time Lecturer in Commerce**. You will be paid a consolidated salary of Rs. 12000/- per month..

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust subject to the limit of two children only.

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020
Web : www.iisuniv.ac.in www.icfia.org
Email : icg@iisuniv.ac.in

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
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Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur 302020

h

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- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
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- u) Absenting from work even though present in the institute premises or absent without leave.

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

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Registrar
 IIS (Deemed to be University)
 Mansarovar, Jaipur-302020

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- c. Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.


Dr. Ashok Gupta
Vice Chancellor


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

14 July 2014

Ms. Iti Gaur
D/o Shri Raghuvver Sharma
Date of Birth: 05 December 1989

You are hereby appointed as an **Assistant Professor in Commerce** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

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Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

www.icfia.org

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
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2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

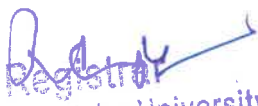
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 Registrar
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 Mansarovar, Jaipur-302020



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Registrar
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- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

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The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

Registrar
JIS (Deemed to be University)
Mansarovar, Jaipur-302020

The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.


Dr. Ashok Gupta
Vice Chancellor


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

IISU/2016/

30 June 2016

Ms. Iti Gaur
Assistant Professor
Dept. of Financial Studies

Your services in this University are hereby confirmed w.e.f. 1 July 2016

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Sd/-
Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
2. The Finance Officer, IISU
3. Establishment Incharge

Ram
Registrar

Ram
Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

Web : www.iisuniv.ac.in www.icfia.org
Email : icg@iisuniv.ac.in

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit :International College for Girls

Dated : 16.07.2011

Ms. Mitali Gupta
D/o Shri Mahesh Khandelwal
DOB : 3 April 1982

You are hereby appointed as an **Assistant Professor** on Probation. You will be paid salary in the grade 8000-275-13500 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity/The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


 Registrar
 IIS (Deemed to be University)
 Mansarovar, Jaipur-302020

Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institution premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

1

Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

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IIS (deemed to be University)
Mansarovar, Jaipur-302020

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IIS (deemed to be University)
Mansarovar, Jaipur-302020

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5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

b

The age of superannuation for all the employees under ICFA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Director/Secretary General**



**Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020**

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

June 30, 2012

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st July, 2012:

S.No.	Name	Designation	DOB	DOJ
1	Aastha Saxena	Asstt. Professor	23.12.1988	11.07.2011
2	Aditi Gupta	Asstt. Professor	28.06.1986	15.07.2010
3	Aditi Jain	Part Time Lecturer	25.07.1983	22.09.2007
4	Aditi Pareek	Part Time Lecturer	19.10.1986	11.07.2011
5	Akshita Jain	Part Time Lecturer	26.04.1982	01.08.2011
6	Dr. Ameeta Sharma-Bio	Assistant Professor	21.09.1974	10.01.2012
7	Amita Sharma-Com	Assistant Professor	17.08.1985	02.02.2012
8	Dr. Amita Sharma-Comp.Sc.	Asst. Professor	21.01.1983	02.05.2012
9	Amita Sharma-GPEM	Asstt Lecturer	14.04.1975	11.07.2011
10	Anjali Sharma	Asstt. Professor	07.09.1988	13.07.2011
11	Anubha Jain	Sr. Asstt. Professor	04.02.1975	01.09.2006
12	Astha Pareek	Asstt. Professor	05.10.1983	13.03.2010
13	Avita Khawas Gupta	Asstt. Professor	05.12.1985	11.07.2011
14	Chetangana Choudhary	Part Time Lecturer	07.07.1990	16.07.2011
15	Chhavi Jain	Asstt. Professor	19.03.1980	27.06.2007
16	Deepak Sachdeva	Associate Professor	14.08.1948	23.07.2011
17	Deepika Kaurani	Asstt. Professor	29.03.1976	01.09.2008
18	Deepshikha Bhatia	Asstt. Professor	16.05.1982	16.09.2008
19	Dr. Gargi Saxena	Part Time Lecturer	25.12.1978	11.07.2011
20	Gaurav Saxena	Tabla Player	09.08.1979	12.11.2007
21	Geetanjali Singh Mankotia	Asstt. Professor	20.07.1984	11.07.2011
22	Dr. Girija Kaviraj	Asst. Professor	08.01.1981	02.12.2011
23	Harshita Jodha	Part Time Lecturer	04.10.1988	08.01.2012
24	Dr. Isha Vyas Sukhwal	Part Time Lecturer	23.03.1984	11.07.2011
25	Malika Parnami	Asstt. Professor	06.05.1986	16.07.2009
26	Mitali Gupta	Asstt. Professor	03.04.1982	16.07.2011
27	Monika Singh	Asstt. Professor	05.07.1983	03.07.2008
28	Dr. Monty Kanodia	Asstt. Professor	08.08.1978	11.07.2011
29	Mridula Sharma	Asstt. Professor	14.04.1983	17.07.2009
30	Dr. Nalini Totuka	Part Time Lecturer	29.12.1971	26.07.2010
31	Neelam Sharma	Part Time Lecturer	6.06.1985	02.08.2010
32	Neeru Jain	Asstt. Professor	26.08.1966	02.07.2007
33	Neha Mathur	Asstt. Professor	08.10.1986	15.07.2009
34	Neha Tiwari	Assistant Professor	01.12.2005	21.06.1980
35	Parul Agarwal	Asst. Professor	11.08.1989	01.02.2012
36	Peeyush Pareek	Part Time Lecturer	13.04.1985	03.10.2011
37	Dr. Poonam Parihar	Asstt. Professor	01.06.1980	16.07.2011
38	Poonam Sethi	Part Time Lecturer	26.01.1961	21.07.2011
39	Pratibha Tahiliani	Part Time Lecturer	18.06.1979	22.07.2010
40	Preeti Sharma	Asstt. Professor	04.09.1981	15.07.2009
41	Priyanka Dutt	Assistant Professor	10.04.1983	02.02.2012

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

42		Priyanka Gianchandani	Asstt. Professor	25.09.1984	15.07.2009
43		Priyanka Mathur	Part Time Lecturer	26.11.1979	26.07.2010
44		Priyanka Srivastava	Asstt. Professor	24.04.1985	15.03.2010
45		Puneet Sandhu	Part Time Lecturer	27.02.1985	15.12.2010
46	Dr.	Punita	Asstt. Professor	08.10.1975	11.07.2011
47		Rajneesh Chaturvedi	Asstt. Professor	09.03.1977	15.07.2009
48		Ratna Kulkarni	Asstt. Professor	02.06.1971	11.07.2011
49		Richa Sharma	Part Time Lecturer	16.05.1987	11.07.2011
50	Dr.	Sachin Gupta	Asstt. Professor	04.04.1982	23.07.2011
52		Sarita Sharma	Asstt. Professor	14.09.1977	11.07.2011
53		Shriparna Singh	Part Time Lecturer	28.10.1984	15.07.2009
54		Surabhi Jain	Asstt. Professor	05.05.1983	21.07.2011
55		Surbhi Gupta	Asstt. Professor	13.10.1986	01.08.2009
56		Swati Phophalia	Part Time Lecturer	04.04.1983	12.07.2011
57	Dr.	Vandana	Asstt. Professor	20.10.1976	11.07.2011
58		Vandana Sachdeva	Asstt. Professor	12.09.1976	23.07.2011
59		Vishakha Sharma	Asstt. Professor	24.07.1981	18.07.2011

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st July, 2012.



Dr. Ashok Gupta
Director/Secretary General

Copy forwarded to the following for information:

1. Dr. Raakhi Gupta, Rector & Registrar
2. Prof. K. S. Sharma, Advisor
3. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
4. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
5. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
6. Dr. Nisha Yadav, Controller of Examination
7. Ms. Rajani Sharma, Finance Officer
8. Mr. G. N. Dadhich, Accounts Officer
9. Mr. S. N. Chandel, Establishment Office
10. All faculty members



Director

Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur 302020

IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

IISU/2014/

June 30, 2014

Ms. Mitali Gupta
Asst. Professor
Dept. of Commerce (Accounting & Taxation)

Your services in this University are hereby confirmed w.e.f. 1 July 2014

You will have to give a notice of 3 months or salary in lieu there of in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Dr. Ashok Gupta
Vice Chancellor

Mitali

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

IISU/2018/ 490

Date : 16 August 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Ms. Mitali Gupta**, Assistant Professor, Department of **Accounting & Taxation**, IIS (Deemed to be University) from Level I to Assistant Professor (Level II) w.e.f. 1st August 2018, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 7000 and will be designated as 'Senior Assistant Professor'.

She is required to fulfill following conditions within three years, failing which her case will not be considered for any further promotion:

- One Orientation Course
- One Refresher Course

This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.



Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Commerce & Management, IISU
5. Head, Dept. of Accounting & Taxation, IISU
6. Ms. Mitali Gupta, Dept. of Accounting & Taxation, IISU
7. Personal File

*NO 490 to 505
= 16 NO. of orders
M Gupta*



Registrar

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

*Received
M Gupta
30/8/18*

*Recd
18/8/18*

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : International College for Girls

Dated : 11.07.2011

Dr. Monty Kanodia
D/o Shri Vijay Kumar Pathela
DOB : 8th August 1978

You are hereby appointed as **Assistant Professor** on probation. You will be paid salary in the grade 8000-275-13500 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity/The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.

Registrar
IIS (The Indian Council for International Amity University)
Mansarovar, Jaipur-302020

IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org

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1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
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1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

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Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

h

Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

Registrar
 IIS (Deemed to be University)
 Mansarovar, Jaipur-302020

1

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
 IIS (Central Board of Secondary Education)
 Mansarovar, Jaipur-302020

5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

b

The age of superannuation for all the employees under ICFA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. Disobedience, insubordination and negligence in executing the work entrusted.**
- b. Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



Dr. Ashok Gupta
Director/Secretary General


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

June 30, 2012

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st July, 2012:

S.No.	Name	Designation	DOB	DOJ
1	Aastha Saxena	Asstt. Professor	23.12.1988	11.07.2011
2	Aditi Gupta	Asstt. Professor	28.06.1986	15.07.2010
3	Aditi Jain	Part Time Lecturer	25.07.1983	22.09.2007
4	Aditi Pareek	Part Time Lecturer	19.10.1986	11.07.2011
5	Akshita Jain	Part Time Lecturer	26.04.1982	01.08.2011
6	Dr. Ameeta Sharma-Bio	Assistant Professor	21.09.1974	10.01.2012
7	Amita Sharma-Com	Assistant Professor	17.08.1985	02.02.2012
8	Dr. Amita Sharma-Comp.Sc.	Asst. Professor	21.01.1983	02.05.2012
9	Amita Sharma-GPEM	Asstt Lecturer	14.04.1975	11.07.2011
10	Anjali Sharma	Asstt. Professor	07.09.1988	13.07.2011
11	Anubha Jain	Sr. Asstt. Professor	04.02.1975	01.09.2006
12	Astha Pareek	Asstt. Professor	05.10.1983	13.03.2010
13	Avita Khawas Gupta	Asstt. Professor	05.12.1985	11.07.2011
14	Chetangana Choudhary	Part Time Lecturer	07.07.1990	16.07.2011
15	Chhavi Jain	Asstt. Professor	19.03.1980	27.06.2007
16	Deepak Sachdeva	Associate Professor	14.08.1948	23.07.2011
17	Deepika Kaurani	Asstt. Professor	29.03.1976	01.09.2008
18	Deepshikha Bhatia	Asstt. Professor	16.05.1982	16.09.2008
19	Dr. Gargi Saxena	Part Time Lecturer	25.12.1978	11.07.2011
20	Gaurav Saxena	Tabla Player	09.08.1979	12.11.2007
21	Geetanjali Singh Mankotia	Asstt. Professor	20.07.1984	11.07.2011
22	Dr. Girija Kaviraj	Asst. Professor	08.01.1981	02.12.2011
23	Harshita Jodha	Part Time Lecturer	04.10.1988	08.01.2012
24	Dr. Isha Vyas Sukhwal	Part Time Lecturer	23.03.1984	11.07.2011
25	Malika Parnami	Asstt. Professor	06.05.1986	16.07.2009
26	Mitali Gupta	Asstt. Professor	03.04.1982	16.07.2011
27	Monika Singh	Asstt. Professor	05.07.1983	03.07.2008
28	Dr. Monty Kanodia	Asstt. Professor	08.08.1978	11.07.2011
29	Mridula Sharma	Asstt. Professor	14.04.1983	17.07.2009
30	Dr. Nalini Totuka	Part Time Lecturer	29.12.1971	26.07.2010
31	Neelam Sharma	Part Time Lecturer	6.06.1985	02.08.2010
32	Neeru Jain	Asstt. Professor	26.08.1966	02.07.2007
33	Neha Mathur	Asstt. Professor	08.10.1986	15.07.2009
34	Neha Tiwari	Assistant Professor	01.12.2005	21.06.1980
35	Parul Agarwal	Asst. Professor	11.08.1989	01.02.2012
36	Peeyush Pareek	Part Time Lecturer	13.04.1985	03.10.2011
37	Dr. Poonam Parihar	Asstt. Professor	01.06.1980	16.07.2011
38	Poonam Sethi	Part Time Lecturer	26.01.1961	21.07.2011
39	Pratibha Tahiliani	Part Time Lecturer	18.06.1979	22.07.2010
40	Preeti Sharma	Asstt. Professor	04.09.1981	15.07.2009
41	Priyanka Dutt	Assistant Professor	10.04.1983	02.02.2012

