

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

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

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



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.



Mis 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.
- 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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Registrar IIS (do uned to be University) Jevar, Jalpur-Juzozo

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.
- I) 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.
- 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.

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- 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.

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.

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Dr. Ashok Gupta Director/Secretary General

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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	11.07.201
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	14	Neelam Sharma	Part Time Lecturer	6.06.1985	02.08.2010
32		Neeru Jain		26.08.1966	02.07.2007
33		Neha Mathur	Asstt, Professor	08.10.1986	15.07.2009
34		Neha Tiwari Comercio de Co	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	03.10.2012
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	
40		Preeti Sharma	Asstt. Professor	04.09.1981	22.07.2010
41		Priyanka Dutt	Assistant Professor	10.04.1983	15.07.2009 02.02.2012

Registrat IS Campus, Gurukul Margy SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA Tel • 911141-2397905 07;08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org Mansarovar, Julipur-30202

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	9	Regd. Under Rajasthan	Societies Registration Act, 1958		
42		Priyanka Gianchandani	ani 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		
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.

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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

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

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18 July 2015

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

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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 (deemosto de University) Mansaravar, Jaipur-302020

ICG Carnpus, 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. 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.

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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

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Code of conduct for employees

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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.
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1. Do not carry your mobile phone to the classroom.

Mansarovar, Jaipur-302020

- Mobile phone must be kept on a vibrating mode while on campus. 2.
- It should be used only for official calls or urgent calls from home not to 3. undertake or conduct business proposals/personal relationships.
- Avoid using mobile phones for sending unnecessary or uncalled for 4. messages. IIS (deemed to be University)

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.
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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 (deemoti o be University) Mansarovar, Saipur-602020 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.

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> Dr. Ashok Gupta Vice Chancellor

Ret IIS (deemed to be University) Managravar, 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. 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 Vice Chancellor

Copy forwarded to the following for information.

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

Jaipur-302020

legistrar



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

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.

1. 35 Name In Volt, Jelper-J62020

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.

iversity) 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.
- I) 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.

IIS (doement 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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- 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.

IIS (dee occ o Daiversity) 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

IIS (deemed to be University) Mansarevar, Jalpur-302020



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 11^{th} July, 2001 failing which this memorandum be treated as cancelled.

NIVERSITY 302020

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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- 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.
- I) 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.
- 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.

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- 4. Avoid using mobile phones for sending unnecessary or uncalled for messages. Recistrar IIS (docal (all uppe University) Mansaroval, derput-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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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.

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Dr. Ashok Gupta Director/Secretary General

Mansarova, Jaipur-302020



1 July, 2004

Ms. Renu Shungloo DPF

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



IS (deemed to be University) Mansarevar, Jaipur-302020



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

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



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, ioyalty 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

I'S 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



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. 1stApril, 2011:

S.No.		Name of Employees	Designation
			Principal
1	Dr	Raakhi Gupta	Advisor
2	Prof.	K. S. Sharma	Dean, Commerce
3	Prof.	M.K. Sharma	Dean, Arts
4	Prof.	N. K. Jain	Dean, Life Science
5	Prof.	Pradeep Bhatnagar	Associate Professor
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	Sr. Assistant Professor
11		Ujjvala M. Tiwari	Associate Professor
12	Dr.	Radha Kashyap	Sr. Assistant Professor
13	Dr.	Shelja K. Juneja	Sr. Assistant Professor Associate 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 Sr. Assistant Professor
19		Ritu Jain	Sr. Assistant Professor
20		Manisha Patni	Sr. Assistant Professor
22		Shwet Goel	Sr. Assistant Professor
23		Nidhi Sharma	Sr. Assistant Professor
24	_	Sreemoyee Chatterjee	Sr. Assistant Professor
25	_	Renu Shungloo	Sr. Assistant Professor
26		Mona Vyas	Sr. Assistant Professor
27		Shalini Punjabi	Assistant Professor
28		Priyanka	Sr. Assistant Professor
29		Priyanka Mathur	Sr. Assistant Professor
30		Anima Vaish	Sr. Assistant Professor
3		Deepika Singh	Sr. Assistant Professor
32		Kalpana Agarwal	Sr. Assistant Professor
3		Rimika Singhvi	Sr. Assistant Professor
3			Sr. Assistant Professor
3			Sr. Assistant Professor
3		J.P. Karna	Sr. Assistant Professor
3		Ruchi Nanda	Assistant Professor
	8 Dr.		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

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57	_		Late	enakshi Sharma	1	As	SIS	tant Profes	sor		
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90		Tejender Kaur Sarna	
91	Dr.	Bhawana Arya	Lant Drolesson
92		Geetika Vyas	Assistant Professor
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107	D	Bijoy Kr. Dutta	Assistant Professor
108	-	Sucharita Sharma	Assistant Professor Assistant Professor
109	+	Shikha Gupta	Assistant Professor Assistant Professor
110		Kavita Sharma	Assistant Professor
111		Prachi Goswami	- A cott
112	_	Arvind Sharma	Office Asstt. System Administrator
113		Badal Dave	System Administration
114		D.L. Sain	Section Officer
115		Hemant Kumar	Demonstrator
116			Lab Asstt.
117		Hemraj Kokila Chaturvedi	Asstt. Librarian
118		Koklia Chatavea	Asstt. Librarian
119		Laxmi Adwani Mukesh Agarwal	Office Asstt.
120		Navneet Jain	Lab Asstt.
		Pawan Avasthi	Lab Asstt.
12		Pawan Avastin	Section Officer
12		Ram Singh	Lab Technician
12		Rameshwar	Office Asstt.
12		Sadhana Sharm	Office Asstt.
12		Seema Purohit	Asstt. Librarian
12		Sonal Jain	Lab Technician
	7	Tulsi Ram Koli	h h Acett
	8	Utsav Malpani	
-	29	Vicy B. Thomas	Asstt. GraphicDesign
	30	Vijay Chaturve	di Book Lifter
13	31	Vimlesh Jain	

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IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA Tel : +91-14 1 -2397906,07,08 • Fax : +91-14 1-2395494 • Email : director@icfia.org • Web : www.icfia.org

Regultar IIS (decruco in the University) Mansurovar, Jaipur-302020



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

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

rersity) IIS (deems 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



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.

Manho

Dr. Ashok Gupta Vice Chancellor

Copy forwarded for information to :

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

Registrar

IIS (deemed to be University) Manserovar, Jeipur-302020

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

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

www.icfia.org

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



IISU/2014/

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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 Departmet 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

IIS (despecto be University) Mansatovar, Jeipur-302020

> ICG Campus, Gurukul Marg, SFS, Mansarovar, Jaipur 3020 INDIA

Web : www.iisuniv.ac.in www.icfia.org Email : icg@lisuniv.ac.in

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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.

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.

Mansprovar, Jaibur-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.
- I) 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.

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5. Do not leave behind your mobile phone at home.

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- 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.

Mangarovar, Jaipu?-302020

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 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



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

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

Web : www.lisuniv.ac.in Email : lcg@ilsuniv.ac.in

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.

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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.

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IS (deeme University) Mansalovar, Jaipur-302020

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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.
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- u) Absenting from work even though present in the institute premises or absent without leave.

IS (deemed to be University) Mansarovar, Jdipur-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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- 4. Avoid using mobile phones for sending unnecessary or uncalled for messages.

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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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.

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

Manuaroval, Jairur-302020



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.

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.lisuniv.ac.in Email : icg@ilsuniv.ac.in

IS (deemad to be University) www.icfia.org Mansarovar, Jalour-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.

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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.
- I) 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.
- 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 Chacnellor/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

6



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

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

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

June 30, 2020

IISU/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 Changellor

Copy forwarded to the following for information.

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

Repensed be

Registrar

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



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

4*

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.

IIS Campus • Surukul 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

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.
- I) 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.
- 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.

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- 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 egistrar

- 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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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 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.

Manuel,

16

Dr. Ashok Gupta Director/Secretary General

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



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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	11.07.201
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	
41		Priyanka Dutt	Assistant Professor	10.04.1983	15.07.2009 02.02.2012

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 115 (1 iversity) Manceler a, Japar-302020

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	COUNCIL	

	e.	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 1^{st} 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

University)



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

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to be University) Mänsarovar, Jalpur-302020

ICG Canipus, Curutul Marg. SPS, Manenrovo, Jelpus DDCRO INTCA

Telophone : 91-141-2-20180-161 Fa 01-141-2036404

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



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IISU/2018/512

IISU Campus, Gurukul Märg, 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. 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

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

Registrar



1 September 2011

Dr. R. K. Bansal Jaipur

6.3

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.



ICG 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

www.icfia.org

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. 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.

NS (dec Registrar Manatti uvat, 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.
- I) 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.
- 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 (desmod to be University) Mandarovar, 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 Chacnellor/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.
- 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 (decimed to be University) Manuscriver, Jaipur de 1920



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.

IS (deemed to be University

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An English Medium Post Graduate College offering quality education in the faculties of Arts, Commerce, Fine Arts, Home Science and Science.

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Attendance of Employees

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- 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.
- 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

- No teacher shall be permitted to apply for improving qualifications before completing two years of service.
- 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

- 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.
- 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.
- 2) Group Tuitions in the college shall not be allowed.

Grant of Leave

- Leave can not be claimed as a matter of right.
- 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.

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IIS (deented to be University) Manuarovar, Jaipur-302020

Code of Conduct for Employees

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Every employee shall be governed by Code of æ 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.
- Disrespectful behaviour, rumour mongering (iv)and character assassination.
- (\vee) 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 пf College property or theft or fraud.
- (viii) Mutilation/destruction of college records and property.
- Conviction by a court of law for criminal offence. $\{i_X\}$
- Possession of weapons, explosives, and objectionable materials on college premises. (\mathbf{x}) and other
- (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.
- Carrying on personal monetary transactions among (xiv) themselves, with the students and/or with the parents.
- Taking active part in politics. (xy)
- Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or (xvi) 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.

Absenting from work even though present on the $(\mathbf{x}\mathbf{x})$ college premises or absent without leave. Man

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- (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) HONY. SECRETARY

Mary a part

Ratchi Supla

scr Registrar

Registral Intersity) Monsarovar, Valpur-302020



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

21 IIS (decrease to University) Mansaravar, Jalpur-302020



Regd. Under Rajasthan Societies Registration Act, 1958

Unit: International College for Girls

7th May'05

Dr. Raakhi Gupta Vice Principal, ICG

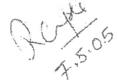
You are hereby promoted to the post of Professor in the pay scale 16,400-450-20,900-500-22,400 w.e.f. 1st July' 2005.

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

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Dr. Ashok Gupta Director / Secretary General

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IIS (deamed to be University) Maay to br, Jalpur-302020



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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. 1stApril, 2011:

S.No.		Name of Employees	Designation
1	Dr	Raakhi Gupta	Principal
2	Prof.	K. S. Sharma	Advisor
3	Prof.		Dean, Commerce
4	Prof.		Dean, Arts
5	Prof.		Dean, Life Science
6	Dr.	Ila Joshi	Associate Professor
7	Dr.	Roopa Mathur	Associate Professor
8	Dr.	Sharad Rathore	Associate Professor
9	Dr.	Nisha Yaday	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		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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| -  | 1   | Regd. Under Rajasthan Societie |                         |
|----|-----|--------------------------------|-------------------------|
| 39 |     | Giriraj Sharma                 | Assistant Professor     |
| 40 | -   | 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                | 7.5515tant F10165501    |

Hansonsvan, Jalpur 302020

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| a   |     | Regd. Under Rajasthan Societie | s 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              |

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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Reducing (niversity) 



Regd. Under Rajasthan Societies Registration Act, 1958

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

Sd/-

Dr. Ashok Gupta Director

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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, Jsipur-302020



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.icfipegistral

IIS (deemed to be University) Mansarovar, Jaipur-302020 ICG Campus, Gurukul Marg, SFS, Manserovar, 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.



## 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.
- I) 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 Chacnellor/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.

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- 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

119 (decorded to be University) Massar over, Jeipur 302020





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.

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

IIS (decision to be University) Manazto Jan, Joipur-302020

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

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

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#### IISU/2018/5 19

## 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. 1<sup>st</sup> 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

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17 July 2017

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

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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.

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Web : www.lisuniv.ac.in Email : icg@iisuniv.ac.in www.icfia.org

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

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

INDIA

ICG Campus, Gurukul Margo SFS, Mansarovar, Jaipur 3020

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Register -

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

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- Use of liquor or narcotics on the institution premises. f)
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- k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
- Divulging confidential matters relating to institute. 1)
- m) Obstructing other members of the staff from lawful duties and indulging sort of agitation to coerce in any 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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- Organizing or attending any meeting during working hours except t) 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.

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

US (decompto to be University) Mansamulatin, Jaipur-302020

5. Do not leave behind your mobile phone at home.

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- 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.
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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

Dr. Ashok Gupta Vice Chancellor

University) Mansarovar, Jalpur-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-C
- 3. Establishment Incharge

Registrar

Registrar IIS (de amed to be University) Marcestover, 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

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 5<sup>th</sup> August, 1999 failing which this memorandum be treated as cancelled.

An English Medium Post Graduate College offering anality education in the faculties of Arts, Commerce, Fine Arts, Home Science and Science.

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 wiriting 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.

Mansarovar, Jaipur-302020

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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

Mansarover, 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 1<sup>st</sup> 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 31<sup>st</sup> March, 2003, failing which this offer may be treated as cancelled.