Registrar

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

42		Priyanka Gianchandani	Asstt. Professor	25.09.1984	15.07.2009
43		Priyanka Mathur	Part Time Lecturer	26.11.1979	26.07.2010
44		Priyanka Srivastava	Asstt. Professor	24.04.1985	15.03.2010
45		Puneet Sandhu	Part Time Lecturer	27.02.1985	15.12.2010
46	Dr.	Punita	Asstt. Professor	08.10.1975	11.07.2011
47		Rajneesh Chaturvedi	Asstt. Professor	09.03.1977	15.07.2009
48		Ratna Kulkarni	Asstt. Professor	02.06.1971	11.07.2011
49		Richa Sharma	Part Time Lecturer	16.05.1987	11.07.2011
50	Dr.	Sachin Gupta	Asstt. Professor	04.04.1982	23.07.2011
52		Sarita Sharma	Asstt. Professor	14.09.1977	11.07.2011
53		Shriparna Singh	Part Time Lecturer	28.10.1984	15.07.2009
54		Surabhi Jain	Asstt. Professor	05.05.1983	21.07.2011
55		Surbhi Gupta	Asstt. Professor	13.10.1986	01.08.2009
56		Swati Phophalia	Part Time Lecturer	04.04.1983	12.07.2011
57	Dr.	Vandana	Asstt. Professor	20.10.1976	11.07.2011
58		Vandana Sachdeva	Asstt. Professor	12.09.1976	23.07.2011
59		Vishakha Sharma	Asstt. Professor	24.07.1981	18.07.2011

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st July, 2012.



Dr. Ashok Gupta
Director/Secretary General

Copy forwarded to the following for information:

1. Dr. Raakhi Gupta, Rector & Registrar
2. Prof. K. S. Sharma, Advisor
3. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
4. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
5. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
6. Dr. Nisha Yadav, Controller of Examination
7. Ms. Rajani Sharma, Finance Officer
8. Mr. G. N. Dadhich, Accounts Officer
9. Mr. S. N. Chandel, Establishment Office
10. All faculty members



Director

Registrar



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

IISU/2014/

June 30, 2014


Dr. Monty Kanodia
Asst. Professor
Dept. of Commerce (Accounting & Taxation)

Your services in this University are hereby confirmed w.e.f. 1 July 2014

You will have to give a notice of 3 months or salary in lieu there of in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Dr. Ashok Gupta
Vice Chancellor


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

IISU/2018/ 491

Date : 16 August 2018

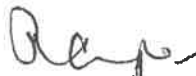
OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Monty Kanodia**, Assistant Professor, Department of **Accounting & Taxation**, IIS (Deemed to be University) from Level I to Assistant Professor (Level II) w.e.f. 1st August 2018, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 7000 and will be designated as 'Senior Assistant Professor'.

She is required to fulfill following condition within three years, failing which her case will not be considered for any further promotion:

- One Refresher Course

This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.



Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Commerce & Management, IISU
5. Head, Dept. of Accounting & Taxation, IISU
6. Dr. Monty Kanodia, Dept. of Accounting & Taxation, IISU
7. Personal File


Registrar


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

25 July 2016

Mr. Nikhar Goyal
S/o Shri Lalit Mohan Goyal
Date of Birth: 14 October 1990

You are hereby appointed as a **Part Time Lecturer in Commerce**. You will be paid a consolidated salary of Rs. 18000/- per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust subject to the limit of two children only.

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

www.icfia.org

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions


No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


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 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

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The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
IIS (International Institute of Science University)
Mansarovar, Jaipur-302020



5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

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The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020


The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.


Dr. Ashok Gupta
Vice Chancellor


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

01 October 2016

Mr. Nikhar Goyal
S/o Shri Lalit Mohan Goyal
Date of Birth: 14 October 1990

You are hereby appointed as an **Assistant Professor in Commerce** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

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Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust subject to the limit of two children only.

Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

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1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
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Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
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Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

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Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
IIS (deemed to be University)
Manasrovar, Jaipur-302020

5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

Registrar
JSS (Group of Institutions) University)
Mansarovar, Jaipur-302020


The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. Disobedience, insubordination and negligence in executing the work entrusted.**
- b. Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.


Dr. Ashok Gupta
Vice Chancellor


Registrar
IIS (Indian Council for International Amity University)
Mansarovar, Jaipur-302020

IISU/2020/

June 30, 2020

CA Nikhar Goyal
Asst. Professor
Dept. of Accounting & Taxation

Your services in this University are hereby confirmed w.e.f. 1 July 2020

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.


Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Dean, Faculty of Commerce & Management
2. The Finance Officer, IISU 
3. Establishment Incharge


Registrar


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

16 July 2012

Ms. Princy Thomas
D/o Shri K.D. Thomas
Date of Birth: 6 April 1987

You are hereby appointed as an **Assistant Professor in Commerce** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust subject to the limit of two children only.

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Web : www.iisuniv.ac.in www.icfia.org
Email : icg@iisuniv.ac.in

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.


Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


 Registrar
 The IIS University
 Jaipur-302020

Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds or misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

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Registrar
 (University)
 2020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

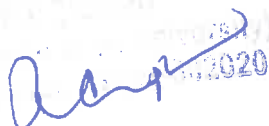
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In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

 2020




5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.


The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020



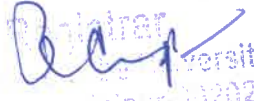
The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.


Dr. Ashok Gupta
Vice Chancellor


Registrar
(IIS (University)
Madhya Pradesh, Jabpur-482020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

IISU/2015/127

30 June 2015

Ms. Princy Thomas
Asst. Professor
Dept. of Business Studies

Your services in this University are hereby confirmed w.e.f. 1 July 2015

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

sd/-
Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
2. The Finance Officer, IISU
3. Establishment Incharge

Rajeev
Registrar

Rajeev
Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

21 July 2014

Ms. Priya Jain
D/o Shri T.C. Jain
Date of Birth: 17 May 1989

You are hereby appointed as an **Assistant Professor in Commerce** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust subject to the limit of two children only.

Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

Registrar
IIS (deemed to be University)
Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


 Registrar
 IIS (The Institute of Science to be University)
 Jaipur-302020

Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds or misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
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- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

Registrar
 (19/01/2020)
 (19/01/2020)
 (19/01/2020)

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

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4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

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5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
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13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
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The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

Registrar
IIS (deemed to be University)
Maheswar, Jaipur-302020

5

The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.


Dr. Ashok Gupta
Vice Chancellor


Registrar
IIS (deemed to be University)
Maharajgarh, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

IISU/2017/

30 June 2017

Ms. Priya Jain
Assistant Professor
Dept. of Accounting & Taxation

Your services in this University are hereby confirmed w.e.f. 1 July 2017

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Sd/-
Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
2. The Finance Officer, IISU
3. Establishment Incharge

[Signature]
Registrar

[Signature]

[Signature]
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit :International College for Girls
6 January 2010

Ms. Sarabjeet Kaur Gogia
D/o Shri S. Surjeet Singh Gogia
Date of Birth : 27 December 1983

You are hereby appointed as an **Assistant Professor** on probation. You will be paid salary in the grade 8000-275-13500 per month.

Your period of probation is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of probation or the extended period of probation the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on probation till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 7 days (including absence when leave though applied for, is not granted or when you overstay for more than 7 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three months notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of probation except on the expiry of period of probation/extended period of probation.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme) (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

h

Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
 U.S. (C) ... University)
 Jaipur-302020


5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

b

The age of superannuation for all the employees under ICFIA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Director/Secretary General**


Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

31 March 2011

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st April, 2011:

S.No.		Name of Employees	Designation
1	Dr	Raakhi Gupta	Principal
2	Prof.	K. S. Sharma	Advisor
3	Prof.	M.K. Sharma	Dean, Commerce
4	Prof.	N. K. Jain	Dean, Arts
5	Prof.	Pradeep Bhatnagar	Dean, Life Science
6	Dr.	Ila Joshi	Associate Professor
7	Dr.	Roopa Mathur	Associate Professor
8	Dr.	Sharad Rathore	Associate Professor
9	Dr.	Nisha Yadav	Associate Professor
10		Monika Munjal	Associate Professor
11		Ujjvala M. Tiwari	Sr. Assistant Professor
12	Dr.	Radha Kashyap	Associate Professor
13	Dr.	Shelja K. Juneja	Sr. Assistant Professor
14	Dr.	Deepa Pareek	Associate Professor
15	Dr.	Suveen Agarwal	Associate Professor
16		Pratibha Sharma	Assistant Professor
17		Mahesh Singh	Sr. Assistant Professor
18		Nidhi Bhargava	Sr. Assistant Professor
19	D.	Ritu Jain	Sr. Assistant Professor
20		Manisha Patni	Sr. Assistant Professor
22		Shwet Goel	Sr. Assistant Professor
23	Dr.	Nidhi Sharma	Sr. Assistant Professor
24	Dr.	Sreemoyee Chatterjee	Sr. Assistant Professor
25	Dr.	Renu Shungloo	Sr. Assistant Professor
26	Dr.	Mona Vyas	Sr. Assistant Professor
27		Shalini Punjabi	Assistant Professor
28		Priyanka	Sr. Assistant Professor
29	Dr.	Priyanka Mathur	Sr. Assistant Professor
30	Dr.	Anima Vaish	Sr. Assistant Professor
31		Deepika Singh	Sr. Assistant Professor
32	Dr.	Kalpna Agarwal	Sr. Assistant Professor
33		Rimika Singhvi	Sr. Assistant Professor
34	Dr.	Varsha Goyal	Sr. Assistant Professor
35	Dr.	Shilpi Rijhwani	Sr. Assistant Professor
36		J.P. Karna	Sr. Assistant Professor
37		Ruchi Nanda	Assistant Professor
38	Dr.	Pragya Sinha	Sr. Assistant Professor

IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org

Registrar
IIS (University)
Jaipur - 302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

39		Giriraj Sharma	Assistant Professor
40	Dr.	Amita Raj Goyal	Assistant Professor
41	Dr.	Pallavi Kaushik	Sr. Assistant Professor
43	Dr.	Chandrani Sen	Sr. Assistant Professor
44	Dr.	Shweta Gupta	Sr. Assistant Professor
45	Dr.	Ankita Gangwal	Sr. Assistant Professor
46		Rachna Nahta	Assistant Professor
47		Sunetra Dutt	Assistant Professor
48	Dr.	Ritu Purohit	Sr. Assistant Professor
49		Charu Sharma	Assistant Professor
50		Ruchi Jain	Assistant Professor
51	Dr.	Neerja Mehta	Sr. Assistant Professor
52		Richa Yadav	Assistant Professor
53		Tanuja Yadav	Assistant Professor
54	Dr.	Charu Jhamaria	Assistant Professor
55	Dr.	Swarnendu Baksi	Sr. Assistant Professor
56		Shveta Parnami	Assistant Professor
57	Dr.	Lata Shahani	Assistant Professor
58	Dr.	Meenakshi Sharma	Assistant Professor
59		Payal Mehtani	Assistant Professor
60		Radhika Sharma	Assistant Professor
61	Dr.	Priyanka Vyas	Assistant Professor
62	Dr.	Smita Purohit	Assistant Professor
63		Chitra Debana	Assistant Professor
64		Navneet Sharma	Assistant Professor
65	Dr.	Swati Vyas Ramani	Assistant Professor
66		Sulekha Ojha	Assistant Professor
67	Dr.	Poonam Madan	Sr. Assistant Professor
68		Neha Lodha Panwar	Assistant Professor
69	Dr.	Manisha Sharma	Assistant Professor
70	Dr.	Ankita Chaturvedi	Assistant Professor
71		Ruchi Jain	Assistant Professor
72		Ashish Khandelwal	Assistant Professor
73	Dr.	Mini Mathur	Assistant Professor
74		Rena Mehta	Assistant Professor
75	Dr.	Seema Singh Rathore	Assistant Professor
76		Ruchi Goswami	Assistant Professor
77		Anuja Joshi	Assistant Professor
78		Garima Srivastava	Assistant Professor
79	Dr.	Jyoti Gaur	Assistant Professor
80	Dr.	Priya Bhardwaj	Assistant Professor
81	D	Rani Rathore	Assistant Professor
82		Shweta Kastiya	Assistant Professor
84		Smita Chandela	Assistant Professor
85	Dr.	Shubhra Gupta	Assistant Professor
86		Meenakshi Anand	Assistant Professor