Dr. Ashok Gupta Director

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An English Medium Post Graduate College offering quality education in the faculties of Arts, Commerce, Fine Arts, Home Science and Science.



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. 1<sup>st</sup> July' 2005.

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

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**Dr. Ashok Gupta** Director / Secretary General



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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. 1<sup>st</sup>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 Yaday          | 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    | i.    | 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    |       | 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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|    |                     | Regd. Under Rajasthan Societ        |                         |
|----|---------------------|-------------------------------------|-------------------------|
| 3  | 9                   | Giriraj Sharma                      | Assistant Professor     |
| 40 |                     |                                     | Assistant Professor     |
| 4  |                     |                                     | Sr. Assistant Professor |
| 4: |                     |                                     | Sr. Assistant Professor |
| 44 |                     |                                     | Sr. Assistant Professor |
| 45 |                     |                                     | Sr. Assistant Professor |
| 46 |                     | Rachna Nahta                        | Assistant Professor     |
| 47 |                     | Sunetra Dutt                        | Assistant Professor     |
| 48 |                     | Ritu Purohit                        | Sr. Assistant Professor |
| 49 |                     | Charu Sharma                        | Assistant Professor     |
| 50 |                     | Ruchi Jain                          | Assistant Professor     |
| 51 |                     | Neerja Mehta                        | Sr. Assistant Professor |
| 52 |                     | Richa Yadav                         |                         |
| 53 |                     | Tanuja Yadav                        | Assistant Professor     |
| 54 |                     | Charu Jhamaria                      | Assistant Professor     |
| 55 |                     | Swarnendu Baksi                     | Assistant Professor     |
| 56 |                     | Shveta Parnami                      | Sr. Assistant Professor |
| 57 |                     | 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 | DI.                 | Chitra Debana                       | Assistant Professor     |
| 64 |                     | Navneet Sharma                      | Assistant Professor     |
| 65 | Dr.                 |                                     | Assistant Professor     |
| 66 | <u></u> <i>U</i> 1. | Swati Vyas Ramani<br>Sulekha Ojha   | Assistant Professor     |
| 67 | Dr.                 | Poonam Madan                        | Assistant Professor     |
| 68 | DI.                 |                                     | Sr. Assistant Professor |
| 69 | Dr.                 | Neha Lodha Panwar<br>Manisha Sharma | Assistant Professor     |
| 70 | Dr.                 |                                     | Assistant Professor     |
| 71 | DI.                 | Ankita Chaturvedi<br>Ruchi Jain     | Assistant Professor     |
| 72 |                     |                                     | Assistant Professor     |
| 73 | Dr.                 | Ashish Khandelwal<br>Mini Mathur    | Assistant Professor     |
| 74 | DI.                 |                                     | Assistant Professor     |
| 75 | Dr.                 | Rena Mehta                          | Assistant Professor     |
| 76 | DI.                 | Seema Singh Rathore                 | Assistant Professor     |
| 77 |                     | Ruchi Goswami                       | Assistant Professor     |
| 78 |                     | Anuja Joshi                         | Assistant Professor     |
| 79 | Dr.                 | Garima Srivastava                   | Assistant Professor     |
| 80 |                     | Jyoti Gaur                          | Assistant Professor     |
|    | 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     |
| 00 |                     | weenakshi Anand                     | Assistant Professor     |
| 86 |                     | Meenakshi Anand                     | Assistant Professor     |

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| 87  | Ϊ Dr | Regd. Under Rajasthan Societie |                         |
|-----|------|--------------------------------|-------------------------|
|     | Dr.  |                                | 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                  |                         |
| 126 |      | Sonal Jain                     | Office Asstt.           |
| 127 |      | Tulsi Ram Koli                 | Asstt. Librarian        |
| 128 |      | Utsav Malpani                  | Lab Technician          |
| 129 |      | Vicy B. Thomas                 | Lab Asstt.              |
| 130 |      |                                | Placement Officer       |
| 131 | -    | Vinloch Join                   | Asstt. GraphicDesigner  |
| 101 |      | 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

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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 1<sup>st</sup> April, 2011.

Sa

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 (deemad to be University) Mansarovar: Jaipur-302020



# No. IISU/CAS/2011/ 1000

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/-.

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Dr. Ashok Gupta **Vice Chancellor** 

Copy forwarded for information to :

Ms. Manisha Patni, Sr. Assistant Professor, Dept. of Chemistry 1.

, i, <sup>2</sup>.

- Prof. Pradeep Bhatnagar, Dean, Faculty of Science 2. 3.
- **Accounts Section** 4.
- **Personnel Section** 5.
- Personal File (CAS)

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Web : www.fisuniv.ac.in Email : log@ilsuniv.ac.in Www.icfia

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

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

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#### 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

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)

Registrar

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



#### 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.

IIS (deerned to be University) Mancerores, 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.

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IS Manssrora, 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.
- Conviction by a court of law for criminal offence. i)
- 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.
- Divulging confidential matters relating to institute. I)
- 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.
- Organizing or attending any meeting during college hours except t) when that is required or permitted by the Head of the institute to do SO.
- u) Absenting from work though even 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.



- 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.

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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.

Manne.

Dr. Ashok Gupta Director/Secretary General

Nansarovar, Jaipur-302020



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  $1^{st}$  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 3<sup>rd</sup> April, 2007, failing which this offer may be treated as cancelled.

Dr. Ashok Gupta Director/Secretary General

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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. 1<sup>st</sup> 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

andrar, Jaipur-302

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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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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. 1<sup>st</sup>April, 2011:

| S.No. |       | Name of Employees    | Designation             |
|-------|-------|----------------------|-------------------------|
| 1     | Dr    | Raakhi Gupta         | Principal               |
| 2     | Prof. | K. S. Sharma         | Advisor                 |
| 3     |       |                      | Dean, Commerce          |
| 4     |       |                      | Dean, Arts              |
| 5     | Prof. |                      | Dean, Life Science      |
| 6     | Dr.   | Ila Joshi            | Associate Professor     |
| 7     | Dr.   | Roopa Mathur         | Associate Professor     |
| 8     | Dr.   | Sharad Rathore       | Associate Professor     |
| 9     | Dr.   | Nisha Yaday          | 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    |       | Shilpi Rijhwani      | Sr. Assistant Professor |
| 36    |       | J.P. Karna           | Sr. Assistant Professor |
| 37    |       | Ruchi Nanda          | Assistant Professor     |
| 38    |       | Pragya Sinha         | Sr. Assistant Professor |

Registration IIS (deamed to be University) Manserovar, Jaipur-302020



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| a E | Regd. Under Rajasthan Societ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Sr. Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Sr. Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Sr. Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| _   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Sr. Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| _   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| _   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Sr. Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| _   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Sr. Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     | Swarnendu Baksi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Sr. Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|     | Shveta Parnami                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     | Lata Shahani                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Dr. | Meenakshi Sharma                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     | Payal Mehtani                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     | Priyanka Vyas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Dr. | Smita Purohit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     | Chitra Debana                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     | Navneet Sharma                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Dr. | Swati Vyas Ramani                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     | Sulekha Ojha                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Dr. | Poonam Madan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Sr. Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|     | Neha Lodha Panwar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Dr. | Manisha Sharma                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Dr. | Ankita Chaturvedi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     | Ruchi Jain                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     | Ashish Khandelwal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Dr. | Mini Mathur                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     | Rena Mehta                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Dr. | Seema Singh Rathore                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     | Ruchi Goswami                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     | Anuja Joshi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Dr. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     | Smita Chandela                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ASSISTANT FIVIESSOF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Dr. | Shubhra Gupta                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|     | 1       Dr.         3       Dr.         4       Dr.         5       Dr.         3       Dr.         3       Dr.         3       Dr.         3       Dr.         3       Dr.         4       Dr.         5       Dr.         6       Dr.         7       Dr. | 0       Dr.       Amita Raj Goyal         1       Dr.       Pallavi Kaushik         3       Dr.       Chandrani Sen         4       Dr.       Shweta Gupta         5       Dr.       Ankita Gangwal         5       Dr.       Ankita Gangwal         6       Rachna Nahta         7       Sunetra Dutt         8       Dr.       Ritu Purohit         9       Ruchi Jain         0       Rucha Yadav         10       Dr.         11       Dr.         12       Shveta Parnami         13       Dr.         14       Dr.         15       Shveta Parnami         16       Dr.         17       Meenakshi Sharma         17       Meenakshi Sharma         17       Priyanka Vyas         17       Swati Vyas Ramani      < |

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#### INDIAN COUNCIL<sup>for</sup> INTERNATIONAL AMITY

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| 07  |     | Regd. Under Rajasthan Societie |                         |
|-----|-----|--------------------------------|-------------------------|
| 87  | Dr. | Smriti Kumari                  | Assistant Professor     |
| 88  | Dr. | Arti Sharma                    | Assistant Professor     |
| 89  |     | Kanupriya Rathore              | Assistant Professor     |
| 90  | l)  | 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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Regd. Under Rajasthan Societies Registration Act, 1958

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1<sup>st</sup> 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

irector

Mansarovar, Jaipur-302020



#### No. IISU/CAS/2015-16/ 244

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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

Manserovar, Jeipur-302020

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

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

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



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

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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# 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 (desided to be liversity) 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.
- I) 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.
- 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.

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

- 5. Do not leave behind your mobile phone at home.
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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

Registran In (Annodity be University) Munaarouur, Jaipur-302020

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.

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

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.

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Web : www.lisuniv.ac.in Email : icg@ilsuniv.ac.in

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

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

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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 Rector & Registrar/Head of the institution

#### **Grant of Leave**

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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 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.

Redistrar IIS (deemed Mos University) Mansarovar, daiour-302020

## Code of conduct for employees

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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.
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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.
- 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.
- I) 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.

Mansarovar, Jälpur-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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- 5. Do not leave behind your mobile phone at home.
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- d. Violation of the terms and conditions of the letter of appointment.

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Dr. Ashok Gupta Vice Chancellor

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



IISU/2017/

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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

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- 2. The Finance Officer, IISU
- 3. Establishment Incharge

Registrar

to be University)

Mansarovar, Jaipur-302020 www.icfia.org

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Telephone : 93-541-2403160-161 Fax : 51-141-2355394 : 51-141-2355494

Web : www.Bsuniwap.in Email : log@ isuniv.ac.in

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

Web Email

: www.lisuniv.ac.in : 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. 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

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Registra



# THE IIS UNIVERSITY

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

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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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- 6. Do not ignore official calls. It should be on active mode when out of campus or at home.
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Registrar modio be University) Mansarovar, Jalpur-302020

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Dr. Ashok Gupta

Dr. Ashok Gupta Vice Chancellor

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



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.

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

Registrar

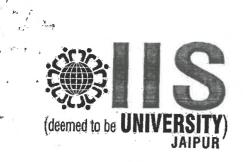
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www.icfia.org



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

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

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

## 115U/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. 1<sup>st</sup> 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

IIS (decimed to be University Manuarovar, Jalpar-302020

Registrar

Office of the Director Dr. Ashok Gupta

**INTERNA** 

#### 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 10<sup>th</sup> July, 2003 failing which this memorandum be treated as cancelled.

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

Gurukul Marg SFS Mansarovar Jaipur 302 020 Rajasthan INDIA Tel :+91-141-2397906-8 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/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.

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.

Its (doenied to be 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 US (deelee) to be University) Mansarovar, Jalpur-302020 4 -



Unit : ICG

31 March, 2007

Dr.Varsha Goyal Asstt. Professor Department of Chemistry

Your services in this institute are hereby confirmed with effect from  $1^{st}$  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 3<sup>rd</sup> April, 2007, failing which this offer may be treated as cancelled.

Dr. Ashok Gupta Director/Secretary General

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## 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. 1<sup>st</sup> 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.

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Dr. Ashok Gupta Director/Secretary General

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Regd. Under Rajasthan Societies Registration Act, 1958

31 March 2011

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#### **OFFICE ORDER**

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

| S.No. |       | Name of Employees    | Designation             |
|-------|-------|----------------------|-------------------------|
| 1     | Dr    | Raakhi Gupta         | Principal               |
| 2     | Prof. | K. S. Sharma         | Advisor                 |
| 3     | Prof. |                      | Dean, Commerce          |
| 4     | Prof. |                      | Dean, Arts              |
| 5     | Prof. |                      | Dean, Life Science      |
| 6     | Dr.   | Ila Joshi            | Associate Professor     |
| 7     | Dr.   | Roopa Mathur         | Associate Professor     |
| 8     | Dr.   | Sharad Rathore       | Associate Professor     |
| 9     | Dr.   | Nisha Yaday          | 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    |       | 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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| 7  |     | Regd. Under Rajasthan Societi | ies Registration Act, 1958 |
|----|-----|-------------------------------|----------------------------|
| 39 |     | Giriraj Sharma                | Assistant Professor        |
| 4( |     |                               | Assistant Professor        |
| 41 |     |                               | Sr. Assistant Professor    |
| 43 |     | Chandrani Sen                 | Sr. Assistant Professor    |
| 44 |     | Shweta Gupta                  | Sr. Assistant Professor    |
| 45 | _   | Ankita Gangwal                | Sr. Assistant Professor    |
| 46 |     | Rachna Nahta                  | Assistant Professor        |
| 47 |     | Sunetra Dutt                  | Assistant Professor        |
| 48 | _   | Ritu Purohit                  | Sr. Assistant Professor    |
| 49 |     | Charu Sharma                  | Assistant Professor        |
| 50 |     | Ruchi Jain                    | Assistant Professor        |
| 51 | -   | Neerja Mehta                  | Sr. Assistant Professor    |
| 52 |     | Richa Yadav                   | Assistant Professor        |
| 53 | _   | Tanuja Yadav                  | Assistant Professor        |
| 54 |     | Charu Jhamaria                | Assistant Professor        |
| 55 |     | Swarnendu Baksi               | Sr. Assistant Professor    |
| 56 |     | Shveta Parnami                | Assistant Professor        |
| 57 | -   | 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 | D   | 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        |
|    |     |                               |                            |

ПС ( \_\_\_\_\_\_\_) Ментацикат, «ж.рап-со2020

# DIAN COUNCIL<sup>for</sup> ERNATIONAL AMITY

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| т з | a.c | Regd. Under Rajasthan Societie | s 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              |

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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Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1<sup>st</sup> 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



## 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)

Registrar

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Web : www.iisuniv.ac.in Email : icg@iisuniv.ac.in ICG Campus, Gurukul Marg. SFS, Mansarovar, Jaipur 302020 INDIA

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



#### Unit :International College for Girls, Autonomous

Dated: 19.01.2008

Dr. M. K. Sharma Jaipur

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Mansare . Sr. Jeip

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.

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.
- I) 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.
- 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.

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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 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.

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.

Mun 8.

Dr. Ashok Gupta Director/Secretary General

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



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. 1<sup>st</sup>April, 2011:

| S.No. |       | Name of Employees    | Designation             |
|-------|-------|----------------------|-------------------------|
| 1     | Dr    | Raakhi Gupta         | Principal               |
| 2     | Prof. |                      | Advisor                 |
| 3     | Prof. |                      | Dean, Commerce          |
| 4     | Prof. |                      | 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    |       | 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 |

Registrer / IIS (deamed to be University) Marchan Jaipur-302020



| 39 |     | Regd. Under Rajasthan Societ |                         |
|----|-----|------------------------------|-------------------------|
|    | _   | Giriraj Sharma               | Assistant Professor     |
| 40 |     |                              | Assistant Professor     |
| 41 |     |                              | Sr. Assistant Professor |
| 43 |     |                              | Sr. Assistant Professor |
| 44 |     |                              | Sr. Assistant Professor |
| 45 |     | 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               |                         |
| 84 |     | Smita Chandela               | Assistant Professor     |
| 85 | Dr. | Shubhra Gupta                | Assistant Professor     |
|    |     |                              | Assistant Professor     |
| 86 |     | Meenakshi Anand              | Assistant Professor     |

Registrar US ( in mast in be University)



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| e8  | 10 L | Regd. Under Rajasthan Societie |                         |
|-----|------|--------------------------------|-------------------------|
| 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             |

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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Registrer NS (deamed to be University) Mansarovar, Jalpur-302020



Above faculty members will report on duty to the Rector & Registrar, The IIS University on  $1^{st}$  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

Registrer NS (Costop to be University) Manasrovar, **Ssipur-302020** 



#### 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.

niversity) Mansafovar, Jaiour-302020

#### 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.

University) Mansalovar, 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.
- I) 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.

ba 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.

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2. Mobile phone must be kept on vibrating mode while on campus.

Mansarovar, Jaipur-302020

- 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 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.

Mansarovar, Jaiour-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.

Manne.

Dr. Ashok Gupta Director/Secretary General

University) IIS (deemed Mansaloval: daleur-302020



#### 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

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Miversity) IIS (dee Mansarover: 188-46-402020



#### 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. 1<sup>st</sup>April, 2011:

| S.No. |       | Name of Employees    | Designation             |
|-------|-------|----------------------|-------------------------|
| 1     | Dr    | Raakhi Gupta         | Principal               |
| 2     | Prof. | K. S. Sharma         | Advisor                 |
| 3     | Prof. |                      | Dean, Commerce          |
| 4     | Prof. |                      | Dean, Arts              |
| 5     | Prof. |                      | Dean, Life Science      |
| 6     | Dr.   | Ila Joshi            | Associate Professor     |
| 7     | Dr.   | Roopa Mathur         | Associate Professor     |
| 8     | Dr.   | Sharad Rathore       | Associate Professor     |
| 9     | Dr.   | Nisha Yaday          | 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 |
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| 18    |       | Nidhi Bhargava       | Sr. Assistant Professor |
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| 36    |       | J.P. Karna           | Sr. Assistant Professor |
| 37    |       | Ruchi Nanda          | Assistant Professor     |
| 38    | Dr.   | Pragya Sinha         | Sr. Assistant Professor |

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Régistral IIS (desma: to be University) Mansarovar, Jaipur-302020

#### INDIAN COUNCIL<sup>for</sup> INTERNATIONAL AMITY

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| 2  |          | Regd. Under Rajasthan Socie |                         |
|----|----------|-----------------------------|-------------------------|
| 3  |          | Giriraj Sharma              | Assistant Professor     |
| 4  |          |                             | Assistant Professor     |
| 4  | _        |                             | Sr. Assistant Professor |
| 4: |          |                             | Sr. Assistant Professor |
| 44 |          |                             | Sr. Assistant Professor |
| 45 |          |                             | Sr. Assistant Professor |
| 46 |          | Rachna Nahta                | Assistant Professor     |
| 47 |          | Sunetra Dutt                | Assistant Professor     |
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| 52 |          | Richa Yadav                 | Assistant Professor     |
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| 72 | 5        | Ashish Khandelwal           | Assistant Professor     |
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| 74 |          | Rena Mehta                  | Assistant Professor     |
| 75 | Dr.      | Seema Singh Rathore         | Assistant Professor     |
| 76 |          | Ruchi Goswami               | Assistant Professor     |
| 77 | <u>6</u> | Anuja Joshi                 | Assistant Professor     |
| 78 |          | Garima Srivastava           | Assistant Professor     |
| 79 | Dr.      | Jyoti Gaur                  | Assistant Professor     |
| 80 | Dr.      | Priya Bhardwaj              | Assistant Professor     |
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| 82 |          | Shweta Kastiya              | Assistant Professor     |
| 84 |          | Smita Chandela              | Assistant Professor     |
| 85 | Dr.      | Shubhra Gupta               | Assistant Professor     |
| 86 |          | Meenakshi Anand             | 10010tant 10103501      |

IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA

Megiatrar IIS (deathed to be University) Mansarovar, Jaipur-302020

# DIAN XOUNCIL<sup>for</sup> ERNATIONAL INI INT

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| 1   |     | Regd. Under Rajasthan Societi |                         |
|-----|-----|-------------------------------|-------------------------|
| 87  | Dr. |                               | Assistant Professor     |
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| 101 | _   | Ritu Sen                      | Assistant Professor     |
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| 103 |     | Harshita Bhargava             | Assistant Professor     |
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| 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             |

6 IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA ð

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



Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1<sup>st</sup> 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

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



#### No. IISU/CAS/2011 / 083

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  $21^{st}$  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 Julie

iniversity) Mansarovar, Jaipur-302020 112

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



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

#### IISU/2018/ 5マフ

#### 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. 1<sup>st</sup> 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

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

IIS (deented to be University) Manaprovar, Jaipur-302020

Registrar



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.

Mansarovar, Jeipur-30202

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

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

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

# 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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#### Code of conduct for employees

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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.
- I) 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.
- 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 Chacnellor/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.



r. 1~ 5. Do not leave behind your mobile phone at home.

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- 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.

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

B.A.A.

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



# 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

Kegistrar IIS (deemed to be University) Ferminovar, Jaipur-302020

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

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

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www.icfia.org



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

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. 1<sup>st</sup> 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

It's (dremed to be University) Managrover, Jelpur-302020

Registra



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

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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. 307020 Managarerien

# 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.

IS (deethed to be University) Mansarevan, Jaipur-302020

2

# 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.
- 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.

IIS (deer contraction inversity) Nansaroval, 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.

- 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.

IIS (desarction to University) Mansurover, Augur-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.

Manne.

Dr. Ashok Gupta Director/Secretary General

Registrar

Registrar IIS (decreate be University) Manparovar, Jaipur-302020



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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. 1<sup>st</sup>April, 2011:

| S.No. |       | Name of Employees    | Designation             |
|-------|-------|----------------------|-------------------------|
| 1     | Dr    | Raakhi Gupta         | Principal               |
| 2     | Prof. |                      | Advisor                 |
| 3     | Prof. |                      | Dean, Commerce          |
| 4     | Prof. |                      | 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    |       | 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<sup>for</sup> INTERNATIONAL AMITY

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Regd. Under Rajasthan Societies Registration Act, 1958

|     | Si  | Regd. Under Rajasthan Societie | s 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  | 2   | Meenakshi Anand                | Assistant Professor      |

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Registraf IIS (doemed to be University) Manserover, Joipur-302020



| 1 07 | l n | Regd. Under Rajasthan Societie |                                                            |
|------|-----|--------------------------------|------------------------------------------------------------|
| 87   | Dr. |                                | 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                 |                                                            |
| 130  |     | Vijay Chaturvedi               |                                                            |
| 131  |     | Vimlesh Jain                   |                                                            |
| 130  |     | Vijay Chaturvedi               | Placement Officer<br>Asstt. GraphicDesigner<br>Book Lifter |

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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 1<sup>st</sup> 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

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

ICG Campus, Gurukul Marg, SFS, Manserovar, Jalpur 302020 INDIA

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

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



No. IISU/CAS/2012-13 / えり4 8

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 :

- Jud 9
- 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

Web : www.lisuniv.ac.in Registrar Email : log@lisuniv.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



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

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

Web Email

: www.lisuniv.ac.in : icg@iisuniv.ac.in

IISU/2018/ 5ペ8

#### 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

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



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.

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.

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#### 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.
- I) 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.
- 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 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.

IIS (declared to be University) Menselover, Jaijur-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.

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Dr. Ashok Gupta Director/Secretary General

University)



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

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Registrar IIS (dec. and to be University) Menuarovar, Jaipar-302020



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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. 1<sup>st</sup>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     |
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| 16    |       | Pratibha Sharma      | Assistant Professor     |
| 17    |       | Mahesh Singh         | Sr. Assistant Professor |
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| 20    |       | Manisha Patni        | Sr. Assistant Professor |
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| 37    |       | Ruchi Nanda          | Assistant Professor     |
| 38    | Dr.   | Pragya Sinha         | Sr. Assistant Professor |

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Ils (damed to be University) Mansafevar, Jalpur-302020

# INDIAN COUNCIL<sup>for</sup> INTERNATIONAL AMITY

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Regd. Under Rajasthan Societies Registration Act, 1958

|    | 12  | Regd. Under Rajasthan Societie | s 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 (doemed to be University) Manaerovar, Jälpur-302020



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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. GraphicDesigner  |
| 131  |             | Vimlesh Jain                   | Book Lifter             |

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Regilitrar IIS (decoued to be University) Mansarovar, Jaipur-302020



Regd. Under Rajasthan Societies Registration Act, 1958

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

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

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

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# 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  $21^{st}$  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/-.

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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

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Web : www.iisuniv.ac.in Email : icg@lisuniv.ac.in www.iofia.org (dcomed to be university) Mansarover, Jaipur-302020 ICG Campus, Gurukul Marg, SFS, Mansarovar, Jaipur 302020 INDIA

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



#### 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. 1<sup>st</sup> 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

IIS (depaired to be University) Mensarevan, Jelpur-302020

Registrar

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

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

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



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.

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IIS (deamed 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.

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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.
- I) 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.
- 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 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 Chacnellor/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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5. Do not leave behind your mobile phone at home.

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- 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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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

viversity)



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.

- -Iven to the to " 1. Prof. M. K. Sharma, Dean, Faculty of Commerce & Management Sponedadel
- 2. The Finance Officer, IISU
- 3. Establishment Incharge 06 2016

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Registrar

I(§ (Seemed to be University) Menserever, Jalpur-302020

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

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

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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. Neha Shārma**, Assistant Professor (Level I), Department of **Business Studies**, IIS (Deemed to be University) to the post of Assistant Professor (Level III) w.e.f. 1<sup>st</sup> 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

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

Registrar



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.

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.
- I) 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.
- 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 (deemee to be University) Mansarover, daipur-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.

IIS (deemed to be University) Manportiven delibus-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.

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Dr. Ashok Gupta Director/Secretary General

IIS (deathed to be University) Mansseurer, Jaipur-302020



### Unit : International College for Girls, Jaipur

June 25, 2010

Ms. Ruchi Jain Assistant Professor Dept. of Financial Studies

1.