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Regd. Office
IIS Mansarovar
Jaipur 302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

87	Dr.	Smriti Kumari	Assistant Professor
88	Dr.	Arti Sharma	Assistant Professor
89		Kanupriya Rathore	Assistant Professor
90		Tejender Kaur Sarna	Assistant Professor
91	Dr.	Bhawana Arya	Assistant Professor
92		Geetika Vyas	Assistant Professor
93		Pramod Bhargava	Assistant Professor
94		Neha Gupta	Demonstrator
95	Dr.	Divya Walia	Assistant Professor
96	Dr.	Archana Gupta	Assistant Professor
97		Sarabjeet Kaur Gogia	Assistant Professor
98		Neha Batra	Assistant Professor
99		Roopam Kothari	Assistant Professor
100		Deepshikha Parashar	Assistant Professor
101		Ritu Sen	Assistant Professor
102		Gurupurnima Kaushik	Assistant Professor
103		Harshita Bhargava	Assistant Professor
105		Priyanka Tiwari	Assistant Professor
106	Dr.	R. K. Tailor	Sr. Assistant Professor
107		Bijoy Kr. Dutta	Associate Professor
108		Sucharita Sharma	Assistant Professor
109		Shikha Gupta	Assistant Professor
110		Kavita Sharma	Assistant Professor
111		Prachi Goswami	Assistant Professor
112		Arvind Sharma	Office Asstt.
113		Badal Dave	System Administrator
114		D.L. Sain	Section Officer
115		Hemant Kumar	Demonstrator
116		Hemraj	Lab Asstt.
117		Kokila Chaturvedi	Asstt. Librarian
118		Laxmi Adwani	Asstt. Librarian
119		Mukesh Agarwal	Office Asstt.
120		Navneet Jain	Lab Asstt.
121		Pawan Avasthi	Lab Asstt.
122		Ram Singh	Section Officer
123		Rameshwar	Lab Technician
124		Sadhana Sharma	Office Asstt.
125		Seema Purohit	Office Asstt.
126		Sonal Jain	Asstt. Librarian
127		Tulsi Ram Koli	Lab Technician
128		Utsav Malpani	Lab Asstt.
129		Vicy B. Thomas	Placement Officer
130		Vijay Chaturvedi	Asstt. Graphic Designer
131		Vimlesh Jain	Book Lifter

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ICFIA
IIS (Member to the University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st April, 2011.

sd/-

Dr. Ashok Gupta
Director

Copy forwarded to the following for information:

11. Dr. Raakhi Gupta, Rector & Registrar
12. Prof. K. S. Sharma, Advisor
13. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
14. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
15. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
16. Dr. Nisha Yadav, Controller of Examination
17. Ms. Rajani Sharma, Finance Officer
18. Mr. S. N. Chandel, Establishment Office
19. All faculty members


Director


Registrar
(IIS (Honsent to be University))
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

IISU/2014/

June 30, 2014

Dr. Sarabjeet Kaur Gogia
Asst. Professor
Dept. of Commerce (Business Studies)

Your services in this University are hereby confirmed w.e.f: 1 July 2014

You will have to give a notice of 3 months or salary in lieu there of in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Dr. Ashok Gupta
Vice Chancellor

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



(deemed to be **UNIVERSITY**)
JAIPUR

IISU/2018/ 493

IISU Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

Date : 16 August 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Sarabjeet Kaur Gogia**, Assistant Professor, Department of **Business Studies**, IIS (Deemed to be University) from Level I to Assistant Professor (Level II) w.e.f. 1st August 2018, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 7000 and will be designated as 'Senior Assistant Professor'.

She is required to fulfill following condition within three years, failing which her case will not be considered for any further promotion:

- One Orientation or Refresher Course

This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.

Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Commerce & Management, IISU
5. Head, Dept. of Business Studies, IISU
6. Dr. Sarabjeet Kaur Gogia, Dept. of Business Studies, IISU
7. Personal File

Registrar

Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

01 August 2016

Dr. Shaifali Mathur
D/o Shri Subodh Bihari Mathur
Date of Birth: 28 March 1983

You are hereby appointed as an **Assistant Professor in Commerce** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.


You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust subject to the limit of two children only.

Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

www.icfia.org


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020


ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.



 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

h

Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institution premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020



5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020


The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.


Dr. Ashok Gupta
Vice Chancellor


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

IISU/2020/

June 30, 2020

Dr. Shaifali Mathur
Asst. Professor
Dept. of Financial Studies

Your services in this University are hereby confirmed w.e.f. 1 July 2020

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.


Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Dean, Faculty of Commerce & Management
2. The Finance Officer, IISU 
3. Establishment Incharge


Registrar


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

18 July 2012

Ms. Shilpi Saxena
D/o Shri Jagdish Bhatnagar
Date of Birth: 05 November 1980

You are hereby appointed as a **Part Time Lecturer in Commerce**. You will be paid a consolidated salary of Rs. 12000/- per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust subject to the limit of two children only.

Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

www.icfia.org

Bank
Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


 Registrar
 IIS (doomed to be University)
 Mansarovar, Jaipur-302020

Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institution premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

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In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

Registrar
JIS (deputed to the University)
Mansarovar, Jaipur-302020

The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. Disobedience, insubordination and negligence in executing the work entrusted.**
- b. Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Vice Chancellor**



**Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020**



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

14 July 2014

Ms. Shilpi Saxena
D/o Shri Jagdish Bhatnagar
Date of Birth: 05 November 1980

You are hereby appointed as an **Assistant Professor in Commerce** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust subject to the limit of two children only.

Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

www.icfia.org

Signature
IIS (deemed to be University)
Mansarovar, Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
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Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

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2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
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Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

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Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

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- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds or misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
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- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.


 Registrar
 Mansarovar University
 Mansarovar, Jaipur-302020

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- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

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4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
IIS (Instituted to the University)
Jalpaiguri, Jalpaiguri-731020

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5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
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12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

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The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


 Director
 Mansarovar University
 Mansarovar, Jaipur-302020




The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.


Dr. Ashok Gupta
Vice Chancellor


Registrar
(Mansarovar, to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

IISU/2016/

30 June 2016

Ms. Shilpi Saxena
Assistant Professor
Dept. of Business Studies

Your services in this University are hereby confirmed w.e.f. 1 July 2016

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Sdf
Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
2. The Finance Officer, IISU
3. Establishment Incharge

Acpr
Registrar

Acpr
Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

Received
Shilpi
Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

Web : www.iisuniv.ac.in www.icfia.org
Email : icg@iisuniv.ac.in

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

01 August 2016

Ms. Surabhi Ajmera
D/o Shri Sudhendra Chordia
Date of Birth: 7 January 1986

You are hereby appointed as an **Assistant Professor in Commerce** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.


The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust subject to the limit of two children only.

Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

www.icfia.org


Registered
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Mansarovar, Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494



Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.


Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


 Registrar
 IIS (Deemed to be University)
 Mansarovar, Jaipur-302020

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Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

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Registrar
 LIS (Government University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


 Registrar
 IIS (Council for International Amity University)
 Mangarover, Jaipur-302020



5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Vice Chancellor**



**Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020**

IISU/2020/

June 30, 2020

Ms. Surabhi Ajmera
Asst. Professor
Dept. of Accounting & Taxation

Your services in this University are hereby confirmed w.e.f. 1 July 2020

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Sd/-
Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Dean, Faculty of Commerce & Management
2. The Finance Officer, IISU *am*
3. Establishment Incharge

Ranga
Registrar

Ranga
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

July 16, 2012

Ms. Vaishali Agarwal
D/o Shri Vinod Kumar Gupta
Date of Birth : 24 December 1989

You are hereby appointed as a **Part Time Lecturer**. You will be Paid a consolidated Rs.12000/- per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust. subject to the limit of two children only.


IIS (deemed to be University)
Mansarovar, Jaipur-302020

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
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Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

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Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institution premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.


 (S. S. Choudhary, University)
 Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
IIS (International Institute of Science)
Mansarovar, Jaipur-302020

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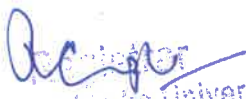
5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
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The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


IIS (deemed to be University)
Mansarovar, Jaipur-302020



The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



Dr. Ashok Gupta
Vice Chancellor


IIS (Institute of International University)
Mansarovar, Jaipur-302020

1 August 2018

Ms. Vaishali Agarwal
D/o Shri Vinod Kumar Gupta
Date of Birth : 24 December 1989

You are hereby appointed as an **Assistant Professor in Commerce** on Probation. You will be paid salary in the grade 15600-39100 with grade pay Rs. 6000/- per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.


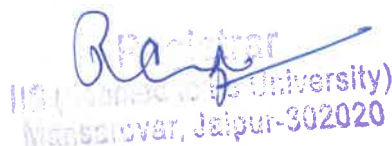
One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust. subject to the limit of two children only.

Norms and rules to be followed by all the employees appointed in the IIS(Deemed to be University), Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

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No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
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Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


 IIS (Deemed to be University)
 Mansarovar, Jaipur-302020



- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or IIS (Deemed to be University) Trust. will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

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Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

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3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for

Indian Council for International Amity (Deemed to be University)
Mandla, Chhatisgarh
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The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or IIS (Deemed to be University) Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.


Dr. Ashok Gupta
Vice Chancellor


Registrar
(Deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

6 June 2018

OFFICE ORDER

The services of Dr. Vinay Nagpal, PGT, IIS, Kshipra Path, Mansarovar, Jaipur, is hereby transferred to the IIS (Deemed to be University) and appointed as an Assistant Professor, in the Department of Accounting & Taxation, w.e.f. 1 July 2018. He will draw salary in the scale 15600-39100 with the grade pay of Rs. 6000/-.

He is required to report to the Registrar of the University.



Dr. Ashok Gupta
Director/ Secretary General

Copy forwarded to :

1. The Registrar, IISU
2. Principal, IIS, Kshipra Path
3. Dean, Faculty of Commerce & Management
4. Finance Officer, IISU
5. Chief of Accounts, ICFIA
6. Establishment I/c, IISU
7. Dr. Vinay Nagpal, PGT



Director



Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

1 July 2018

Dr. Vinay Nagpal
S/o Late Shri S.C. Nagpal
Date of Birth : 27 May 1974

You are hereby appointed as an **Assistant Professor in Commerce** on Probation. You will be paid salary in the grade 15600-39100 with grade pay Rs. 6000/- per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust. subject to the limit of two children only.


IIS University
Mansarovar, Jaipur-302020



Norms and rules to be followed by all the employees appointed in the IIS (Deemed to be University), Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post:

IIS (Deemed to be University)
Mansarovar, Jaipur-302020

[Handwritten signature]

Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institution premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.

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 Mansarovar University
 Mansarovar, Jaipur-302020

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- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or IIS (Deemed to be University), Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020

5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his/her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.

Registrar
 H.S. (designated by University)
 Mansarovar, Jaipur-302020

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The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or IIS (Deemed to be University), Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.


Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Vice Chancellor**



IIS (deemed to be University)
Maharover, Jaipur-302020

1 April 2019

Dr. Vijay Singh Rathore
S/o Shri Umed Singh Rathore
Date of Birth: 11 July 1978

You are hereby appointed as a **Professor in Computer Science & Information Technology** on probation. You will be paid salary in the pay band 37400-67000 with grade pay Rs. 10000 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

Salary of the summer vacation (i.e. 15 May to 30 June) will be released in the ensuing month of December, only after completion of current session as well as first semester of the next academic session.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or IIS (Deemed to be University) Trust subject to the limit of two children only.


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



Norms and rules to be followed by all the employees appointed in the IIS (Deemed to be University), Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020



Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds or misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.



Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or IIS (Deemed to be University), Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.


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The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


Registrar

HS (deemed to be University)
Mansarovar, Jaipur-30202

The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or IIS (Deemed to be University), Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Vice Chancellor**



**Registrar
IIS (deemed to be University,
Mansarovar, Jaipur-302020**

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : International Institute of Informatics & Management

1 September, 2006

Ms. Anubha Jain
D/o Shri V.K. Singhvi
Date of Birth :04.09.1975

You are hereby appointed as Lecturer on probation. You will be paid salary in the grade 8000-275-13500 per month and put on deputation to teach in the International College for Girls, Jaipur for the time being.

Your period of probation is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of probation or the extended period of probation the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on probation till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

One month/three months notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of probation except on the expiry of period of probation/extended period of probation.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.



Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020



Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.



Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

1

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.



Registrar

118 (Deemed to be University)
Mansarovar, Jaipur-302020



5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
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The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.



Registrar

BE (Institution) / 10/10/2017



The age of superannuation for all the employees under ICFIA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. Disobedience, insubordination and negligence in executing the work entrusted.**
- b. Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Director/Secretary General**



**Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020**

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

30 June 2007

OFFICE ORDER

The services of Ms. Anubha Jain is hereby transferred to International College for Girls, Jaipur with effect from 1 July 2007. She is appointed as Assistant Professor in the Department of Computer Science & IT.

She is advised to report to the Principal, International College for Girls.



Dr. Ashok Gupta
Director/ Secretary General

Copy forwarded to the following for information:

1. Principal, International College for Girls, Jaipur
2. Principal, International Institute of Informatics & Management
3. Ms. Anubha Jain
4. Establishment Section, IIIM
5. Establishment Section, ICG



Director



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : International College for Girls, Jaipur

June 25, 2009

Ms. Anubha Jain
Assistant Professor
Dept. of Computer Science

Your services in this college are hereby confirmed w.e.f. 1 July, 2009.

You have to give a notice of 3 months or salary in lieu there of in case you intend to leave the services of the college.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Please submit your acceptance of this letter by the 04.07.09, failing which this offer may be treated as cancelled.



Dr. Ashok Gupta
Director/Secretary General

Received.
Chair



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : International College for Girls, Jaipur

August 1, 2009

Ms. Anubha Jain
Assistant Professor – Computer Sc. & IT

You are hereby promoted as **Sr. Assistant Professor** in the grade **10000-325-15200** w.e.f. 1st August, 2009.

You will be entitled to receive usual DA, HRA, CCA as admissible to the employees of the institution.

The above arrangement is being made purely on adhoc basis and is subject to performance appraisal involving efficiency, sincerity, loyalty and devotion.

This supersedes all previous communications issued pertaining to your elevation.



Dr. Ashok Gupta
Director/Secretary General

Received.
Chair



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

June 30, 2012

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st July, 2012:

S.No.	Name	Designation	DOB	DOJ
1	Aastha Saxena	Asstt. Professor	23.12.1988	11.07.2011
2	Aditi Gupta	Asstt. Professor	28.06.1986	15.07.2010
3	Aditi Jain	Part Time Lecturer	25.07.1983	22.09.2007
4	Aditi Pareek	Part Time Lecturer	19.10.1986	11.07.2011
5	Akshita Jain	Part Time Lecturer	26.04.1982	01.08.2011
6	Dr. Ameeta Sharma-Bio	Assistant Professor	21.09.1974	10.01.2012
7	Amita Sharma-Com	Assistant Professor	17.08.1985	02.02.2012
8	Dr. Amita Sharma-Comp.Sc.	Asst. Professor	21.01.1983	02.05.2012
9	Amita Sharma-GPEM	Asstt Lecturer	14.04.1975	11.07.2011
10	Anjali Sharma	Asstt. Professor	07.09.1988	13.07.2011
11	Anubha Jain	Sr. Asstt. Professor	04.02.1975	01.09.2006
12	Astha Pareek	Asstt. Professor	05.10.1983	13.03.2010
13	Avita Khawas Gupta	Asstt. Professor	05.12.1985	11.07.2011
14	Chetangana Choudhary	Part Time Lecturer	07.07.1990	16.07.2011
15	Chhavi Jain	Asstt. Professor	19.03.1980	27.06.2007
16	Deepak Sachdeva	Associate Professor	14.08.1948	23.07.2011
17	Deepika Kaurani	Asstt. Professor	29.03.1976	01.09.2008
18	Deepshikha Bhatia	Asstt. Professor	16.05.1982	16.09.2008
19	Dr. Gargi Saxena	Part Time Lecturer	25.12.1978	11.07.2011
20	Gaurav Saxena	Tabla Player	09.08.1979	12.11.2007
21	Geetanjali Singh Mankotia	Asstt. Professor	20.07.1984	11.07.2011
22	Dr. Girija Kaviraj	Asst. Professor	08.01.1981	02.12.2011
23	Harshita Jodha	Part Time Lecturer	04.10.1988	08.01.2012
24	Dr. Isha Vyas Sukhwal	Part Time Lecturer	23.03.1984	11.07.2011
25	Malika Parnami	Asstt. Professor	06.05.1986	16.07.2009
26	Mitali Gupta	Asstt. Professor	03.04.1982	16.07.2011
27	Monika Singh	Asstt. Professor	05.07.1983	03.07.2008
28	Dr. Monty Kanodia	Asstt. Professor	08.08.1978	11.07.2011
29	Mridula Sharma	Asstt. Professor	14.04.1983	17.07.2009
30	Dr. Nalini Totuka	Part Time Lecturer	29.12.1971	26.07.2010
31	Neelam Sharma	Part Time Lecturer	6.06.1985	02.08.2010
32	Neeru Jain	Asstt. Professor	26.08.1966	02.07.2007
33	Neha Mathur	Asstt. Professor	08.10.1986	15.07.2009
34	Neha Tiwari	Assistant Professor	01.12.2005	21.06.1980
35	Parul Agarwal	Asst. Professor	11.08.1989	01.02.2012
36	Peeyush Pareek	Part Time Lecturer	13.04.1985	03.10.2011
37	Dr. Poonam Parihar	Asstt. Professor	01.06.1980	16.07.2011
38	Poonam Sethi	Part Time Lecturer	26.01.1961	21.07.2011
39	Pratibha Tahiliani	Part Time Lecturer	18.06.1979	22.07.2010
40	Preeti Sharma	Asstt. Professor	04.09.1981	15.07.2009
41	Priyanka Dutt	Assistant Professor	10.04.1983	02.02.2012

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Registrar

IIS (deemed to be Univ) Mansarovar, Jaipur-340020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

42		Priyanka Gianchandani	Asstt. Professor	25.09.1984	15.07.2009
43		Priyanka Mathur	Part Time Lecturer	26.11.1979	26.07.2010
44		Priyanka Srivastava	Asstt. Professor	24.04.1985	15.03.2010
45		Puneet Sandhu	Part Time Lecturer	27.02.1985	15.12.2010
46	Dr.	Punita	Asstt. Professor	08.10.1975	11.07.2011
47		Rajneesh Chaturvedi	Asstt. Professor	09.03.1977	15.07.2009
48		Ratna Kulkarni	Asstt. Professor	02.06.1971	11.07.2011
49		Richa Sharma	Part Time Lecturer	16.05.1987	11.07.2011
50	Dr.	Sachin Gupta	Asstt. Professor	04.04.1982	23.07.2011
52		Sarita Sharma	Asstt. Professor	14.09.1977	11.07.2011
53		Shriparna Singh	Part Time Lecturer	28.10.1984	15.07.2009
54		Surabhi Jain	Asstt. Professor	05.05.1983	21.07.2011
55		Surbhi Gupta	Asstt. Professor	13.10.1986	01.08.2009
56		Swati Phophalia	Part Time Lecturer	04.04.1983	12.07.2011
57	Dr.	Vandana	Asstt. Professor	20.10.1976	11.07.2011
58		Vandana Sachdeva	Asstt. Professor	12.09.1976	23.07.2011
59		Vishakha Sharma	Asstt. Professor	24.07.1981	18.07.2011

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st July, 2012.



Dr. Ashok Gupta
Director/Secretary General

Copy forwarded to the following for information:

1. Dr. Raakhi Gupta, Rector & Registrar
2. Prof. K. S. Sharma, Advisor
3. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
4. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
5. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
6. Dr. Nisha Yadav, Controller of Examination
7. Ms. Rajani Sharma, Finance Officer
8. Mr. G. N. Dadhich, Accounts Officer
9. Mr. S. N. Chandel, Establishment Office
10. All faculty members



Director



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur - 302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

No. IISU/CAS/2014-15

December 30, 2015

OFFICE ORDER

On the recommendation of the Screening Committee and subsequent approval accorded by the Board of Management in its meeting held on 26 September 2015, the Vice Chancellor has been pleased to approve the promotion of **Ms. Anubha Jain**, who is presently working as Sr. Assistant Professor (Stage 2) in the Dept. of Computer Science & Information Technology to the post of **Asst. Professor- Selection Grade (Stage 3)** and designated as Associate Professor. She will be placed in the UGC Scale 15600-39100 with the grade pay of ₹ 8000/-. This will come into force w.e.f. 1 January 2016.

Dr. Raakhi Gupta
Registrar

Copy forwarded for information to :

1. Ms. Anubha Jain, Sr. Assistant Professor, Dept. of Computer Science & IT
2. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
3. Accounts Section
4. Personnel Section
5. Personal File (CAS)

Registrar

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : Centre for Information Technology

1 July, 2006

Mr. Navneet Sharma
S/o Shri D.P. Sharma
Date of Birth :14.10.1977

You are hereby appointed as an **Assistant Professor** on Probation. You will be paid salary in the grade 8000-275-13500 per month.

Your period of probation is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of probation or the extended period of probation the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on probation till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

One month/three months notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of probation except on the expiry of period of probation/extended period of probation.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

b

Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institution premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.



Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

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4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


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IIS (deemed to be University)
Mansarovar, Jaipur-302020



5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

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Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

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Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



The age of superannuation for all the employees under ICFA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.


Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Director/Secretary General**



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : International College for Girls, Jaipur

June 25, 2009

**Mr. Navneet Sharma
Assistant Professor
Dept. of Computer Science**

Your services in this college are hereby confirmed w.e.f. 1 July, 2009.

You have to give a notice of 3 months or salary in lieu there of in case you intend to leave the services of the college.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Please submit your acceptance of this letter by the 04.07.09, failing which this offer may be treated as cancelled.



**Dr. Ashok Gupta
Director/Secretary General**

Received
[Signature]
4/8/09



**Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020**

**INDIAN
COUNCIL for
INTERNATIONAL
AMITY**

Regd. Under Rajasthan Societies Registration Act, 1958

31 March 2011

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st April, 2011:

S.No.		Name of Employees	Designation
1	Dr	Raakhi Gupta	Principal
2	Prof.	K. S. Sharma	Advisor
3	Prof.	M.K. Sharma	Dean, Commerce
4	Prof.	N. K. Jain	Dean, Arts
5	Prof.	Pradeep Bhatnagar	Dean, Life Science
6	Dr.	Ila Joshi	Associate Professor
7	Dr.	Roopa Mathur	Associate Professor
8	Dr.	Sharad Rathore	Associate Professor
9	Dr.	Nisha Yadav	Associate Professor
10		Monika Munjal	Associate Professor
11		Ujjvala M. Tiwari	Sr. Assistant Professor
12	Dr.	Radha Kashyap	Associate Professor
13	Dr.	Shelja K. Juneja	Sr. Assistant Professor
14	Dr.	Deepa Pareek	Associate Professor
15	Dr.	Suveen Agarwal	Associate Professor
16		Pratibha Sharma	Assistant Professor
17		Mahesh Singh	Sr. Assistant Professor
18		Nidhi Bhargava	Sr. Assistant Professor
19	D.	Ritu Jain	Sr. Assistant Professor
20		Manisha Patni	Sr. Assistant Professor
22		Shwet Goel	Sr. Assistant Professor
23	Dr.	Nidhi Sharma	Sr. Assistant Professor
24	Dr.	Sreemoyee Chatterjee	Sr. Assistant Professor
25	Dr.	Renu Shungloo	Sr. Assistant Professor
26	Dr.	Mona Vyas	Sr. Assistant Professor
27		Shalini Punjabi	Assistant Professor
28		Priyanka	Sr. Assistant Professor
29	Dr.	Priyanka Mathur	Sr. Assistant Professor
30	Dr.	Anima Vaish	Sr. Assistant Professor
31		Deepika Singh	Sr. Assistant Professor
32	Dr.	Kalpana Agarwal	Sr. Assistant Professor
33		Rimika Singhvi	Sr. Assistant Professor
34	Dr.	Varsha Goyal	Sr. Assistant Professor
35	Dr.	Shilpi Rijhwani	Sr. Assistant Professor
36		J.P. Karna	Sr. Assistant Professor
37		Ruchi Nanda	Assistant Professor
38	Dr.	Pragya Sinha	Sr. Assistant Professor

IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org



Registrar
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Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