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





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. 1<sup>st</sup>April, 2011:

| S.No. |       | Name of Employees    | Designation             |
|-------|-------|----------------------|-------------------------|
| 1     | Dr    | Raakhi Gupta         | Principal               |
| 2     | Prof. |                      | Advisor                 |
| 3     | Prof. | M.K. Sharma          | Dean, Commerce          |
| 4     | Prof. |                      | Dean, Arts              |
| 5     | Prof. |                      | Dean, Life Science      |
| 6     | Dr.   | Ila Joshi            | Associate Professor     |
| 7     | Dr.   | Roopa Mathur         | Associate Professor     |
| 8     | Dr.   | Sharad Rathore       | Associate Professor     |
| 9     | Dr.   | Nisha Yaday          | 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

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# INDIAN COUNCIL<sup>for</sup> INTERNATIONAL AMITY

|                |       | 1 11/11 1                       |                                            |
|----------------|-------|---------------------------------|--------------------------------------------|
| 20             | 1     | Regd. Under Rajasthan Societi   |                                            |
| 39             |       | Giriraj Sharma                  | Assistant Professor                        |
| 40             |       |                                 | Assistant Professor                        |
| 41             |       | Pallavi Kaushik                 | Sr. Assistant Professor                    |
| 43             |       | Chandrani Sen                   | Sr. Assistant Professor                    |
| 44             |       | Shweta Gupta                    | Sr. Assistant Professor                    |
| 45             | _     | 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                        |
|                |       | Shweta Kastiya                  | Assistant Professor                        |
| 02             |       |                                 |                                            |
| 82<br>84       |       | Smita Chandela                  | Assistant Drofessor                        |
| 82<br>84<br>85 | Dr.   | Smita Chandela<br>Shubhra Gupta | Assistant Professor<br>Assistant Professor |

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|     | 1   | Regd. Under Rajasthan Societie | es Registration Act, 1958 |
|-----|-----|--------------------------------|---------------------------|
| 87  | Dr. |                                | 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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Above faculty members will report on duty to the Rector & Registrar, The IIS University on  $1^{st}$  April, 2011.

Dr. Ashok Gupta Director

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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

Remitrar 119



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 :

Received

- 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)

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Registrar

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

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

Web : www.lisuniv.ac.in www.icfia.org Email : icg@lisuniv.ac.in

118 180 University) Managaloval, Jelpur-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

### IISU/2018/ 529

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. 1<sup>st</sup> 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



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@ilsuniv.ac.in

### 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. 1<sup>st</sup> 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 :

- 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

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

Registrar



#### 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.

We University) a. Ja., 201-302020

# 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.

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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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- 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.
- I) 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.
- 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.

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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.

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- 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

Ner Mer 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.

Manna 8.

Dr. Ashok Gupta Director/Secretary General

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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 2<sup>nd</sup> July 2005.

IIS (deemed to be Univers Dr. Ashok Gupta Mansafovat, Jalaur-30 **Director/Secretary General** 



**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  $1^{st}$  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 3<sup>rd</sup> April, 2007, failing which this offer may be treated as cancelled.

Dr. Ashok Guptà Director/Secretary General

April 07

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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. 1<sup>st</sup>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. |                      | 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 (daemes to but bing relly) Mansarovar, Jaipur-302020



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| 20 |     | Regd. Under Rajasthan Societi |                         |
|----|-----|-------------------------------|-------------------------|
| 39 | _   | Giriraj Sharma                | Assistant Professor     |
| 40 |     | Amita Raj Goyal               | Assistant Professor     |
| 41 | Dr. | Pallavi Kaushik               | Sr. Assistant Professor |
| 43 |     | Chandrani Sen                 | Sr. Assistant Professor |
| 44 |     | Shweta Gupta                  | Sr. Assistant Professor |
| 45 |     | 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     |
|    |     |                               |                         |

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|     | ř    | Regd. Under Rajasthan Societie |                         |
|-----|------|--------------------------------|-------------------------|
| 87  | Dr.  | Smriti Kumari                  | Assistant Professor     |
| 88  | Dr.  | Arti Sharma                    | Assistant Professor     |
| 89  |      | Kanupriya Rathore              | Assistant Professor     |
| 90  | . I' | 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             |

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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Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1<sup>st</sup> 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

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



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  $21^{st}$  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/-.

(mi)

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)

Regist

IIS (deemad to be University) Mansarovar, Jalpur-302020

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

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

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

.in www.icfia.org in



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 21<sup>st</sup> July, 2004 failing which this memorandum be treated as cancelled.

aistrar

IIS (designed 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.

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IIS (deeman i., 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.
- I) 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.

IIS (dearged 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.

IIS (dealer and site) 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.

IIS (decred 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.

hume 8,

Dr. Ashok Gupta Director/Secretary General

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



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. 1<sup>st</sup> 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 Shweld Cupto

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



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. 1<sup>st</sup> 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



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Regd. Under Rajasthan Societies Registration Act, 1958

#### 31 March 2011

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#### **OFFICE ORDER**

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

| S.No. |       | Name of Employees              | Designation             |
|-------|-------|--------------------------------|-------------------------|
| 1     | Dr    | Raakhi Gupta                   | Director                |
| 2     | Prof. | K. S. Sharma                   | Principal               |
| 3     | Prof  |                                | Advisor                 |
| 4     | Prof. |                                | Dean, Commerce          |
| 5     | Prof. |                                | Dean, Arts              |
| 6     | Dr.   | Pradeep Bhatnagar<br>Ila Joshi | Dean, Life Science      |
| 7     | Dr.   | Roopa Mathur                   | Associate Professor     |
| 8     | Dr.   | Sharad Rathore                 | Associate Professor     |
| 9     | Dr.   | Nisha Yadav                    | Associate Professor     |
| 10    | DI.   |                                | Associate Professor     |
| 11    |       | Monika Munjal                  | Associate Professor     |
| 12    | Dr.   | Ujjvala M. Tiwari              | Sr. Assistant Professor |
| 13    | Dr.   | Radha Kashyap                  | Associate Professor     |
| 14    | Dr.   | Shelja K. Juneja               | Sr. Assistant Professor |
| 15    | Dr.   | Deepa Pareek                   | Associate Professor     |
| 16    | DI.   | Suveen Agarwal                 | Associate Professor     |
| 17    |       | Pratibha Sharma                | Assistant Professor     |
| 18    |       | Mahesh Singh                   | Sr. Assistant Professor |
| 19    | D.    | Nidhi Bhargava                 | Sr. Assistant Professor |
| 20    | D.    | Ritu Jain                      | Sr. Assistant Professor |
| 22    |       | Manisha Patni                  | Sr. Assistant Professor |
| 23    | Dr.   | Shwet Goel                     | Sr. Assistant Professor |
| 23    |       | Nidhi Sharma                   | Sr. Assistant Professor |
| 25    | Dr.   | Sreemoyee Chatterjee           | Sr. Assistant Professor |
| 26    | Dr.   | Renu Shungloo                  | Sr. Assistant Professor |
|       | Dr.   | Mona Vyas                      | Sr. Assistant Professor |
| 27    |       | Shalini Punjabi                | Assistant Professor     |
| 28    | Da    | Priyanka                       | Sr. Assistant Professor |
| 29    | Dr.   | Priyanka Mathur                | Sr. Assistant Professor |
| 30    | Dr.   | Anima Vaish                    | Sr. Assistant Professor |
| 31    | Du    | Deepika Singh                  | Sr. Assistant Professor |
| 32    | Dr.   | Kalpana Agarwal                | Sr. Assistant Professor |
| 33    |       | Rimika Singhvi                 | Sr. Assistant Professor |
| 34    |       | Varsha Goyal                   | Sr. Assistant Professor |
| 35    |       | 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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| 2  | ٥Ĭ  | Regd. Under Rajasthan Societ |                         |  |
|----|-----|------------------------------|-------------------------|--|
| 3  |     | Giriraj Sharma               | Assistant Professor     |  |
|    |     |                              | Assistant Professor     |  |
| 4  |     |                              | Sr. Assistant Professor |  |
| 4  |     |                              | Sr. Assistant Professor |  |
| 4  |     |                              | Sr. Assistant Professor |  |
| 4  |     |                              | Sr. Assistant Professor |  |
| 40 |     | Rachna Nahta                 | Assistant Professor     |  |
| 47 |     | Sunetra Dutt                 | Assistant Professor     |  |
| 48 |     | Ritu Purohit                 | Sr. Assistant Professor |  |
| 49 |     | Charu Sharma                 | Assistant Professor     |  |
| 50 |     | Ruchi Jain                   | Assistant Professor     |  |
| 51 |     | Neerja Mehta                 | Sr. Assistant Professor |  |
| 52 |     | Richa Yadav                  | Assistant Professor     |  |
| 53 |     | Tanuja Yadav                 | Assistant Professor     |  |
| 54 | _   | Charu Jhamaria               | Assistant Professor     |  |
| 55 |     | Swarnendu Baksi              | Sr. Assistant Professor |  |
| 56 | _   | Shveta Parnami               | Assistant Professor     |  |
| 57 |     | Lata Shahani                 | Assistant Professor     |  |
| 58 |     | 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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| i   | í – | Regd. Under Rajasthan Societi | es 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                    |                           |
| 127 |     | Tulsi Ram Koli                | Asstt. Librarian          |
| 128 |     | Utsav Malpani                 | Lab Technician            |
| 129 |     | Vicy B. Thomas                | Lab Asstt.                |
| 130 |     | Vijay Chaturvedi              | Placement Officer         |
| 131 |     | Vimlesh Jain                  | Asstt. GraphicDesigner    |
| 101 |     | vimesi jan                    | 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

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



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.

C

Dr. Ashok Director

Copy forwarded to the following for information:

- 11. Dr. Raakhi Gupta, Rector & Registrar
- 12. Prof. K. S. Sharma, Advisor
- Prof. Pradeep Bhatnagar, Dean, Faculty of Science 13.
- Prof. M. K. Sharma, Dean, Faculty of Commerce & Management 14.
- 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 Mansarovar, Jaipur-302020



### 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 :

- Dr. Shweta Gupta, Sr. Assistant Professor, Dept. of Accounting & 1. Taxation
- Prof. M.K.Sharma, Dean, Faculty of Commerce & Management 2.
- 3. Accounts Section
- 4. Personnel Section
- 5. Personal File (CAS)

Registrar

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IIS (doemed to be University) Mansurovar, Jaipur-302020

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

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

Web : www.iisuniv.ac.in www.icfia.org Email : icg@ilsuniv.ac.in



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.

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.

IIS (deentar' to be University) Mansatovan, 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.
- I) 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 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.

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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.

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Dr. Ashok Gupta Director/Secretary General

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



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. 1<sup>st</sup> 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. |                           | 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            | 16.07.2003 |
| 27    |     | Monika Singh              | Asstt. Professor     | 05.07.1983            | 03.07.2008 |
|       | Dr. | Monty Kanodia             | Asstt. Professor     | 08.08.1978            | 11.07.2011 |
| 29    |     | Mridula Sharma            | Asstt. Professor     | 14.04.1983            | 17.07.2009 |
|       | 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            |            |
| 36    |     | Peeyush Pareek            | Part Time Lecturer   | 13.04.1985            | 01.02.2012 |
| 37    | Dr. | Poonam Parihar            | Asstt. Professor     |                       | 03.10.2011 |
| 38    |     | Poonam Sethi              | Part Time Lecturer   | 01.06.1980 26.01.1961 | 16.07.2011 |
| 39    |     | Pratibha Tahiliani        | Part Time Lecturer   |                       | 21.07.2011 |
| 40    |     | Preeti Sharma             | Asstt. Professor     | 18.06.1979            | 22.07.2010 |
| 41    |     | Priyanka Dutt             |                      | 04.09.1981            | 15.07.2009 |
|       |     |                           | Assistant Professor  | 10.04.1983            | 02.02.2012 |

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



|    | y.  | 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 | 11.07.200  |
| 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 |            |
| 54 |     | Surabhi Jain          | Asstt. Professor                 |            | 15.07.2009 |
| 55 |     | Surbhi Gupta          | Asstt. Professor                 | 05.05.1983 | 21.07.2011 |
| 56 |     | Swati Phophalia       |                                  | 13.10.1986 | 01.08.2009 |
| 57 | Dr. | Vandana               | Part Time Lecturer               | 04.04.1983 | 12:07.2011 |
| 58 | 01. |                       | Asstt. Professor                 | 20.10.1976 | 11.07.2011 |
|    |     | 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 1<sup>st</sup> 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

Mansarovar, Jaipur-302020

- 9. Mr. S. N. Chandel, Establishment Office
- 10. All faculty members

IIS (deemed

Director



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.



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

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

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

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.
- 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.
- 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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Mansarovat, 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 Chacnellor/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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- 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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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

IS (deemed to be University) Manaaravar, Jaipur-302020



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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.

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-3020906 Campus, Gurukul Marg. SFS, Mansarovar, Jaipur 302020

INDIA

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

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

Web : www.lisuniv.ac.in Email

: ica@lisuniv.ac.in

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

13 docate Manserovar, Jaipur-302020



Registrar



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.

#### 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.
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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.
- 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.
- I) 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.
- 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.

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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.

- Do not carry your mobile phone to the classroom. 1.
- Mobile phone must be kept on vibrating mode while on campus. 2.

Máñsarovar, Jaipur-302020

- It should be used only for official calls or urgent calls from home not to 3. undertake or conduct business proposals.
- Avoid using mobile phones for sending unnecessary or uncalled for 4. messages. Registrate IIS (denmed to be University)

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 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.

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.

mme C.

Dr. Ashok Gupta Director/Secretary General

Mansarovar, Jaipur-302020



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.



## Attendance of employees

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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.
- 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.
- I) 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.
- 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.

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- 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.

- 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.

IIS (deemed to be University) Mansarovar, Jsibur-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.