39		Giriraj Sharma	Assistant Professor
40	Dr.	Amita Raj Goyal	Assistant Professor
41	Dr.	Pallavi Kaushik	Sr. Assistant Professor
43	Dr.	Chandrani Sen	Sr. Assistant Professor
44	Dr.	Shweta Gupta	Sr. Assistant Professor
45	Dr.	Ankita Gangwal	Sr. Assistant Professor
46		Rachna Nahta	Assistant Professor
47		Sunetra Dutt	Assistant Professor
48	Dr.	Ritu Purohit	Sr. Assistant Professor
49		Charu Sharma	Assistant Professor
50		Ruchi Jain	Assistant Professor
51	Dr.	Neerja Mehta	Sr. Assistant Professor
52		Richa Yadav	Assistant Professor
53		Tanuja Yadav	Assistant Professor
54	Dr.	Charu Jhamaria	Assistant Professor
55	Dr.	Swarnendu Baksi	Sr. Assistant Professor
56		Shveta Parnami	Assistant Professor
57	Dr.	Lata Shahani	Assistant Professor
58	Dr.	Meenakshi Sharma	Assistant Professor
59		Payal Mehtani	Assistant Professor
60		Radhika Sharma	Assistant Professor
61	Dr.	Priyanka Vyas	Assistant Professor
62	Dr.	Smita Purohit	Assistant Professor
63		Chitra Debana	Assistant Professor
64		Navneet Sharma	Assistant Professor
65	Dr.	Swati Vyas Ramani	Assistant Professor
66		Sulekha Ojha	Assistant Professor
67	Dr.	Poonam Madan	Sr. Assistant Professor
68		Neha Lodha Panwar	Assistant Professor
69	Dr.	Manisha Sharma	Assistant Professor
70	Dr.	Ankita Chaturvedi	Assistant Professor
71		Ruchi Jain	Assistant Professor
72		Ashish Khandelwal	Assistant Professor
73	Dr.	Mini Mathur	Assistant Professor
74		Rena Mehta	Assistant Professor
75	Dr.	Seema Singh Rathore	Assistant Professor
76		Ruchi Goswami	Assistant Professor
77		Anuja Joshi	Assistant Professor
78		Garima Srivastava	Assistant Professor
79	Dr.	Jyoti Gaur	Assistant Professor
80	Dr.	Priya Bhardwaj	Assistant Professor
81	D	Rani Rathore	Assistant Professor
82		Shweta Kastiya	Assistant Professor
84		Smita Chandela	Assistant Professor
85	Dr.	Shubhra Gupta	Assistant Professor
86		Meenakshi Anand	Assistant Professor

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IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

87	Dr.	Smriti Kumari	Assistant Professor
88	Dr.	Arti Sharma	Assistant Professor
89		Kanupriya Rathore	Assistant Professor
90		Tejender Kaur Sarna	Assistant Professor
91	Dr.	Bhawana Arya	Assistant Professor
92		Geetika Vyas	Assistant Professor
93		Pramod Bhargava	Assistant Professor
94		Neha Gupta	Demonstrator
95	Dr.	Divya Walia	Assistant Professor
96	Dr.	Archana Gupta	Assistant Professor
97		Sarabjeet Kaur Gogia	Assistant Professor
98		Neha Batra	Assistant Professor
99		Roopam Kothari	Assistant Professor
100		Deepshikha Parashar	Assistant Professor
101		Ritu Sen	Assistant Professor
102		Gurupurnima Kaushik	Assistant Professor
103		Harshita Bhargava	Assistant Professor
105		Priyanka Tiwari	Assistant Professor
106	Dr.	R. K. Tailor	Sr. Assistant Professor
107		Bijoy Kr. Dutta	Associate Professor
108		Sucharita Sharma	Assistant Professor
109		Shikha Gupta	Assistant Professor
110		Kavita Sharma	Assistant Professor
111		Prachi Goswami	Assistant Professor
112		Arvind Sharma	Office Asstt.
113		Badal Dave	System Administrator
114		D.L. Sain	Section Officer
115		Hemant Kumar	Demonstrator
116		Hemraj	Lab Asstt.
117		Kokila Chaturvedi	Asstt. Librarian
118		Laxmi Adwani	Asstt. Librarian
119		Mukesh Agarwal	Office Asstt.
120		Navneet Jain	Lab Asstt.
121		Pawan Avasthi	Lab Asstt.
122		Ram Singh	Section Officer
123		Rameshwar	Lab Technician
124		Sadhana Sharma	Office Asstt.
125		Seema Purohit	Office Asstt.
126		Sonal Jain	Asstt. Librarian
127		Tulsi Ram Koli	Lab Technician
128		Utsav Malpani	Lab Asstt.
129		Vicy B. Thomas	Placement Officer
130		Vijay Chaturvedi	Asstt. Graphic Designer
131		Vimlesh Jain	Book Lifter

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Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st April, 2011.

sd/-

Dr. Ashok Gupta
Director

Copy forwarded to the following for information:

11. Dr. Raakhi Gupta, Rector & Registrar
12. Prof. K. S. Sharma, Advisor
13. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
14. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
15. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
16. Dr. Nisha Yadav, Controller of Examination
17. Ms. Rajani Sharma, Finance Officer
18. Mr. S. N. Chandel, Establishment Office
19. All faculty members


Director


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

No. IISU/CAS/2011/1093

July 23, 2011

OFFICE ORDER

On the recommendation of the Screening cum Evaluation / Scrutiny Committee and subsequent approval accorded by the Board of Management in its meeting held on 21st July, 2011, **Mr. Navneet Sharma** presently working as Assistant Professor (Stage 1) in the Dept. of Computer Science & IT, is hereby promoted to the post of **Sr. Asst. Professor (Stage 2) in the Dept. of Computer Science & IT** w.e.f. the date of his joining on the post of Sr. Asst. Professor. He will be placed in the UGC Scale 15600-39100 with the grade pay of ₹ 7000/-.

Dr. Ashok Gupta
Vice Chancellor

Copy forwarded for information to :

1. **Mr. Navneet Sharma, Assistant Professor, Dept. of Computer Science & IT.**
2. **Prof. Pradeep Bhatnagar, Dean, Faculty of Science**
3. **Accounts Section**
4. **Personnel Section**
5. **Personal File (CAS)**

Registrar

Registrar

IIS (deemed to be University)

Jaipur-302020

Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

www.icfia.org

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494



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JAIPUR

IISU/2018/ 484

IISU Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Web : www.iisuniv.ac.in
Email : icg@iisuniv.ac.in

Date : 16 August 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Navneet Sharma**, Assistant Professor (Level II), Department of **Computer Science & IT**, IIS (Deemed to be University) to the post of Assistant Professor (Level III) w.e.f. 1st August 2018, under Career Advancement Scheme of the UGC. He will draw salary in the scale 15,600-39,100 with grade pay of Rs. 8000 and will be designated as 'Associate Professor'.

He is required to fulfill following conditions within three years, failing which his case will not be considered for any further promotion:

- One Refresher Course for Level II
- One Refresher Course for Level III

This promotion is being granted with the understanding that he will not apply for a job elsewhere for the next three years. He is therefore, required to give an undertaking to this effect.

Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Science, IISU
5. Head, Dept. of Computer Science & IT, IISU
6. Dr. Navneet Sharma, Dept. of Computer Science & IT, IISU
7. Personal File

Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

Received
Amin
28/8/18

Recd
16/8/18

Registrar

INDIAN
COUNCIL for
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AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : Centre for Information Technology

1 December 2005

Ms. Neha Tiwari
D/o Shri G.D. Tiwari
Date of Birth : 21.06.1980

You are hereby appointed as a **Lecturer** on Probation. You will be paid salary in the grade 8000-275-13500 per month.

Your period of probation is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of probation or the extended period of probation the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on probation till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

One month/three months notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of probation except on the expiry of period of probation/extended period of probation.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.


Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institution premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.



Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020



5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his/her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.



Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020



The age of superannuation for all the employees under ICFIA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. Disobedience, insubordination and negligence in executing the work entrusted.**
- b. Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Director/Secretary General**



Registrar

**IIS (deemed to be University)
Manasrover, Jaipur-302020**

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

June 30, 2012

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st July, 2012:

S.No.	Name	Designation	DOB	DOJ
1	Aastha Saxena	Asstt. Professor	23.12.1988	11.07.2011
2	Aditi Gupta	Asstt. Professor	28.06.1986	15.07.2010
3	Aditi Jain	Part Time Lecturer	25.07.1983	22.09.2007
4	Aditi Pareek	Part Time Lecturer	19.10.1986	11.07.2011
5	Akshita Jain	Part Time Lecturer	26.04.1982	01.08.2011
6	Dr. Ameeta Sharma-Bio	Assistant Professor	21.09.1974	10.01.2012
7	Amita Sharma-Com	Assistant Professor	17.08.1985	02.02.2012
8	Dr. Amita Sharma-Comp.Sc.	Asst. Professor	21.01.1983	02.05.2012
9	Amita Sharma-GPEM	Asstt Lecturer	14.04.1975	11.07.2011
10	Anjali Sharma	Asstt. Professor	07.09.1988	13.07.2011
11	Anubha Jain	Sr. Asstt. Professor	04.02.1975	01.09.2006
12	Astha Pareek	Asstt. Professor	05.10.1983	13.03.2010
13	Avita Khawas Gupta	Asstt. Professor	05.12.1985	11.07.2011
14	Chetangana Choudhary	Part Time Lecturer	07.07.1990	16.07.2011
15	Chhavi Jain	Asstt. Professor	19.03.1980	27.06.2007
16	Deepak Sachdeva	Associate Professor	14.08.1948	23.07.2011
17	Deepika Kaurani	Asstt. Professor	29.03.1976	01.09.2008
18	Deepshikha Bhatia	Asstt. Professor	16.05.1982	16.09.2008
19	Dr. Gargi Saxena	Part Time Lecturer	25.12.1978	11.07.2011
20	Gaurav Saxena	Tabla Player	09.08.1979	12.11.2007
21	Geetanjali Singh Mankotia	Asstt. Professor	20.07.1984	11.07.2011
22	Dr. Girija Kaviraj	Asst. Professor	08.01.1981	02.12.2011
23	Harshita Jodha	Part Time Lecturer	04.10.1988	08.01.2012
24	Dr. Isha Vyas Sukhwal	Part Time Lecturer	23.03.1984	11.07.2011
25	Malika Parnami	Asstt. Professor	06.05.1986	16.07.2009
26	Mitali Gupta	Asstt. Professor	03.04.1982	16.07.2011
27	Monika Singh	Asstt. Professor	05.07.1983	03.07.2008
28	Dr. Monty Kanodia	Asstt. Professor	08.08.1978	11.07.2011
29	Mridula Sharma	Asstt. Professor	14.04.1983	17.07.2009
30	Dr. Nalini Totuka	Part Time Lecturer	29.12.1971	26.07.2010
31	Neelam Sharma	Part Time Lecturer	6.06.1985	02.08.2010
32	Neeru Jain	Asstt. Professor	26.08.1966	02.07.2007
33	Neha Mathur	Asstt. Professor	08.10.1986	15.07.2009
34	Neha Tiwari	Assistant Professor	01.12.2005	21.06.1980
35	Parul Agarwal	Asst. Professor	11.08.1989	01.02.2012
36	Peeyush Pareek	Part Time Lecturer	13.04.1985	03.10.2011
37	Dr. Poonam Parihar	Asstt. Professor	01.06.1980	16.07.2011
38	Poonam Sethi	Part Time Lecturer	26.01.1961	21.07.2011
39	Pratibha Tahiliani	Part Time Lecturer	18.06.1979	22.07.2010
40	Preeti Sharma	Asstt. Professor	04.09.1981	15.07.2009
41	Priyanka Dutt	Assistant Professor	10.04.1983	02.02.2012

Signature

Registrar

IIS (deemed to be University)

IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
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42		Priyanka Gianchandani	Asstt. Professor	25.09.1984	15.07.2009
43		Priyanka Mathur	Part Time Lecturer	26.11.1979	26.07.2010
44		Priyanka Srivastava	Asstt. Professor	24.04.1985	15.03.2010
45		Puneet Sandhu	Part Time Lecturer	27.02.1985	15.12.2010
46	Dr.	Punita	Asstt. Professor	08.10.1975	11.07.2011
47		Rajneesh Chaturvedi	Asstt. Professor	09.03.1977	15.07.2009
48		Ratna Kulkarni	Asstt. Professor	02.06.1971	11.07.2011
49		Richa Sharma	Part Time Lecturer	16.05.1987	11.07.2011
50	Dr.	Sachin Gupta	Asstt. Professor	04.04.1982	23.07.2011
52		Sarita Sharma	Asstt. Professor	14.09.1977	11.07.2011
53		Shriparna Singh	Part Time Lecturer	28.10.1984	15.07.2009
54		Surabhi Jain	Asstt. Professor	05.05.1983	21.07.2011
55		Surbhi Gupta	Asstt. Professor	13.10.1986	01.08.2009
56		Swati Phophalia	Part Time Lecturer	04.04.1983	12.07.2011
57	Dr.	Vandana	Asstt. Professor	20.10.1976	11.07.2011
58		Vandana Sachdeva	Asstt. Professor	12.09.1976	23.07.2011
59		Vishakha Sharma	Asstt. Professor	24.07.1981	18.07.2011

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st July, 2012.