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Dr. Ashok Gupta Director/Secretary General

Its (decimed to be University) Mansarosal; Jälpur-302020



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. 1<sup>st</sup> July, 2012:

| S.No. |              | Name                      | Designation          | DOB        | DOJ        |
|-------|--------------|---------------------------|----------------------|------------|------------|
| 1     |              | Aastha Saxena             | Asstt. Professor     | 23.12.1988 | 11.07.2011 |
| 2     | 1 Martin     | 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 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    | NA.          | Pratibha Tahiliani        | Part Time Lecturer   | 18.06.1979 | 22.07.2010 |
| 40    | 20           | Preeti Sharma             | Asstt. Professor     | 04.09.1981 | 15.07.2009 |
| 41    | and a second | Priyanka Dutt             | Assistant Professor  | 10.04.1983 | 02.02.2012 |

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|    |     | 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 | 11.07.2008 |
| 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 |            |
| 59 |     | Vishakha Sharma       | Asstt. Professor                 | 24.07.1981 | 23.07.2011 |

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1<sup>st</sup> 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 16 (defined to be University) Mon ecromic de pue 192020



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

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



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@ilsuniv.ac.in

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. 1<sup>st</sup> 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 S (decimed to be University) Manadovan Jaipur-302020

Registrar



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 : 26<sup>th</sup> 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 (dlls Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA Tel M-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

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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
- 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 (deemed to be University) Manaarever, Jaipun-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.
- I) 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.
- 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.

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

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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.

IIS (deamost to be University) Manserover, 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.

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**Dr. Ashok Gupta Director/Secretary General** 

Régistrar Ils (det perto de University) Mansoretar, Jelpur-302020



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.

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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#### 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.
- I) 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.

va (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.

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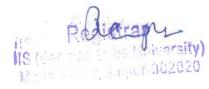
Every employee is expected to reach the institution punctually and punch the Attendance cum I-card on arrival before the working of the institute begins and also punch the card, when he/she leaves. An employee who has not punched as above is liable to be considered absent from duty for that day. The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

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 Chacnellor/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.

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- 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.

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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

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



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. 1<sup>st</sup> 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     | and the second second | Akshita Jain              | Part Time Lecturer   | 26.04.1982 | 01.08.2011 |
| 6     |                       | Ameeta Sharma-Bio         | Assistant Professor  | 21.09.1974 | 10.01.2012 |
| 7     |                       | Amita Sharma-Com          | Assistant Professor  | 17.08.1985 | 02.02.2012 |
| 8     |                       | 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 |

Registral IS (deemed to be Usi/497-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org Mansarovar, Jaipur-302020

| INDIAN        |
|---------------|
| INTERNATIONAL |
| AMITY         |

| 1  | 2   | Regd. Under Rajasthan S | 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  $1^{st}$  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

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- 9. Mr. S. N. Chandel, Establishment Office
- 10. All faculty members

Director

Mensarovar, jajnur 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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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.

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

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istrar eemied to be University) Mansarovati valpur-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



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.

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

ICG Campus, Gurukul Marg, SFS, Mansarovar, Jaipur 302020 iniversity) INDIA Fax

118-302020 Telephone : 91-141-2400160-161 : 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. 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

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

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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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- 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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- Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
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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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- 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.
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- 15. Don't SMS personal messages to students or their parents.

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- a. Disobedience, insubordination and negligence in executing the work entrusted.
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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.

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Dr. Ashok Gupta Vice Chancellor

IIS (deemed to be University) Monsolowar, Jaopur-302020



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.

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IIS (deemed to be University) Web : www.isupiy.ac.in, www.icfia.org Email: icg@listeriv.ac.in; Var, Jaipur-302020 ICG Campus, Gurukul Marg, SFS, Mansarovar, Jaipur 302020 INDIA

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

#### Attendance of employees

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Radiatrar IIS (decined to be University) Mansarovar, Jaipur-302020

#### Code of conduct for employees

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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.
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- 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.
- I) 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.
- 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.

NS (declared to be University) Mansuroval, Japur-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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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 Chacnellor/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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- 1. Do not carry your mobile phone to the classroom.
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- 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.

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** 

Dr. Ashok Gupta Vice Chancellor

Munaarovar, Jaipur-302020



#### IISU/2018/

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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

118 (docaned to be University) Mensorovar, 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



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.

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.

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# 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.
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#### **Private and other tuitions**

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No Pisiner IIS (depresente be University) Mansarovar, Jaipur-302020

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Monsarovar, Jaipur-302020

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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

Mansalevar, Jaipur-302020

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

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

Web : www.lisuniv.ac.in Email : lisuniversity@lisuniv.ac.in

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June 30, 2020

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# 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

diversity Manaurorar, Jaipur-302020 NS IN CAR



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.

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Mansarovar, Jaipur-302020

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- 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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- Do not leave behind your mobile phone at home. 5.
- Do not ignore official calls. It should be on active mode when out of campus 6. or at home.
- Important and urgent messages should be left as 'SMS' in case of 7. emergency.
- Missed calls from the CUG phone should be attended to. They could be 8. important.
- It must be switched off during a meeting, conference or important 9. 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.

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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

IIS (deemed to be University) Monsarovar, 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. 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 G Vice Chancellor

# Copy forwarded to the following for information.

- 1. Dean, Faculty of Commerce & Management
- 2. The Finance Officer, IISU
- 3. Establishment Incharge

Registrar

118 (de be University) Mansalovar, Jaipur-302020



16 July 2012

#### Ms. Iti Gaur D/o Shri Raghuveer 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.

US (deci Meb S www.lisuniv.ac.in p uwwwicfia.org 0 Email : icg@lisuniv.ac.in

ICG Campus, Gurukul Marg. SFS, Mansarovar, Jaipur 30202 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. 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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## 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.
- I) 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 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 Chacnellor/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.
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- 10. All important and frequently used numbers should be fed in.
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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.

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Your appointment will automatically terminate in the following circumstances:-

- a. Disobedience, insubordination and negligence in executing the work entrusted.
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- 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) Mansarovar, Jaipur-302020



14 July 2014

#### Ms. Iti Gaur D/o Shri Raghuveer Sharma Date of Birth: 05 December 1989

You are hereby appointed as n **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.

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

www.icfia.org Universitv) Mansarovar, Jaipur-302020

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

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**IIS** (deen e 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 (decmo) tobe yoiversity) Mansaro 21, Jaiour-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

no (deemed to be University) Mansarovan, Jaipur-302020



### 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.

Dr. Ashok Gupta Vice Charcellor

# 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

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Registrar

sitv 115 Mansarovar, Jaipur-302020

www.icfia.org

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

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

Telephone : 91-141-2400160-161 Fax : 91-141-2395494 4



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

\* II. ,

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 conly interval.

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#### 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 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.
- I) 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 (deemad to be University) Registrar Mansarovan, anpur-302020 IIS (decred to be University)

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- 5. Do not leave behind your mobile at home.
- 6. Do not ignore official calls.

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- 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 > 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.

Mum 8.

Dr. Ashok Gupta Director/Secretary General

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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. 1<sup>st</sup> July, 2012:

| -   |                                        | Designation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | DOB                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | DOJ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | Aastha Saxena                          | Asstt. Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 23.12.1988                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 11.07.201                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|     | Aditi Gupta                            | Asstt. Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 28.06.1986                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 15.07.2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Aditi Jain                             | Part Time Lecturer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 22.09.2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Aditi Pareek                           | Part Time Lecturer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 11.07.2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Akshita Jain                           | Part Time Lecturer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 01.08.2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Dr  | Ameeta Sharma-Bio                      | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 10.01.2012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Amita Sharma-Com                       | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 02.02.2012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Dr. | Amita Sharma-Comp.Sc.                  | Asst. Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 02.05.2012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Amita Sharma-GPEM                      | Asstt Lecturer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 11.07.2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Anjali Sharma                          | Asstt. Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 13.07.2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Anubha Jain                            | Sr. Asstt. Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 01.09.2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Astha Pareek                           | Asstt. Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 13.03.2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Avita Khawas Gupta                     | Asstt. Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 11.07.2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Chetangana Choudhary                   | Part Time Lecturer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 16.07.2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Chhavi Jain                            | Asstt. Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 27.06.2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Deepak Sachdeva                        | Associate Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 23.07.2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Deepika Kaurani                        | Asstt. Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 01.09.2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Deepshikha Bhatia                      | Asstt. Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 16.09.2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Dr. | Gargi Saxena                           | Part Time Lecturer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 11.07.2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Gaurav Saxena                          | Tabla Player                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 12.11.2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Geetanjali Singh Mankotia              | Asstt. Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 11.07.2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Dr. | Girija Kaviraj                         | Asst. Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 02.12.2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Harshita Jodha                         | Part Time Lecturer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 08.01.2012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Dr. | Isha Vyas Sukhwal                      | Part Time Lecturer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 11.07.2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Malika Parnami                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 16.07.2009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Mitali Gupta                           | Asstt. Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 16.07.2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Monika Singh                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 03.07.2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Dr. | Monty Kanodia                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 11.07.2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Mridula Sharma                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 17.07.2009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Dr. | Nalini Totuka                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 26.07.2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Neelam Sharma                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 02.08.2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Neeru Jain                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 02.07.2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Neha Mathur                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 15.07.2009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Neha Tiwari                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 21.06.1980                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Parul Agarwal                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 01.02.2012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| Dr. | Poonam Parihar                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 03.10.2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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|     |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 22.07.2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | Priyanka Dutt                          | Assistant Professor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 04.09.1981                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 15.07.2009<br>02.02.2012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|     | Dr.<br>Dr.<br>Dr.<br>Dr.<br>Dr.<br>Dr. | Aditi GuptaAditi JainAditi JainAditi PareekAkshita JainDrAmeeta Sharma-BioAmita Sharma-ComDr.Amita Sharma-Comp.Sc.Amita Sharma-GPEMAnjali SharmaAnubha JainAstha PareekAvita Khawas GuptaChetangana ChoudharyChhavi JainDeepak SachdevaDeepika KauraniDeepshikha BhatiaDr.Gargi SaxenaGaurav SaxenaGeetanjali Singh MankotiaDr.Isha Vyas SukhwalMitali GuptaMonika SinghDr.Malika ParnamiMitali GuptaMonika SinghDr.Nalini TotukaNeelam SharmaNeeru JainNeha MathurNeha MathurParul AgarwalParul AgarwalParul AgarwalPratibha TahilianiPreeti Sharma | Aditi GuptaAsstt. ProfessorAditi JainPart Time LecturerAditi JainPart Time LecturerAditi PareekPart Time LecturerAkshita JainPart Time LecturerDrAmeeta Sharma-BioAssistant ProfessorAmita Sharma-Comp.Sc.Assit ProfessorAmita Sharma-GPEMAssit LecturerAnjali SharmaAsstt. ProfessorAnubha JainSr. Asstt. ProfessorAstha PareekAsstt. ProfessorAvita Khawas GuptaAsstt. ProfessorChetangana ChoudharyPart Time LecturerChavi JainAsstt. ProfessorDeepak SachdevaAssociate ProfessorDeepak SachdevaAsstt. ProfessorDeepak SachdevaAsstt. ProfessorDeepshikha BhatiaAsstt. ProfessorDr. Gargi SaxenaPart Time LecturerGaurav SaxenaTabla PlayerGeetanjali Singh MankotiaAsstt. ProfessorDr. Sirija KavirajAsstt. ProfessorMital GuptaAsstt. ProfessorMital GuptaAsstt. ProfessorMitali GuptaAsstt. ProfessorDr. Monty KanodiaAsstt. ProfessorDr. Nalini TotukaPart Time LecturerNeelam SharmaPart Time LecturerNeelam SharmaAsstt. ProfessorDr. Nalini TotukaPart Time LecturerNeelam SharmaAsstt. ProfessorDr. Nalini TotukaPart Time LecturerNeha MathurAsstt. ProfessorNeha TiwariAssistant ProfessorNeha TiwariAssistant Professor< | Aditi GuptaAssti. Professor28.02.12.100Aditi JainPart Time Lecturer25.07.1983Aditi JainPart Time Lecturer19.10.1986Akshita JainPart Time Lecturer19.10.1986Akshita JainPart Time Lecturer26.04.1982DrAmeeta Sharma-BioAssistant Professor21.09.1974Amita Sharma-Comp.Sc.Assist Professor21.01.1983Amita Sharma-Comp.Sc.Asst. Professor07.09.1988Anubha JainSr. Asstt. Professor04.02.1975Astha PareekAsstt. Professor05.10.1983Avita Khawas GuptaAsstt. Professor05.10.1983Avita Khawas GuptaAsstt. Professor19.03.1980Deepak SachdevaAssociate Professor19.03.1980Deepak SachdevaAssociate Professor16.05.1982DrGargi SaxenaPart Time Lecturer25.12.1976Gaurav SaxenaTabla Player09.08.1979Geetanjali Singh MankotiaAsstt. Professor08.01.1981Part Time Lecturer04.10.198820.07.1984Dr.Girija KavirajAsstt. Professor06.05.1986Mitali GuptaAsstt. Professor06.06.1986Mitali GuptaAsstt. Professor06.06.1986Mitali GuptaAsstt. Professor06.06.1986Mitali GuptaAsstt. Professor06.06.1986Mitali GuptaAsstt. Professor06.06.1986Mitali GuptaAsstt. Professor06.06.1986Mitali GuptaAsstt. Professor06.06.1986M |

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IIS Campus • Gurukul Marg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA Tel : +91-14 • 2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org 115 (0.5.) (Wersity)

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| 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  $1^{st}$  July, 2012.

M

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

IIS (deems

Registrar

Director

IIS Campus<sup>1</sup> Gui uku Marg SFSI • Mansatovar • Jaipur 302 020 • Rajasthan • INDIA Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org

(Auniversity)



#### IISU/2014/

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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.

Manne

Dr. Ashok Gupta Vice Chancellor

Mitali

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Web : www.lisuniv.ac.in www.icfia.org Email : icg@lisuniv.ac.in ICC Computer Construct Have SIRS, Monsporter Uptower (2003) INCLA

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### IISU/2018/ 490

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 **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. 1<sup>st</sup> 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 MUSC
- 5. Head, Dept. of Accounting & Taxation, IISU
- 6. Ms. Mitali Gupta, Dept. of Accounting & Taxation, IISU
- 7. Personal File

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Registrar



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 : 8<sup>th</sup> 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.



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

#### Attendance of employees

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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
- 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.

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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.
- I) 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.
- 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.

Do not carry your mobile phone to the classroom. 1.

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

plaich 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

Dr. Ashok Gupta Director/Secretary General

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



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. 1<sup>st</sup> 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 | 02.08.2010               |
| 33    |     | Neha Mathur               | Asstt. Professor     | 08.10.1986 |                          |
| 34    |     | Neha Tiwari               | Assistant Professor  | 01.12.2005 | 15.07.2009<br>21.06.1980 |
| 35    |     | Parul Agarwal             | Asst. Professor      | 11.08.1989 |                          |
| 36    |     | Peeyush Pareek            | Part Time Lecturer   |            | 01.02.2012               |
|       | Dr. | Poonam Parihar            | Asstt. Professor     | 13.04.1985 | 03.10.2011               |
| 38    |     | Poonam Sethi              | Part Time Lecturer   | 01.06.1980 | 16.07.2011               |
| 39    |     | Pratibha Tahiliani        | Part Time Lecturer   | 26.01.1961 | 21.07.2011               |
| 40    |     | Preeti Sharma             |                      | 18.06.1979 | 22.07.2010               |
| 41    |     | Priyanka Dutt             | Asstt. Professor     | 04.09.1981 | 15.07.2009               |
| gisti | ar  |                           | Assistant Professor  | 10.04.1983 | 02.02.2012               |

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Control 10 Scampus Surviver Strain & SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA Tel 1491-141-239 390600208 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org

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|    | 2   | Regd. Under Rajasthan | Societies Registration Act, 1958 |            |            |
|----|-----|-----------------------|----------------------------------|------------|------------|
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| 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 |
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| 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 1<sup>st</sup> 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

IIS Campus • Gurukul Warg • SFS • Mansarovar • Jaipur 302 020 • Rajasthan • INDIA Tel : +91-141-2397906,07,08 • Paket +91-941-2395494 • Email : offector@icfia.org • Web : www.icfia.org



## IISU/2014/

1.1

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.

n f

Dr. Ashok Gupta Vice Chancellor

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

ICO Campus, Carolus Darg. SFS, Manearonni, Jaipui 393023 INDIA

Telephone : 97-301-2400130-181 Pax : \$1-301-2000-193

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IISU Campus, Gurukul Marg, SFS, Mansarovar, Jaipur 302020 INDIA 6

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 : 91-141-2395494

 Web
 : www.lisuniv.ac.in

 Email
 : icq@ilsuniv.ac.in

## 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. 1<sup>st</sup> 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

4



25 July 2016

#### Mr. Nikhar Goyal S/o Shri Lalit Mohan Goyal Date of Birth: 14 October 1990

2

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.

Web : www.iisuniv.ac.Manswitchal.org, Jaipur-302020 Email : icg@iisuniv.ac.in

ICG Campus, Gurukul Marg, SFS, Mansarovar, Jaipur 30202 INDIA

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

#### 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.

med 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.
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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.
- 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.
- I) 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.
- 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 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 Chacnellor/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.

Do not carry your mobile phone to the classroom. 1.

Mansarovar, Jaipur-302020

Mobile phone must be kept on a vibrating mode while on campus. 2.

University)

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

- 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 (deemod to be University) Mansarova, Naipur 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

versity) IIS (deemed Mansarovar, Jaipur-302020



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.

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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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IIS (deem Couldiversity) Mansarovar, Jaipur-302020

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- 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

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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.

5. Do not leave behind your mobile phone at home.

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- 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.
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- 14. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
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Dr. Ashok Gupta Vice Chancellor

Its photone to be University) Manaarovar, Jaipur-302020



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

Web : www.iisuniv.ac.in Email : lisuniversity@lisuniv.ac.in

## 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

versity) IIS u.ar, Jaipur-302020



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.

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

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

## Attendance of employees

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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.



## Code of conduct for employees

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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.
- I) 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 Chacnellor/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.

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- 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



## IISU/2015/ ね牙

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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.

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 (deemad to be University) Mansarovar, Jaipur-302020

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

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

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



21 July 2014

#### Ms. Priya Jain D/o Shri T.C. Jain Date of Birth: 17 May 1989

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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.



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. 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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- 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

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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. D
- Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging sort of agitation to coerce or embarrass in anv 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.
- Organizing or attending any meeting during working hours except t) 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.

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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.

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5. Do not leave behind your mobile phone at home.

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- 6. Do not ignore official calls. It should be on active mode when out of campus or at home.
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- 10. All important and frequently used numbers should be fed in.
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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.

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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.

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Dr. Ashok Gupta Vice Chancellor

Registrar Ils (deened to be University) Mansarovar, Jaipur-302020



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.

Dr. Ashok 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

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



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.



# 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.
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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.
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- 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.
- I) 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.
- 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.

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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.

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- 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.
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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 handy at all times. Use it to make communication and interaction a pleasure.
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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.

Manserovar, Jaiour-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.

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Dr. Ashok Gupta Director/Secretary General

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Regd. Under Rajasthan Societies Registration Act, 1958

#### 31 March 2011

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#### **OFFICE ORDER**

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

| S.No. |       | Name of Employees    | Designation             |
|-------|-------|----------------------|-------------------------|
| 1     | Dr    | Raakhi Gupta         | Principal               |
| 2     | Prof. | K. S. Sharma         | Advisor                 |
| 3     | Prof. |                      | Dean, Commerce          |
| 4     | Prof. |                      | Dean, Arts              |
| 5     | Prof. |                      | 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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| 3        | ٥l  | Regd. Under Rajasthan Socie | ties Registration Act, 1958 |  |
|----------|-----|-----------------------------|-----------------------------|--|
| 4        |     | Giriraj Sharma              | Assistant Professor         |  |
| 4        |     |                             | Assistant Professor         |  |
| 4        |     |                             | Sr. Assistant Professor     |  |
| 4        |     |                             | Sr. Assistant Professor     |  |
| 4        |     |                             | Sr. Assistant Professor     |  |
| 46       |     | 3                           | Sr. Assistant Professor     |  |
| 40       |     | Rachna Nahta                | Assistant Professor         |  |
| 48       |     | Sunetra Dutt                | Assistant Professor         |  |
| 49       |     |                             | Sr. Assistant Professor     |  |
| 50       |     | Charu Sharma                | Assistant Professor         |  |
| 51       |     | Ruchi Jain                  | Assistant Professor         |  |
| 52       |     |                             | Sr. Assistant Professor     |  |
| 53       |     | Richa Yadav                 | Assistant Professor         |  |
| 54       |     | Tanuja Yadav                | Assistant Professor         |  |
|          |     | Charu Jhamaria              | Assistant Professor         |  |
|          |     | Swarnendu Baksi             | Sr. Assistant Professor     |  |
| 56<br>57 |     | Shveta Parnami              | Assistant Professor         |  |
|          |     | Lata Shahani                | Assistant Professor         |  |
| 58       | Dr. | Meenakshi Sharma            | Assistant Professor         |  |
| 59<br>60 |     | Payal Mehtani               | Assistant Professor         |  |
| 61       | D   | Radhika Sharma              | Assistant Professor         |  |
| 62       | Dr. | Priyanka Vyas               | Assistant Professor         |  |
| 63       | Dr. | Smita Purohit               | Assistant Professor         |  |
|          |     | Chitra Debana               | Assistant Professor         |  |
| 64       | Du  | Navneet Sharma              | Assistant Professor         |  |
| 65       | Dr. | Swati Vyas Ramani           | Assistant Professor         |  |
| 66       | D   | Sulekha Ojha                | Assistant Professor         |  |
| 67       | Dr. | Poonam Madan                | Sr. Assistant Professor     |  |
| 68       | D   | 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       | D   | Rena Mehta                  | Assistant Professor         |  |
| 75       | Dr. | Seema Singh Rathore         | Assistant Professor         |  |
| 76       |     | Ruchi Goswami               | Assistant Professor         |  |
| 77       |     | Anuja Joshi                 | Assistant Professor         |  |
| 78       | 0   | 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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| 07  | l D- | Regd. Under Rajasthan Societi |                         |
|-----|------|-------------------------------|-------------------------|
| 87  |      |                               | Assistant Professor     |
| 88  | Dr.  |                               | Assistant Professor     |
| 89  |      | Kanupriya Rathore             | Assistant Professor     |
| 90  |      | Tejender Kaur Sarna           | Assistant Professor     |
| 91  | Dr.  |                               | 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 |      |                               | Asstt. GraphicDesigner  |
| 131 |      |                               | Book Lifter             |

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5





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

Sa

Dr. Ashok Gupta Director

Copy forwarded to the following for information:

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

ector

Registrar Instance to be University) Marisarovar, Jalpur-302020

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## IISU/2014/

18

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 US (deam: 4 to be University) Manuerorus, Jeij 11-102020

Web : www.iisuniv.ac.in www.icfia.org Email : icg@iisuniv.ac.in ICG Cempus, Gorutra Morg, SPS, Monitorior, Jelaur 20/023 INDRA

Telsphone : 91-101-2700168-157 Fax 91-111-2001404

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. 1<sup>st</sup> 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 Ğupta 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

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

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.

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

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 gualifications 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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www.icfia.org Registrar IIS (decimed to be University) Management Lainur 202020 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 (destried to be University) Manserovar, 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.
- Conviction by a court of law for criminal offence. i) i)
- 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. **I)**
- Divulging confidential matters relating to institute.
- m) Obstructing other members of the staff from lawful duties and indulging sort of agitation to coerce in anv 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.
- Organizing or attending any meeting during working hours except t) when that is required or permitted by the Head of the institute to do SO.
- u) Absenting from work even though present in the premises or absent without leave. institute

IIS (decimed to be University) Maniserevar, 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 Chacnellor/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.

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- 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.

IIS (deamed 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 (desmed to be University) Mansarovar, Jaipur-302020



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

# 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 Gúpta Vice Changellor

Copy forwarded to the following for information.

- 1. Dean, Faculty of Commerce & Management
- 2. The Finance Officer, IISU
- 3. Establishment Incharge

Registra

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



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.

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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**

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

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- h) Mutilation/destruction of institution records and property.
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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.
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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.
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Kegistrar IIS (deamed to be University) Mansarovar, Japan-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

his (dec. not to be University) Mansarovan, Jalpur-302020



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.

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

www.icfia.org

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

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

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.
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Mansarovar, Jaipur-30202

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Dr. Ashok Gupta Vice Chancellor

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Warsarovan, Japan 302020



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.

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

Recieved be University

Jaipur-302020 ansarovan

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

01 August 2016

# THE IIS UNIVERSITY deemed to be a university under section 3 of UGC Act., 1956

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.

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

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Mansarovar, Jaipur-302020

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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 (dound 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 : lisuniversity@iisuniv.ac.in

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.

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

115 (docimed to be University) Mansarovar, Jsipur-302020



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 service's 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 (de Janea

Mansarovar, Jaipur-302020

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

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

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

www.icfia.org

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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### Code of conduct for employees

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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.
- I) 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.
- 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.

115 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 Chacnellor/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.

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2. Mobile phone must be kept on a vibrating mode while on campus.

Mansarovar, Jaipur-302020

- 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.

IIS (depression of the University) Mansarovar, Jaigur-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

Managrovati 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

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.

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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.

### **Private and other tuitions**

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### Grant of Leave

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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.

NS (Explanation of University) Mansstovar, 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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- 4. Avoid using mobile phones for sending unnecessary or uncalled for

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Dr. Ashok Gupta Vice Chancellor

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Registrar Geographic ba University) Mansarovar, Jaipur-302020



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

HS (doesned to so University) Mansarovar, Jalpur-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

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.

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ersity Sam Mansarovar, Jaipur-302020

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# 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
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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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IS (Mansarovari Juniter September 1)

### 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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- 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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a University) Mansarövar, 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.
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Mansarovar, Jaipur-302020

- 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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- 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.
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- 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.
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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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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

(deemed to be University) Malisafovan Jelpur-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

1 April 2019

#### Dr. Vijay Singh Rathore S/o Shri Ummed 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 Registrar IIS (deemed to be University) Mansarovar, Jaipur-302020

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# 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

# 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.
- I) 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.

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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 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.

US (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.

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- 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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HS (dearned to be University) Mansatover, Jaiour-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

Registrat IIS (deemed to be University) Mansarovat, Jaipur-302020



# 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

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

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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
- 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.

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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.
- I) 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.
- 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.

Kegistrar 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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- 5. Do not leave behind your mobile at home.
- 6. Do not ignore official calls.

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7. Important and urgent messages should be left as 'SMS' in case of emergency.

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- 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.

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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.

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Dr. Ashok Gupta Director/Secretary General

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



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

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



### 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.

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



### Unit : International College for Girls, Jaipur

August 1, 2009

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### 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. 1<sup>st</sup> 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.