Dr. Ashok Gupta
Director/Secretary General

Copy forwarded to the following for information:

1. Dr. Raakhi Gupta, Rector & Registrar
2. Prof. K. S. Sharma, Advisor
3. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
4. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
5. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
6. Dr. Nisha Yadav, Controller of Examination
7. Ms. Rajani Sharma, Finance Officer
8. Mr. G. N. Dadhich, Accounts Officer
9. Mr. S. N. Chandel, Establishment Office
10. All faculty members



Director



Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
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Regd. Under Rajasthan Societies Registration Act, 1958

Unit : International College for Girls

31 March, 2008

Ms. Neha Tiwari
Asstt. Professor – Computer Science

Your services in this college are hereby confirmed w.e.f. 1st April 2008.

You have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the college.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Please submit your acceptance of this letter by the 15 April 2008, failing which this offer may be treated as cancelled.



Dr. Ashok Gupta
Director

Received
Neha Tiwari



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

No. IISU/CAS/2011/1089

July 23, 2011

OFFICE ORDER

On the recommendation of the Screening cum Evaluation / Scrutiny Committee and subsequent approval accorded by the Board of Management in its meeting held on 21st July, 2011, **Ms. Neha Tiwari** presently working as Assistant Professor (Stage 1) in the Dept. of Computer Science & IT, is hereby promoted to the post of **Sr. Asst. Professor (Stage 2) in the Dept. of Computer Science & IT** w.e.f. the date of her joining on the post of Sr. Asst. Professor. She will be placed in the UGC Scale 15600-39100 with the grade pay of ₹ 7000/-.

Dr. Ashok Gupta
Vice Chancellor

Copy forwarded for information to :

1. **Ms. Neha Tiwari, Assistant Professor, Dept. of Computer Science & IT**
2. **Prof. Pradeep Bhatnagar, Dean, Faculty of Science**
3. **Accounts Section**
4. **Personnel Section**
5. **Personal File (CAS)**

Registrar

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

IISU/2018/523

Date : 7 September 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Neha Tiwari**, Assistant Professor (Level II), Department of **Computer Science & IT**, IIS (Deemed to be University) to the post of Assistant Professor (Level III) w.e.f. 1st October 2018, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 8000 and will be designated as 'Associate Professor'.

She is required to fulfill following conditions within three years, failing which her case will not be considered for any further promotion:

- One Orientation or Refresher Course for Level II
- One Refresher Course for Level III

This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.


Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Science, IISU
5. Head, Dept. of Computer Science & IT, IISU
6. Dr. Neha Tiwari, Dept. of Computer Science & IT, IISU
7. Personal File


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020


Registrar

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : IIS Centre for Informational Technology

MEMORANDUM

5 July 2004

Ms. Ruchi Pahuja, D/o Shri D. C. Pahuja, whose date of birth is 11/02/1979 is hereby appointed as an **Lecturer** on probation. You will be paid salary in the grade 6500-200-10500 per month..

This services of the aforesaid employee may be terminated during the above said period also if his/her work and behaviour are not found satisfactory.

The employee will have to give one months's notice or pay there for if he/she leaves the services during the above said period.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

He/She will actively participate in all the activities and programmes including cultural, sports and house activities etc. He/She will not involve himself/herself in any activity detrimental to ICG norms and discipline.

Every employee of the ICG will be allowed fifty percent concession in the payment of tuition fee (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.

This is issued with the implicit condition that the employee will adhere to the norms and conditions as mentioned in this letter or as modified from time to time.

If **Ms. Ruchi Pahuja** agrees to the terms and conditions mentioned in this letter, he/she should send his/her acceptance of this offer in the enclosed proforma by 7th July 2004, failing which this memorandum be treated as cancelled.



Registrar

IIS (deemed to be University)

IIS Campus: Gurukul Marg, SFS, Mansarovar • Jaipur 302 020 • Rajasthan • INDIA
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Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.



Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

b

Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.



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- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


 Registrar
 IIS (deemed to be University)
 Mansarovar, Jaipur-302020

✓

5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under filmsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

The age of superannuation for all the employees under ICFIA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. Disobedience, insubordination and negligence in executing the work entrusted.**
- b. Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



Dr. Ashok Gupta
Director/Secretary General



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit : CIT

31 March, 2007

Ms. Ruchi Nanda
Asstt. Professor

Your services in this institute are hereby confirmed with effect from
1st April, 2007

You have to give a notice of 3 months or salary in lieu thereof in
case you intend to leave the services of the college.

You will have to adhere to all norms and conditions including the
code of conduct as mentioned previously or as intimated from time
to time.

Please submit your acceptance of this letter by the 3rd April, 2007,
failing which this offer may be treated as cancelled.



Dr. Ashok Gupta
Director/Secretary General

Ruchi Nanda
3/4/2007



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

31 March 2011

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st April, 2011:

S.No.		Name of Employees	Designation
1	Dr.	Raakhi Gupta	Principal
2	Prof.	K. S. Sharma	Advisor
3	Prof.	M.K. Sharma	Dean, Commerce
4	Prof.	N. K. Jain	Dean, Arts
5	Prof.	Pradeep Bhatnagar	Dean, Life Science
6	Dr.	Ila Joshi	Associate Professor
7	Dr.	Roopa Mathur	Associate Professor
8	Dr.	Sharad Rathore	Associate Professor
9	Dr.	Nisha Yadav	Associate Professor
10		Monika Munjal	Associate Professor
11		Ujvala M. Tiwari	Sr. Assistant Professor
12	Dr.	Radha Kashyap	Associate Professor
13	Dr.	Shelja K. Juneja	Sr. Assistant Professor
14	Dr.	Deepa Pareek	Associate Professor
15	Dr.	Suveen Agarwal	Associate Professor
16		Pratibha Sharma	Assistant Professor
17		Mahesh Singh	Sr. Assistant Professor
18		Nidhi Bhargava	Sr. Assistant Professor
19	D.	Ritu Jain	Sr. Assistant Professor
20		Manisha Patni	Sr. Assistant Professor
22		Shwet Goel	Sr. Assistant Professor
23	Dr.	Nidhi Sharma	Sr. Assistant Professor
24	Dr.	Sreemoyee Chatterjee	Sr. Assistant Professor
25	Dr.	Renu Shungloo	Sr. Assistant Professor
26	Dr.	Mona Vyas	Sr. Assistant Professor
27		Shalini Punjabi	Assistant Professor
28		Priyanka	Sr. Assistant Professor
29	Dr.	Priyanka Mathur	Sr. Assistant Professor
30	Dr.	Anima Vaish	Sr. Assistant Professor
31		Deepika Singh	Sr. Assistant Professor
32	Dr.	Kalpna Agarwal	Sr. Assistant Professor
33		Rimika Singhvi	Sr. Assistant Professor
34	Dr.	Varsha Goyal	Sr. Assistant Professor
35	Dr.	Shilpi Rihwani	Sr. Assistant Professor
36		J.P. Karna	Sr. Assistant Professor
37		Ruchi Nanda	Assistant Professor
38	Dr.	Pragya Sinha	Sr. Assistant Professor

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INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

39		Giriraj Sharma	Assistant Professor
40	Dr.	Amita Raj Goyal	Assistant Professor
41	Dr.	Pallavi Kaushik	Sr. Assistant Professor
43	Dr.	Chandrani Sen	Sr. Assistant Professor
44	Dr.	Shweta Gupta	Sr. Assistant Professor
45	Dr.	Ankita Gangwal	Sr. Assistant Professor
46		Rachna Nahta	Assistant Professor
47		Sunetra Dutt	Assistant Professor
48	Dr.	Ritu Purohit	Sr. Assistant Professor
49		Charu Sharma	Assistant Professor
50		Ruchi Jain	Assistant Professor
51	Dr.	Neerja Mehta	Sr. Assistant Professor
52		Richa Yadav	Assistant Professor
53		Tanuja Yadav	Assistant Professor
54	Dr.	Charu Jhamaria	Assistant Professor
55	Dr.	Swarnendu Baksi	Sr. Assistant Professor
56		Shveta Parnami	Assistant Professor
57	Dr.	Lata Shahani	Assistant Professor
58	Dr.	Meenakshi Sharma	Assistant Professor
59		Payal Mehtani	Assistant Professor
60		Radhika Sharma	Assistant Professor
61	Dr.	Priyanka Vyas	Assistant Professor
62	Dr.	Smita Purohit	Assistant Professor
63		Chitra Debana	Assistant Professor
64		Navneet Sharma	Assistant Professor
65	Dr.	Swati Vyas Ramani	Assistant Professor
66		Sulekha Ojha	Assistant Professor
67	Dr.	Poonam Madan	Sr. Assistant Professor
68		Neha Lodha Panwar	Assistant Professor
69	Dr.	Manisha Sharma	Assistant Professor
70	Dr.	Ankita Chaturvedi	Assistant Professor
71		Ruchi Jain	Assistant Professor
72		Ashish Khandelwal	Assistant Professor
73	Dr.	Mini Mathur	Assistant Professor
74		Rena Mehta	Assistant Professor
75	Dr.	Seema Singh Rathore	Assistant Professor
76		Ruchi Goswami	Assistant Professor
77		Anuja Joshi	Assistant Professor
78		Garima Srivastava	Assistant Professor
79	Dr.	Jyoti Gaur	Assistant Professor
80	Dr.	Priya Bhardwaj	Assistant Professor
81	D	Rani Rathore	Assistant Professor
82		Shweta Kastiya	Assistant Professor
84		Smita Chandela	Assistant Professor
85	Dr.	Shubhra Gupta	Assistant Professor
86		Meenakshi Anand	Assistant Professor

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Mansarovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

87	Dr.	Smriti Kumari	Assistant Professor
88	Dr.	Arti Sharma	Assistant Professor
89		Kanupriya Rathore	Assistant Professor
90		Tejender Kaur Sarna	Assistant Professor
91	Dr.	Bhawana Arya	Assistant Professor
92		Geetika Vyas	Assistant Professor
93		Pramod Bhargava	Assistant Professor
94		Neha Gupta	Demonstrator
95	Dr.	Divya Walia	Assistant Professor
96	Dr.	Archana Gupta	Assistant Professor
97		Sarabjeet Kaur Gogia	Assistant Professor
98		Neha Batra	Assistant Professor
99		Roopam Kothari	Assistant Professor
100		Deepshikha Parashar	Assistant Professor
101		Ritu Sen	Assistant Professor
102		Gurupurnima Kaushik	Assistant Professor
103		Harshita Bhargava	Assistant Professor
105		Priyanka Tiwari	Assistant Professor
106	Dr.	R. K. Tailor	Sr. Assistant Professor
107		Bijoy Kr. Dutta	Associate Professor
108		Sucharita Sharma	Assistant Professor
109		Shikha Gupta	Assistant Professor
110		Kavita Sharma	Assistant Professor
111		Prachi Goswami	Assistant Professor
112		Arvind Sharma	Office Asstt.
113		Badal Dave	System Administrator
114		D.L. Sain	Section Officer
115		Hemant Kumar	Demonstrator
116		Hemraj	Lab Asstt.
117		Kokila Chaturvedi	Asstt. Librarian
118		Laxmi Adwani	Asstt. Librarian
119		Mukesh Agarwal	Office Asstt.
120		Navneet Jain	Lab Asstt.
121		Pawan Avasthi	Lab Asstt.
122		Ram Singh	Section Officer
123		Rameshwar	Lab Technician
124		Sadhana Sharma	Office Asstt.
125		Seema Purohit	Office Asstt.
126		Sonal Jain	Asstt. Librarian
127		Tulsi Ram Koli	Lab Technician
128		Utsav Malpani	Lab Asstt.
129		Vicy B. Thomas	Placement Officer
130		Vijay Chaturvedi	Asstt. Graphic Designer
131		Vimlesh Jain	Book Lifter

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Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st April, 2011.

sd/-

Dr. Ashok Gupta
Director

Copy forwarded to the following for information:

11. Dr. Raakhi Gupta, Rector & Registrar
12. Prof. K. S. Sharma, Advisor
13. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
14. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
15. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
16. Dr. Nisha Yadav, Controller of Examination
17. Ms. Rajani Sharma, Finance Officer
18. Mr. S. N. Chandel, Establishment Office
19. All faculty members


Director



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

No. IISU/CAS/2011/1098

July 23, 2011

OFFICE ORDER

On the recommendation of the Screening cum Evaluation / Scrutiny Committee and subsequent approval accorded by the Board of Management in its meeting held on 21st July, 2011, **Ms. Ruchi Nanda** presently working as Assistant Professor (Stage 1) in the Dept. of Computer Science & IT, is hereby promoted to the post of **Sr. Asst. Professor (Stage 2) in the Dept. of Computer Science & IT** w.e.f. the date of her joining on the post of Sr. Asst. Professor. She will be placed in the UGC Scale 15600-39100 with the grade pay of ₹ 7000/-.