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Dr. Ashok Gupta Director/Secretary General

Received

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



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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. 1<sup>st</sup> July, 2012:

|                                               | S.No   | -     | Name                      | Designation                             | DOB                      | DOJ        |
|-----------------------------------------------|--------|-------|---------------------------|-----------------------------------------|--------------------------|------------|
|                                               |        |       | Aastha Saxena             | Asstt. Professor                        | 23.12.1988               | 11.07.201  |
|                                               | 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      |       | Ameeta Sharma-Bio         | Assistant Professor                     | 21.09.1974               | 10.01.2012 |
|                                               | 7      |       | Amita Sharma-Com          | Assistant Professor                     | 17.08.1985               | 02.02.2012 |
|                                               | 8      |       | 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     | 1.35  | 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               |            |
|                                               | 19     | Dr.   | Gargi Saxena              | Part Time Lecturer                      | 25.12.1978               | 16.09.2008 |
|                                               | 20     |       | Gaurav Saxena             | Tabla Player                            | 09.08.1979               | 11.07.2011 |
|                                               | 21     |       | Geetanjali Singh Mankotia | Asstt. Professor                        | 20.07.1984               | 12.11.2007 |
|                                               | 22     | Dr.   | Girija Kaviraj            | Asst. Professor                         | 08.01.1981               | 11.07.2011 |
|                                               | 23     |       | Harshita Jodha            | Part Time Lecturer                      |                          | 02.12.2011 |
|                                               | 24     | Dr.   | Isha Vyas Sukhwal         | Part Time Lecturer                      | 04.10.1988<br>23.03.1984 | 08.01.2012 |
|                                               | 25     |       | Malika Parnami            | Asstt. Professor                        |                          | 11.07.2011 |
|                                               | 26     |       | Mitali Gupta              | Asstt. Professor                        | 06.05.1986               | 16.07.2009 |
|                                               | 27     |       | Monika Singh              | Asstt. Professor                        | 03.04.1982               | 16.07.2011 |
|                                               | 28     | Dr.   | Monty Kanodia             | Asstt. Professor                        | 05.07.1983               | 03.07.2008 |
|                                               | 29     |       | Mridula Sharma            | Asstt. Professor                        | 08.08.1978               | 11.07.2011 |
|                                               | 30     | Dr.   | Nalini Totuka             | Part Time Lecturer                      | 14.04.1983               | 17.07.2009 |
|                                               | 31     |       | Neelam Sharma             | Part Time Lecturer                      | 29.12.1971               | 26.07.2010 |
| Ì                                             | 32     |       | Neeru Jain                |                                         | 6.06.1985                | 02.08.2010 |
| Ī                                             | 33     |       | Neha Mathur               | Asstt. Professor                        | 26.08.1966               | 02.07.2007 |
| T                                             | 34     |       | Neha Tiwari               | Asstt. Professor<br>Assistant Professor | 08.10.1986               | 15.07.2009 |
|                                               | 35     |       | Parul Agarwal             |                                         | 01.12.2005               | 21.06.1980 |
| $\sim$                                        | 36     |       | Peeyush Pareek            | Asst. Professor                         | 11.08.1989               | 01.02.2012 |
| 11 Partet                                     | 37     | Dr.   | Poonam Parihar            | Part Time Lecturer                      | 13.04.1985               | 03.10.2011 |
|                                               | 1 38   | UI.   |                           | Asstt. Professor                        | 01.06.1980               | 16.07.2011 |
| Registie                                      | 1 200  | (W)   | Poonam Sethi              | Part Time Lecturer                      | 26.01.1961               | 21.07.2011 |
| Ideemed to be -                               | 210    | 20    | Pratibha Tahiliani        | Part Time Lecturer                      | 18.06.1979               | 22.07.2010 |
| Registra<br>(deemed to be<br>ansarovar, Jaipu | 1- 34U | Ser V | Preeti Sharma             | Asstt. Professor                        | 04.09.1981               | 15.07.2009 |
| Terris and a little                           | 41     |       | Priyanka Dutt             | Assistant Professor                     | 10.04.1983               | 02.02.2012 |

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

| INDIAN<br>COUNCIL <sup>for</sup> |
|----------------------------------|
| INTERNATIONAL.                   |
| AMITY                            |

|    | Т   | 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 | 11.07.2009 |
| 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 |            |
| 58 |     | Vandana Sachdeva      | Asstt. Professor                 | 12.09.1976 | 11.07.2011 |
| 59 |     | Vishakha Sharma       | Asstt. Professor                 | 24.07.1981 | 23.07.2011 |

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1<sup>st</sup> 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

Cp-

Director

Registrar IIS (deemed to be University) Mansarovar, Jalour 202020



No. IISU/CAS/2014-15

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

Registrar

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

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

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



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.

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 (deamed 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.
- I) 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.
- 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.

Regilitrar 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.

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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.

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Dr. Ashok Gupta Director/Secretary General

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



#### 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



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



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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. 1<sup>st</sup>April, 2011:

| S.No. |       | Name of Employees    | Designation             |
|-------|-------|----------------------|-------------------------|
| 1     | Dr    | Raakhi Gupta         | Principal               |
| 2     | Prof. |                      | Advisor                 |
| 3     | Prof. | M.K. Sharma          | Dean, Commerce          |
| 4     | Prof. |                      | 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 |

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

# INDIAN COUNCIL<sup>for</sup> NTERNATIONAL AMITY I

|    |     | 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 | 1   | 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     |
| 36 |     | Meenakshi Anand                 | 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

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



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| 87  | Dr. | Regd. Under Rajasthan Societies | 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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Registrar IIS (deemed to be University) Monshover, Jaiour-302020



Above faculty members will report on duty to the Rector & Registrar, The IIS University on  $1^{st}$  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



No. IISU/CAS/2011 109 3

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  $21^{st}$  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  $\overline{<}$  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)

www.icfia.org

Web : www.iisuniv.ac.in Email : icg@ilsuniv.ac.in ICG Campus, Gurukul Marg, SFS, Mansarovar, Jaipur 302020 INDIA

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



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

Telephone : 91-141-2400160-161 Fax : 91-141-2395494 Web : www.lisuniv.ac.in

: icg@iisuniv.ac.in

Date : 16 August 2018

Email

## **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. 1<sup>st</sup> 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

legistrar



## Unit : Centre for Information Technology

1 December 2005

#### Ms. Neha Tiwari D/o Shri G.D. Tiwari Date of Birth :21.06.1980

بند. در ا

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

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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
- 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 (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.
- I) 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.
- 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) Menserovar, 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 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.

him 8

Dr. Ashok Gupta Director/Secretary General

Registrar IIS (dearned to be University) Managrovar, Jaipur-302020



# 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. 1<sup>st</sup> July, 2012:

| S.No | _      | Name                      | Designation          | DOB        | DOJ        |
|------|--------|---------------------------|----------------------|------------|------------|
|      |        | Aastha Saxena             | Asstt. Professor     | 23.12.1988 | 11.07.201  |
| 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 |            |
| 6    |        | Did Did                   | Assistant Professor  | 21.09.1974 | 01.08.2011 |
| 7    | -      | Amita Sharma-Com          | Assistant Professor  | 17.08.1985 | 10.01.2012 |
| 8    |        | onanna oonip.oc.          | Asst. Professor      | 21.01.1983 | 02.02.2012 |
| 9    |        | Amita Sharma-GPEM         | Asstt Lecturer       | 14.04.1975 | 02.05.2012 |
| 10   | -      | Anjali Sharma             | Asstt. Professor     | 07.09.1988 | 11.07.2011 |
| 11   |        | Anubha Jain               | Sr. Asstt. Professor | 04.02.1975 | 13.07.2011 |
| 12   |        | Astha Pareek              | Asstt. Professor     | 05.10.1983 | 01.09.2006 |
| 13   |        | Avita Khawas Gupta        | Asstt. Professor     | 05.12.1985 | 13.03.2010 |
| 14   |        | Chetangana Choudhary      | Part Time Lecturer   |            | 11.07.2011 |
| 15   | -      | Chhavi Jain               | Asstt. Professor     | 07.07.1990 | 16.07.2011 |
| 16   |        | Deepak Sachdeva           | Associate Professor  | 19.03.1980 | 27.06.2007 |
| 17   |        | Deepika Kaurani           | Asstt. Professor     | 14.08.1948 | 23.07.2011 |
| 18   | 1      | Deepshikha Bhatia         | Asstt. Professor     | 29.03.1976 | 01.09.2008 |
| 19   | Dr.    | Gargi Saxena              | Part Time Lecturer   | 16.05.1982 | 16.09.2008 |
| 20   |        | Gaurav Saxena             | Tabla Player         | 25.12.1978 | 11.07.2011 |
| 21   |        | Geetanjali Singh Mankotia | Asstt. Professor     | 09.08.1979 | 12.11.2007 |
| 22   | Dr.    | Girija Kaviraj            | Asst. Professor      | 20.07.1984 | 11.07.2011 |
| 23   |        | Harshita Jodha            | Part Time Lecturer   | 08.01.1981 | 02.12.2011 |
| 24   | Dr.    | Isha Vyas Sukhwal         | Part Time Lecturer   | 04.10.1988 | 08.01.2012 |
| 25   |        | Malika Parnami            | Asstt. Professor     | 23.03.1984 | 11.07.2011 |
| 26   |        | Mitali Gupta              | Asstt. Professor     | 06.05.1986 | 16.07.2009 |
| 27   |        | Monika Singh              | Asstt. Professor     | 03.04.1982 | 16.07.2011 |
| 28   | Dr.    | Monty Kanodia             | Asstt. Professor     | 05.07.1983 | 03.07.2008 |
| 29   |        | Mridula Sharma            | Asstt. Professor     | 08.08.1978 | 11.07.2011 |
| 30   | Dr.    | Nalini Totuka             |                      | 14.04.1983 | 17.07.2009 |
| 31   |        | Neelam Sharma             | Part Time Lecturer   | 29.12.1971 | 26.07.2010 |
| 32   |        | Neeru Jain                | Part Time Lecturer   | 6.06.1985  | 02.08.2010 |
| 33   |        | Neha Mathur               | Asstt. Professor     | 26.08.1966 | 02.07.2007 |
| 34   | a seal | Neha Tiwari               | Asstt. Professor     | 08.10.1986 | 15.07.2009 |
| 35   |        | Parul Agarwal             | Assistant Professor  | 01.12.2005 | 21.06.1980 |
| 36   |        | Peeyush Pareek            | Asst. Professor      | 11.08.1989 | 01.02.2012 |
|      | Dr.    | Poonam Parihar            | Part Time Lecturer   | 13.04.1985 | 03.10.2011 |
| 38   |        | Poonam Sethi              | Asstt. Professor     | 01.06.1980 | 16.07.2011 |
| 39   |        | Pratibha Tahiliani        | Part Time Lecturer   | 26.01.1961 | 21.07.2011 |
| 40   |        | Preeti Sharma             | Part Time Lecturer   | 18.06.1979 | 22.07.2010 |
| 41   |        |                           | Asstt. Professor     | 04.09.1981 | 15.07.2009 |
| -11  |        | Priyanka Dutt             | Assistant Professor  | 10.04.1983 | 02.02.2012 |

Regis



|    | ý.  | Regd. Under Rajasthan S | Societies Registration Act, 1958 |            |           |
|----|-----|-------------------------|----------------------------------|------------|-----------|
| 42 |     |                         | Asstt. Professor                 | 25.09.1984 | 15.07.200 |
| 43 |     | Priyanka Mathur         | Part Time Lecturer               | 26.11.1979 | 26.07.201 |
| 44 |     | Priyanka Srivastava     | Asstt. Professor                 | 24.04.1985 | 15.03.201 |
| 45 |     | Puneet Sandhu           | Part Time Lecturer               | 27.02.1985 | 15.12.201 |
| 46 | Dr. | Punita                  | Asstt. Professor                 | 08.10.1975 | 11.07.201 |
| 47 |     | Rajneesh Chaturvedi     | Asstt. Professor                 | 09.03.1977 | 15.07.200 |
| 48 |     | Ratna Kulkarni          | Asstt. Professor                 | 02.06.1971 | 11.07.201 |
| 49 |     | Richa Sharma            | Part Time Lecturer               | 16.05.1987 | 11.07.201 |
| 50 | Dr. | Sachin Gupta            | Asstt. Professor                 | 04.04.1982 | 23.07.201 |
| 52 |     | Sarita Sharma           | Asstt. Professor                 | 14.09.1977 | 11.07.201 |
| 53 |     | Shriparna Singh         | Part Time Lecturer               | 28.10.1984 | 15.07.200 |
| 54 |     | Surabhi Jain            | Asstt. Professor                 | 05.05.1983 | 21.07.201 |
| 55 |     | Surbhi Gupta            | Asstt. Professor                 | 13.10.1986 | 01.08.200 |
| 56 |     | Swati Phophalia         | Part Time Lecturer               | 04.04.1983 | 12.07.201 |
| 57 | Dr. | Vandana                 | Asstt. Professor                 | 20.10.1976 | 11.07.201 |
| 58 |     | Vandana Sachdeva        | Asstt. Professor                 | 12.09.1976 | 23.07.201 |
| 59 |     | Vishakha Sharma         | Asstt. Professor                 | 24.07.1981 | 18.07.201 |

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1<sup>st</sup> 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



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. 1<sup>st</sup> 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 given

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



# 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 21<sup>st</sup> 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)

Registration

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

Web : www.iisuniv.ac.in Email : /cg@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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Telephone : 91-141-2400160-161 Fax 91-141-2395494

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

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. 1<sup>st</sup> 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



# 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 7<sup>th</sup> July 2004, failing which this memorandum be treated as cancelled.