Dr. Ashok Gupta
Vice Chancellor

Copy forwarded for information to :

1. **Ms. Ruchi Nanda, Assistant Professor, Dept. of Computer Science & IT.**
2. **Prof. Pradeep Bhatnagar, Dean, Faculty of Science**
3. **Accounts Section**
4. **Personnel Section**
5. **Personal File (CAS)**

Registrar

Received

Ruchi Nanda
23/7/11

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

IISU/2018/ 485

Date : 16 August 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Ruchi Nanda**, Assistant Professor (Level II), Department of **Computer Science & IT**, IIS (Deemed to be University) to the post of Assistant Professor (Level III) w.e.f. 1st August 2018, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 8000 and will be designated as 'Associate Professor'.

She is required to fulfill following conditions within three years, failing which her case will not be considered for any further promotion:

- One Refresher Course for Level II
- One Refresher Course for Level III

This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.



Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Science, IISU
5. Head, Dept. of Computer Science & IT, IISU
6. Dr. Ruchi Nanda, Dept. of Computer Science & IT, IISU
7. Personal File



Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

Recd.
28/8/18

Recd.
16/8/18


Registrar



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

May 2, 2012

Dr. Amita Sharma
D/o Prof. Rajani Kant Sharma
Date of Birth : 21 January 1983

You are hereby appointed as an **Assistant Professor in Computer Science and IT** on probation. You will be paid salary in the pay band 15600-39100 with grade pay Rs. 6000/- per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 10 days (including absence when leave though applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

The services of the employee may be transferred to any sister Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme after his/her confirmation in services) for his/her own children studying in Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust. subject to the limit of two children only.

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

Web : www.iisuniv.ac.in www.icia.org
Email : icg@iisuniv.ac.in

ICG Campus, Gurukul Marg,
SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

Norms and rules to be followed by all the employees appointed in the The IIS University, Jaipur

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Vice Chancellor in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Rector & Registrar/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Vice Chancellor/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance; a letter or a phone message giving reason should reach the Chancellor on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.



Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020



Code of conduct for employees

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.



Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.


Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.

The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on a vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


Registrar
IIS (Deemed to be University)
Mansarovar, Jaipur-302020



5. Do not leave behind your mobile phone at home.
6. Do not ignore official calls. It should be on active mode when out of campus or at home.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls from the CUG phone should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS personal messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



The age of superannuation for all the employees under Institution run by the parent institution the Indian Council for International Amity or The IIS University Trust shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.


Dr. Ashok Gupta
Vice Chancellor


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

IISU/2015/125

30 June 2015

Dr. Amita Sharma
Asst. Professor
Dept. of Computer Sc. & IT

Your services in this University are hereby confirmed w.e.f. 1 July 2015

You will have to give a notice of 3 months or salary in lieu thereof in case you intend to leave the services of the University.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

sd/-
Dr. Ashok Gupta
Vice Chancellor

Copy forwarded to the following for information.

1. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
2. The Finance Officer, IISU
3. Establishment Incharge

Ramp
Registrar

Received
Ashok

Ramp

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

IISU/2018/441

Date : 16 August 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Amita Sharma** Assistant Professor, Department of **Computer Science & IT**, IIS (Deemed to be University) from Level I to Assistant Professor (Level II) w.e.f. 1st August 2018, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 7000 and will be designated as 'Senior Assistant Professor'.

This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.


Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Science, IISU
5. Head, Dept. of Computer Science & IT, IISU
6. Dr. Amita Sharma, Dept. of Computer Science & IT, IISU
7. Personal File


Registrar


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

INDIAN
COUNCIL for
INTERNATIONAL
AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

Unit :International College for Girls

Dated : 13.03.2010

Ms. Astha Pareek
D/o Shri Devendra Pareek
Date of Birth : 05 October 1983

You are hereby appointed as **Assistant Professor** on probation. You will be paid salary in the grade 8000-275-13500 per month.

The period of your services is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of or the extended period of appointment the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on a temporary basis till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 7 days (including absence when leave though applied for, is not granted or when you overstay for more than 7 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three month's notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of appointment except on the expiry of period of appointment/extended period of appointment.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (excepting the professional and technical programme) (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.


Registrar

Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.




Registrar

IIS (desmed to be University)
Mansarovar, Jaipur-302020

Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institute premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institute records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.


 Registrar
 IIS (deemed to be University)
 Manjeri, Jalore-302020

- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.


Registrar

IIS (deemed to be University)
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5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

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The age of superannuation for all the employees under ICFIA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

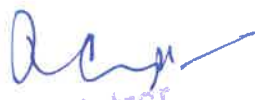
Your appointment will automatically terminate in the following circumstances:-

- a. Disobedience, insubordination and negligence in executing the work entrusted.**
- b. Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Director/Secretary General**



Registrar
IIS (deemed to be University)
Manasrovar, Jaipur-302020

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

OFFICE ORDER

June 30, 2012

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st July, 2012:

S.No.	Name	Designation	DOB	DOJ
1	Aastha Saxena	Asstt. Professor	23.12.1988	11.07.2011
2	Aditi Gupta	Asstt. Professor	28.06.1986	15.07.2010
3	Aditi Jain	Part Time Lecturer	25.07.1983	22.09.2007
4	Aditi Pareek	Part Time Lecturer	19.10.1986	11.07.2011
5	Akshita Jain	Part Time Lecturer	26.04.1982	01.08.2011
6	Dr. Ameeta Sharma-Bio	Assistant Professor	21.09.1974	10.01.2012
7	Amita Sharma-Com	Assistant Professor	17.08.1985	02.02.2012
8	Dr. Amita Sharma-Comp.Sc.	Asst. Professor	21.01.1983	02.05.2012
9	Amita Sharma-GPEM	Asstt Lecturer	14.04.1975	11.07.2011
10	Anjali Sharma	Asstt. Professor	07.09.1988	13.07.2011
11	Anubha Jain	Sr. Asstt. Professor	04.02.1975	01.09.2006
12	Astha Pareek	Asstt. Professor	05.10.1983	13.03.2010
13	Avita Khawas Gupta	Asstt. Professor	05.12.1985	11.07.2011
14	Chetangana Choudhary	Part Time Lecturer	07.07.1990	16.07.2011
15	Chhavi Jain	Asstt. Professor	19.03.1980	27.06.2007
16	Deepak Sachdeva	Associate Professor	14.08.1948	23.07.2011
17	Deepika Kaurani	Asstt. Professor	29.03.1976	01.09.2008
18	Deepshikha Bhatia	Asstt. Professor	16.05.1982	16.09.2008
19	Dr. Gargi Saxena	Part Time Lecturer	25.12.1978	11.07.2011
20	Gaurav Saxena	Tabla Player	09.08.1979	12.11.2007
21	Geetanjali Singh Mankotia	Asstt. Professor	20.07.1984	11.07.2011
22	Dr. Girija Kaviraj	Asst. Professor	08.01.1981	02.12.2011
23	Harshita Jodha	Part Time Lecturer	04.10.1988	08.01.2012
24	Dr. Isha Vyas Sukhwai	Part Time Lecturer	23.03.1984	11.07.2011
25	Malika Parnami	Asstt. Professor	06.05.1986	16.07.2009
26	Mitali Gupta	Asstt. Professor	03.04.1982	16.07.2011
27	Monika Singh	Asstt. Professor	05.07.1983	03.07.2008
28	Dr. Monty Kanodia	Asstt. Professor	08.08.1978	11.07.2011
29	Mridula Sharma	Asstt. Professor	14.04.1983	17.07.2009
30	Dr. Nalini Totuka	Part Time Lecturer	29.12.1971	26.07.2010
31	Neelam Sharma	Part Time Lecturer	6.06.1985	02.08.2010
32	Neeru Jain	Asstt. Professor	26.08.1966	02.07.2007
33	Neha Mathur	Asstt. Professor	08.10.1986	15.07.2009
34	Neha Tiwari	Assistant Professor	01.12.2005	21.06.1980
35	Parul Agarwal	Asst. Professor	11.08.1989	01.02.2012
36	Peeyush Pareek	Part Time Lecturer	13.04.1985	03.10.2011
37	Dr. Poonam Parihar	Asstt. Professor	01.06.1980	16.07.2011
38	Poonam Sethi	Part Time Lecturer	26.01.1961	21.07.2011
39	Pratibha Tahiliani	Part Time Lecturer	18.06.1979	22.07.2010
40	Preeti Sharma	Asstt. Professor	04.09.1981	15.07.2009
41	Priyanka Dutt	Assistant Professor	10.04.1983	02.02.2012

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

42		Priyanka Gianchandani	Asstt. Professor	25.09.1984	15.07.2009
43		Priyanka Mathur	Part Time Lecturer	26.11.1979	26.07.2010
44		Priyanka Srivastava	Asstt. Professor	24.04.1985	15.03.2010
45		Puneet Sandhu	Part Time Lecturer	27.02.1985	15.12.2010
46	Dr.	Punita	Asstt. Professor	08.10.1975	11.07.2011
47		Rajneesh Chaturvedi	Asstt. Professor	09.03.1977	15.07.2009
48		Ratna Kulkarni	Asstt. Professor	02.06.1971	11.07.2011
49		Richa Sharma	Part Time Lecturer	16.05.1987	11.07.2011
50	Dr.	Sachin Gupta	Asstt. Professor	04.04.1982	23.07.2011
52		Sarita Sharma	Asstt. Professor	14.09.1977	11.07.2011
53		Shriparna Singh	Part Time Lecturer	28.10.1984	15.07.2009
54		Surabhi Jain	Asstt. Professor	05.05.1983	21.07.2011
55		Surbhi Gupta	Asstt. Professor	13.10.1986	01.08.2009
56		Swati Phophalia	Part Time Lecturer	04.04.1983	12.07.2011
57	Dr.	Vandana	Asstt. Professor	20.10.1976	11.07.2011
58		Vandana Sachdeva	Asstt. Professor	12.09.1976	23.07.2011
59		Vishakha Sharma	Asstt. Professor	24.07.1981	18.07.2011

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st July, 2012.




Dr. Ashok Gupta
Director/Secretary General

Copy forwarded to the following for information:

1. Dr. Raakhi Gupta, Rector & Registrar
2. Prof. K. S. Sharma, Advisor
3. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
4. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
5. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
6. Dr. Nisha Yadav, Controller of Examination
7. Ms. Rajani Sharma, Finance Officer
8. Mr. G. N. Dadhich, Accounts Officer
9. Mr. S. N. Chandel, Establishment Office
10. All faculty members



Director



Registrar
IIS (Instituted to be University)
Mansarovar, Jaipur-302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

June 29, 2013

Ms. Astha Pareek
Assistant Professor
Dept. of Computer Science & IT

Your services in this college are hereby confirmed w.e.f. 1 July, 2013.

You will have to give a notice of 3 months or salary in lieu there of in case you intend to leave the services of the college.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Dr. Ashok Gupta
Vice Chancellor

As the
7/8/13

Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

IISU/2018/ 518

Date : 7 September 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Astha Pareek** Assistant Professor, Department of **Computer Science & IT**, IIS (Deemed to be University) from Level I to Assistant Professor (Level II) w.e.f. 1st October 2018, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 7000 and will be designated as 'Senior Assistant Professor'.

This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.


Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Science, IISU
5. Head, Dept. of Computer Science & IT, IISU
6. Dr. Astha Pareek, Dept. of Computer Science & IT, IISU
7. Personal File


Registrar


Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020

**INDIAN
COUNCIL for
INTERNATIONAL
AMITY**

Regd. Under Rajasthan Societies Registration Act, 1958

Unit :International College for Girls

16 September 2008

**Ms. Deepshikha Bhatia,
D/o Shri B. R. Kalra,
Date of Birth : 16 May 1982**

You are hereby appointed as an **Assistant Professor** on probation. You will be paid salary in the grade 8000-275-13500 per month.

Your period of probation is further liable to be extended solely at the discretion of the Management. During or at the expiry of the said period of probation or the extended period of probation the Management shall have the right to terminate your services with or without any notice or without assigning any reason thereof. You will continue to be on probation till your services are confirmed in writing by the Management.

After confirmation, your services shall be liable to be terminated on three month's notice or a salary in lieu thereof except on disciplinary grounds in which case no such notice period/payment in lieu thereof shall be necessary.

Your appointment is being made on the basis of your particulars such as qualifications etc. and in case any information as given by you is found false or incorrect, your appointment will be deemed void abinitio and will be liable for termination without any notice or salary in lieu of such a notice.

Your absence for a continuous period of 7 days (including absence when leave though applied for, is not granted or when you overstay for more than 7 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

Your continuance in service with the institution is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management.

One month/three months notice or amount equal to one month/three months contract amount from either side shall be required for the termination during the period of appointment even during the period of probation except on the expiry of period of probation/extended period of probation.

The services of the employee may be transferred to any sister Institution run by the Indian Council for International Amity.

You will actively participate in all the activities and programmes including cultural, sports and house activities etc. You will not involve yourself in any activity detrimental to the norms and discipline of the institution.

Every employee of the institute will be allowed fifty percent concession in the payment of tuition fee (after his/her confirmation in services) for his/her own children studying in any institution run by the society subject to the limit of two children only.



Norms and rules to be followed by all the employees appointed in the IIS Institutional Network:

Attendance of employees

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card on arrival before the working of the institute begins and also mark the time of departure/punch the card, when he/she leaves
2. An employee who has not punched /marked his/her Register as above is liable to be considered absent from duty for that day.

Application for another post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the institute Management, which may grant such permission.
2. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.

Private and other tuitions

No staff member shall undertake private or any other tuition without prior permission in writing of the Principal/Head of the institution

Grant of Leave

1. Leave cannot be claimed as a matter of right.
2. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director/Management.
3. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone message giving reason should reach the Director on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is granted by the sanctioning authority.

Note: An application for leave or extension of leave should ordinarily be made and got approved in good time before the date from which the leave or its extension is sought. If an employee has been absent from the institution without leave for 10 institution days, the employee may be deemed to have deserted his post.

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Code of conduct for employees.

Every employee shall be governed by the code of conduct. The following acts shall constitute breach of code of conduct.

- a) Habitual late coming and negligence of duty.
- b) Use of abusive language, quarrelsome and riotous behaviour.
- c) Insubordination and defiance of lawful order.
- d) Disrespectful behaviour, rumor mongering and character assassination.
- e) Making false accusation or assault either provoked or otherwise.
- f) Use of liquor or narcotics on the institution premises.
- g) Embezzlement of funds of misappropriation of institute property or theft or fraud.
- h) Mutilation/destruction of institution records and property.
- i) Conviction by a court of law for criminal offence.
- j) Possession in institute premises of weapons, explosives and other objectionable materials.
- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- l) Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
- n) Carrying on personal monetary transactions among themselves, with the students and or with the parents.
- o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.
- p) Taking active part in politics.
- q) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- r) Making sustained neglect in correcting class work or home work
- s) Giving private tuitions without permission of institute authorities.
- t) Organizing or attending any meeting during college hours except when that is required or permitted by the Head of the institute to do so.
- u) Absenting from work even though present in the institute premises or absent without leave.


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- v) Preparing or publishing any book or books commonly known as keys, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
- w) Asking for or accept, except with the previous sanction of the management any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.

All employees of the institution run by the ICFIA will attend to their duty neatly and properly dressed. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the tradition and culture of the organization. The female staff will adorn air hostess collar blouses. Sleeveless clothes & deep cuts, Salwar Suits, T-shirts, Jeans, Trousers, Kurtas and Skirts will not be permitted on the campus on working days. Wearing loud make up, jewellery and streaked hair will not be appreciated.

All employees of the Network will be at work in the prescribed uniform, if any, and shall not breach the dress code at any given time. The staff uniform, if prescribed, will have to be paid for by the employee. It may, however, be subsidized by the management if it deems it proper. The Heads of various units may be exempted from putting the prescribed uniform.

Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The I-card is a part of the Uniform and has to be worn on the campus all the time.

In case of any change in the address during the course of your employment in this organization, it shall be your duty to intimate the same in writing to the Director/Principal within one week from the date of such change.

The Institution provides mobile phones to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.

The following code of using mobile phone is to be followed on the campus.

1. Do not carry your mobile phone to the classroom.
2. Mobile phone must be kept on vibrating mode while on campus.
3. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals.
4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

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5. Do not leave behind your mobile at home.
6. Do not ignore official calls.
7. Important and urgent messages should be left as 'SMS' in case of emergency.
8. Missed calls should be attended to. They could be important.
9. It must be switched off during a meeting, conference or important discussions.
10. All important and frequently used numbers should be fed in.
11. Be brief, gentle and courteous while using the mobile phone.
12. Do not forget to greet each other in Indian traditional way while talking.
13. Do not lend your mobile to students under any circumstances.
14. Try and keep your mobile handy at all times. Use it to make communication and interaction a pleasure.
15. Don't SMS messages to students or their parents.

The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.

The duty timings of employees may be changed or modified any time as per the need and convenience of the institution.

Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.

All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care. The employee shall attend to his /her duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the institute or the management. He/She shall abide by the rules and regulations of the institution and carry out the lawful orders and also show due respect to the constituted authorities.



The age of superannuation for all the employees under ICFA institutions shall be 58 years. An employee may be retired earlier also any time after he/she attains the age of 50 years as per report about his/her health, competence and sincerity.

Your appointment will automatically terminate in the following circumstances:-

- a. **Disobedience, insubordination and negligence in executing the work entrusted.**
- b. **Misconduct on your part or your any other activity, which adversely affects the reputation and goodwill of the institution.**
- c. **Loss of confidence by the management on account of your indulgence in any activity, which is contrary to the interest of the institution.**
- d. **Violation of the terms and conditions of the letter of appointment.**

If the above terms and conditions are acceptable to you please sign the duplicate copy and the Proforma enclosed, as a token of your acceptance of the terms and conditions as stipulated above.



**Dr. Ashok Gupta
Director/Secretary General**



**Registrar
IIS (deemed to be University)
Mansarovar, Jaipur-302020**

INDIAN COUNCIL for INTERNATIONAL AMITY

Regd. Under Rajasthan Societies Registration Act, 1958

June 30, 2012

OFFICE ORDER

The services of following faculty members are hereby transferred from International College for Girls to The IIS University w.e.f. 1st July, 2012:

S.No.	Name	Designation	DOB	DOJ
1	Aastha Saxena	Asstt. Professor	23.12.1988	11.07.2011
2	Aditi Gupta	Asstt. Professor	28.06.1986	15.07.2010
3	Aditi Jain	Part Time Lecturer	25.07.1983	22.09.2007
4	Aditi Pareek	Part Time Lecturer	19.10.1986	11.07.2011
5	Akshita Jain	Part Time Lecturer	26.04.1982	01.08.2011
6	Dr. Ameeta Sharma-Bio	Assistant Professor	21.09.1974	10.01.2012
7	Amita Sharma-Com	Assistant Professor	17.08.1985	02.02.2012
8	Dr. Amita Sharma-Comp.Sc.	Asst. Professor	21.01.1983	02.05.2012
9	Amita Sharma-GPEM	Asstt Lecturer	14.04.1975	11.07.2011
10	Anjali Sharma	Asstt. Professor	07.09.1988	13.07.2011
11	Anubha Jain	Sr. Asstt. Professor	04.02.1975	01.09.2006
12	Astha Pareek	Asstt. Professor	05.10.1983	13.03.2010
13	Avita Khawas Gupta	Asstt. Professor	05.12.1985	11.07.2011
14	Chetangana Choudhary	Part Time Lecturer	07.07.1990	16.07.2011
15	Chhavi Jain	Asstt. Professor	19.03.1980	27.06.2007
16	Deepak Sachdeva	Associate Professor	14.08.1948	23.07.2011
17	Deepika Kaurani	Asstt. Professor	29.03.1976	01.09.2008
18	Deepshikha Bhatia	Asstt. Professor	16.05.1982	16.09.2008
19	Dr. Gargi Saxena	Part Time Lecturer	25.12.1978	11.07.2011
20	Gaurav Saxena	Tabla Player	09.08.1979	12.11.2007
21	Geetanjali Singh Mankotia	Asstt. Professor	20.07.1984	11.07.2011
22	Dr. Girija Kaviraj	Asst. Professor	08.01.1981	02.12.2011
23	Harshita Jodha	Part Time Lecturer	04.10.1988	08.01.2012
24	Dr. Isha Vyas Sukhwal	Part Time Lecturer	23.03.1984	11.07.2011
25	Malika Parnami	Asstt. Professor	06.05.1986	16.07.2009
26	Mitali Gupta	Asstt. Professor	03.04.1982	16.07.2011
27	Monika Singh	Asstt. Professor	05.07.1983	03.07.2008
28	Dr. Monty Kanodia	Asstt. Professor	08.08.1978	11.07.2011
29	Mridula Sharma	Asstt. Professor	14.04.1983	17.07.2009
30	Dr. Nalini Totuka	Part Time Lecturer	29.12.1971	26.07.2010
31	Neelam Sharma	Part Time Lecturer	6.06.1985	02.08.2010
32	Neeru Jain	Asstt. Professor	26.08.1966	02.07.2007
33	Neha Mathur	Asstt. Professor	08.10.1986	15.07.2009
34	Neha Tiwari	Assistant Professor	01.12.2005	21.06.1980
35	Parul Agarwal	Asst. Professor	11.08.1989	01.02.2012
36	Peeyush Pareek	Part Time Lecturer	13.04.1985	03.10.2011
37	Dr. Poonam Parihar	Asstt. Professor	01.06.1980	16.07.2011
38	Poonam Sethi	Part Time Lecturer	26.01.1961	21.07.2011
39	Pratibha Tahiliani	Part Time Lecturer	18.06.1979	22.07.2010
40	Preeti Sharma	Asstt. Professor	04.09.1981	15.07.2009
41	Priyanka Dutt	Assistant Professor	10.04.1983	02.02.2012

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42		Priyanka Gianchandani	Asstt. Professor	25.09.1984	15.07.2009
43		Priyanka Mathur	Part Time Lecturer	26.11.1979	26.07.2010
44		Priyanka Srivastava	Asstt. Professor	24.04.1985	15.03.2010
45		Puneet Sandhu	Part Time Lecturer	27.02.1985	15.12.2010
46	Dr.	Punita	Asstt. Professor	08.10.1975	11.07.2011
47		Rajneesh Chaturvedi	Asstt. Professor	09.03.1977	15.07.2009
48		Ratna Kulkarni	Asstt. Professor	02.06.1971	11.07.2011
49		Richa Sharma	Part Time Lecturer	16.05.1987	11.07.2011
50	Dr.	Sachin Gupta	Asstt. Professor	04.04.1982	23.07.2011
52		Sarita Sharma	Asstt. Professor	14.09.1977	11.07.2011
53		Shriparna Singh	Part Time Lecturer	28.10.1984	15.07.2009
54		Surabhi Jain	Asstt. Professor	05.05.1983	21.07.2011
55		Surbhi Gupta	Asstt. Professor	13.10.1986	01.08.2009
56		Swati Phophalia	Part Time Lecturer	04.04.1983	12.07.2011
57	Dr.	Vandana	Asstt. Professor	20.10.1976	11.07.2011
58		Vandana Sachdeva	Asstt. Professor	12.09.1976	23.07.2011
59		Vishakha Sharma	Asstt. Professor	24.07.1981	18.07.2011

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1st July, 2012.



Dr. Ashok Gupta
Director/Secretary General

Copy forwarded to the following for information:

1. Dr. Raakhi Gupta, Rector & Registrar
2. Prof. K. S. Sharma, Advisor
3. Prof. Pradeep Bhatnagar, Dean, Faculty of Science
4. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management
5. Prof. N. K. Jain, Dean, Faculty of Arts & Social Sciences
6. Dr. Nisha Yadav, Controller of Examination
7. Ms. Rajani Sharma, Finance Officer
8. Mr. G. N. Dadhich, Accounts Officer
9. Mr. S. N. Chandel, Establishment Office
10. All faculty members



Director



Registrar

IIS (deemed to be University)
Mansarovar, Jaipur 302020



THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

Unit : ICG

June 27, 2012

Ms. Deepshikha Bhatia
Asst. Professor
Dept. of Computer Science & IT

Your services in this college are hereby confirmed w.e.f. 1 July, 2012.

You will have to give a notice of 3 months or salary in lieu there of in case you intend to leave the services of the college.

You will have to adhere to all norms and conditions including the code of conduct as mentioned previously or as intimated from time to time.

Dr. Ashok Gupta
Vice Chancellor

Received
Deepshikha

Registrar
The IIS University,
Mansarovar, Jaipur-302020

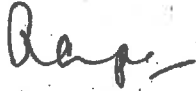
IISU/2018/ 472

Date : 16 August 2018

OFFICE ORDER

On the recommendation made by the Screening Committee, the Vice Chancellor has been pleased to promote **Dr. Deepshika Bhatia**, Assistant Professor, Department of **Computer Science & IT**, IIS (Deemed to be University) from Level I to Assistant Professor (Level II) w.e.f. 1st August 2018, under Career Advancement Scheme of the UGC. She will draw salary in the scale 15,600-39,100 with grade pay of Rs. 7000 and will be designated as 'Senior Assistant Professor'.

This promotion is being granted with the understanding that she will not apply for a job elsewhere for the next three years. She is therefore, required to give an undertaking to this effect.



Dr. Raakhi Gupta
Registrar

Copy for information and necessary action to :

1. P.S. to the Vice Chancellor, IISU
2. Finance Officer, IISU
3. Section Officer, Personnel Section, IISU
4. Dean, Faculty of Science, IISU
5. Head, Dept. of Computer Science & IT, IISU *done 2/18/18*
6. Dr. Deepshikha Bhatia, Dept. of Computer Science & IT, IISU
7. Personal File



Registrar



Registrar

IIS (deemed to be University)
Mansarovar, Jaipur-302020