Registrar IIS (deemed to be University) IIS Campus: Gurukul Marger SFS 3 Mansarovar • Jaipur 302 020 • Rajasthan • INDIA Tel : +91-141-2397906,07,08 • Fax : +91-141-2395494 • Email : director@icfia.org • Web : www.icfia.org

# 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.
- I) 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.
- 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.

gistrar 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.

IIS (desmed 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.

G

Dr. Ashok Gupta Director/Secretary General

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



Unit : CIT

31 March, 2007

## Ms.Ruchi Nanda Asstt. Professor

Your services in this institute are hereby confirmed with effect from  $1^{st}$  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 3<sup>rd</sup> April, 2007, failing which this offer may be treated as cancelled.

Stan 1

Dr. Ashok Gupta Director/Secretary General

Ruchi Narda 3/4/2007

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



1

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. 1<sup>st</sup>April, 2011:

| S.No. |       | Name of Employees    | Designation             |
|-------|-------|----------------------|-------------------------|
| 1     | Dr    | Raakhi Gupta         | Principal               |
| 2     | Prof. |                      | 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 |

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



| 1        | 39                                                                                                              | Regd. Under Rajasthan Socie | eties Registration Act, 1958 |
|----------|-----------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------|
| _        | 10 Di                                                                                                           | Giriraj Sharma              | Assistant Professor          |
|          | 11 Di                                                                                                           |                             | Assistant Professor          |
|          | I3 Dr                                                                                                           |                             | Sr. Assistant Professor      |
|          | 4 Dr                                                                                                            |                             | Sr. Assistant Professor      |
|          | 5 Dr                                                                                                            |                             | Sr. Assistant Professor      |
|          | 6                                                                                                               |                             | Sr. Assistant Professor      |
|          | 7                                                                                                               | Rachna Nahta                | Assistant Professor          |
|          | 8 Dr                                                                                                            | Sunetra Dutt                | Assistant Professor          |
| 4        |                                                                                                                 |                             | Sr. Assistant Professor      |
| 5        |                                                                                                                 | Charu Sharma<br>Ruchi Jain  | Assistant Professor          |
| 5        |                                                                                                                 |                             | Assistant Professor          |
| 5        |                                                                                                                 |                             | Sr. Assistant Professor      |
| 5        | the second se | Richa Yadav                 | Assistant Professor          |
| 54       |                                                                                                                 | Tanuja Yadav                | Assistant Professor          |
| 55       |                                                                                                                 |                             | Assistant Professor          |
| 56       |                                                                                                                 |                             | Sr. Assistant Professor      |
| 57       |                                                                                                                 | Shveta Parnami              | Assistant Professor          |
| 58       |                                                                                                                 | Lata Shahani                | Assistant Professor          |
| 59       | _                                                                                                               | Meenakshi Sharma            | Assistant Professor          |
| 60       |                                                                                                                 | Payal Mehtani               | Assistant Professor          |
| 61       |                                                                                                                 | Radhika Sharma              | Assistant Professor          |
| 62       |                                                                                                                 | Priyanka Vyas               | Assistant Professor          |
| 63       |                                                                                                                 | Smita Purohit               | Assistant Professor          |
| 64       |                                                                                                                 | Chitra Debana               | Assistant Professor          |
| 65       |                                                                                                                 | Navneet Sharma              | Assistant Professor          |
| 66       | -                                                                                                               | Swati Vyas Ramani           | Assistant Professor          |
| 67       | -                                                                                                               | Sulekha Ojha                | Assistant Professor          |
|          | Dr.                                                                                                             | Poonam Madan                | Sr. Assistant Professor      |
| 68<br>69 | D                                                                                                               | Neha Lodha Panwar           | Assistant Professor          |
|          | Dr.                                                                                                             | Manisha Sharma              | Assistant Professor          |
|          | Dr.                                                                                                             | Ankita Chaturvedi           | Assistant Professor          |
| 72       |                                                                                                                 | Ruchi Jain                  | Assistant Professor          |
| 73       | D.                                                                                                              | Ashish Khandelwal           | Assistant Professor          |
|          | Dr.                                                                                                             | Mini Mathur                 | Assistant Professor          |
| 74       | 0                                                                                                               | Rena Mehta                  | Assistant Professor          |
| 75       | Dr.                                                                                                             | Seema Singh Rathore         | Assistant Professor          |
| 76       |                                                                                                                 | Ruchi Goswami               | Assistant Professor          |
| 77       | S                                                                                                               | 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             |                              |

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) Mansarover, Jaipur-302020



| 87  | Dr. | Regd. Under Rajasthan Societie<br>Smriti Kumari |                         |
|-----|-----|-------------------------------------------------|-------------------------|
| 88  | Dr. |                                                 | Assistant Professor     |
| 89  |     | Arti Sharma                                     | Assistant Professor     |
|     |     | Kanupriya Rathore                               | Assistant Professor     |
| 90  | D   | 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             |

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



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

Sd/-

Dr. Ashok Gupta Director

- 1

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



No. IISU/CAS/2011 098

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  $21^{st}$  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/-.

Mr.

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

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

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

Web : www.lisuniv.ac.in www.icfia.org Email : icg@lisuniv.ac.in



IISU/2018/ 485

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@llsuniv.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. 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. 1<sup>st</sup> 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

Universitya Mansarovar, Jaipur-30

Registrar



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) Web : www.iisunix.acim.satwowl.cha.org Email : icg@iisuniv.acim

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

\* 12

- 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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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.
- I) 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.
- 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

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 Chacnellor/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.

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/2015/ 12/5

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.

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.lisuniv.ac.in www.icfia.org Email : icg@iisuniv.ac.in ICG Campus, Gurukul Marg, SFS, Mansarovar, Jaipur 302020 INDIA

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Web : w Email : ic

: www.ilsuniv.ac.in : icg@ilsuniv.ac.in

### 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. 1<sup>st</sup> 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

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Registral IIS (deemed to be University) Manserover, Jaipur-302020

Registrar



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.

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

# Attendance of employees

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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
- 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 (desmad 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.
- I) 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) Manserovar, Jalpur-302020

- 5
- 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 Registrar IIS (desmicid to be University) Manastovar, 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.

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Dr. Ashok Gupta Director/Secretary General

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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. 1<sup>st</sup> July, 2012:

| 13 | .No. |               | Name                                       |     | Designation                              |     | DOD        |     | T          |
|----|------|---------------|--------------------------------------------|-----|------------------------------------------|-----|------------|-----|------------|
| 1  |      | rusula Saxena |                                            |     | Asstt. Professor                         |     | DOB        |     | DOJ        |
| -  | 2    |               | Aditi Gupta                                |     | Asstt. Professor                         |     | 23.12.198  |     | 11.07.201  |
| -  | 3    |               | Aditi Jain                                 |     | Part Time Last                           |     | 28.06.198  |     | 15.07.2010 |
| -  | 4    |               | Aditi Pareek                               |     | Part Time Lecturer<br>Part Time Lecturer |     | 25.07.198  |     | 22.09.2007 |
| -  | 5    |               | Akshita Jain                               |     | Part Time Lecture                        | er  | 19.10.198  |     | 11.07.2011 |
| -  | 6    | Dr            | Ameeta Sharma-Bio                          |     | Assistant Profess                        | er  | 26.04.198  |     | 01.08.2011 |
| -  | 7    |               | Amita Sharma-Com                           |     | Assistant Profess                        | or  | 21.09.197  |     | 10.01.2012 |
|    | 8    | Dr.           | Amita Sharma-Comp.S                        | C.  | Assistant Professo                       | or  | 17.08.198  |     | 02.02.2012 |
|    | 9    |               | Amita Sharma-GPEM                          |     | Asst. Professor<br>Asstt Lecturer        |     | 21.01.1983 |     | 02.05.2012 |
|    | 10   |               | Anjali Sharma                              |     |                                          | _   | 14.04.1975 | 5   | 11.07.2011 |
|    | 11   |               | Anubha Jain                                |     | Asstt. Professor                         |     | 07.09.1988 | 3   | 13.07.2011 |
|    | 12   |               | Astha Pareek                               |     | Sr. Asstt. Professo                      | r   | 04.02.1975 |     | 01.09.2006 |
|    | 13   |               | Avita Khawas Gupta                         |     | Asstt. Professor                         | - 1 | 05.10.1983 |     | 13.03.2010 |
|    | 14   |               | Chetangana Choudhary                       |     | Asstt. Professor                         |     | 05.12.1985 |     | 11.07.2011 |
|    | 15   |               | Chhavi Jain                                |     | Part Time Lecturer                       |     | 07.07.1990 |     | 16.07.2011 |
|    | 16   |               | Deepak Sachdeva                            |     | Asstt. Professor                         |     | 19.03.1980 |     | 27.06.2007 |
| 1  | 7    |               | Deepika Kaurani                            |     | Associate Professo                       | r   | 14.08.1948 |     | 23.07.2011 |
| 1  | 8    |               | Deepshikha Bhatia                          |     | Asstt. Professor                         |     | 29.03.1976 | -   | 01.09.2008 |
| 1  | 9 1  | Dr.           | Gargi Saxena                               |     | Asstt. Professor                         |     | 16.05.1982 | -   | 16.00.2008 |
| 2  | 0    |               | Gaurav Saxena                              |     | Part Time Lecturer                       |     | 25.12.1978 | +   | 16.09.2008 |
| 2  | 1    |               | Geetaniali Sinah Martani                   | _   | Tabla Player                             |     | 09.08.1979 | +   | 11.07.2011 |
| 22 | 2 0  | Dr.           | Geetanjali Singh Mankoti<br>Girija Kaviraj |     | Asstt. Professor                         |     | 20.07.1984 | +   | 12.11.2007 |
| 23 | _    |               | Harshita Jodha                             | -   | Asst. Professor                          |     | 08.01.1981 | -   | 11.07.2011 |
| 24 |      | r.            | sha Waa Sukhu I                            | _   | Part Time Lecturer                       |     | 04.10.1988 | +   | 02.12.2011 |
| 25 |      |               | Isha Vyas Sukhwal                          |     | Part Time Lecturer                       |     | 23.03.1984 |     | 08.01.2012 |
| 26 | _    |               | Malika Parnami                             | 1   | Asstt. Professor                         |     | 06.05.1986 |     | 11.07.2011 |
| 27 | -    |               | Mitali Gupta                               | I   | Asstt. Professor                         |     |            |     | 16.07.2009 |
| 28 |      |               | Aonika Singh                               | A   | sstt. Professor                          |     | 3.04.1982  | 11  | 6.07.2011  |
| 29 | 10   |               | Ionty Kanodia                              | A   | sstt. Professor                          |     | 5.07.1983  | 0   | 3.07.2008  |
| 30 | 10   |               | Iridula Sharma                             | A   | sstt. Professor                          |     | 8.08.1978  | 1   | 1.07.2011  |
| 31 | Dr   |               | lalini Totuka                              | P   | art Time Lecturer                        |     | 4.04.1983  | 1   | 7.07.2009  |
| _  | -    | N             | eelam Sharma                               | P   | art Time Lecturer                        |     | 9.12.1971  | 2   | 6.07.2010  |
| 32 |      |               | eeru Jain                                  | A   | sstt. Professor                          |     | 06.1985    | 0   | 2.08.2010  |
| 33 | -    | N             | eha Mathur                                 | A   | stt Professor                            |     | 5.08.1966  | 0   | 2.07.2007  |
| 34 |      |               | eha Tiwari                                 | A   | sstt. Professor<br>ssistant Professor    | 08  | 3.10.1986  | 15  | 5.07.2009  |
| 35 |      | Pa            | arul Agarwal                               |     | of Drofe                                 |     | .12.2005   |     | .06.1980   |
| 36 |      | Pe            | eyush Pareek                               | P   | st. Professor                            |     | .08.1989   |     | .02.2012   |
| 37 | Dr.  | Po            | onam Parihar                               | 1   | rt Time Lecturer                         | 13  | .04.1985   | 03  | .10.2011   |
| 38 |      | Po            | onam Sethi                                 | AS  | stt. Professor                           | 01  | .06.1980   |     | .07.2011   |
| 39 |      | Pra           | atibha Tahiliani                           | Pa  | rt Time Lecturer                         |     | 01.1961    |     | .07.2011   |
| 40 |      | Pre           | eeti Sharma                                | Pa  | rt Time Lecturer                         |     | 06.1979    |     | .07.2010   |
| 41 | /    | Priv          | /anka Dutt                                 | Ass | stt. Professor                           |     | 09.1981    |     | 07.2010    |
|    | -    |               |                                            | 100 | sistant Professor                        |     |            | 10. |            |

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|----|------|-----------------------|----------------------------------|------------|------------|
| 42 | -    | Friyanka Glanchandani | Asstt. Professor                 | 25.09.1984 | 1          |
| 43 |      | Priyanka Mathur       | Part Time Lecturer               |            | 15.07.2009 |
| 44 |      | Priyanka Srivastava   | Asstt. Professor                 | 26.11.1979 | 26.07.2010 |
| 45 |      | Puneet Sandhu         | Part Time Lecturer               | 24.04.1985 | 15.03.2010 |
| 46 | Dr.  | Punita                |                                  | 27.02.1985 | 15.12.2010 |
| 47 |      | Rajneesh Chaturvedi   | Asstt. Professor                 | 08.10.1975 | 11.07.2011 |
| 48 |      | Ratna Kulkarni        | Asstt. Professor                 | 09.03.1977 | 15.07.2009 |
| 49 |      | Richa Sharma          | Asstt. Professor                 | 02.06.1971 | 11.07.2011 |
| 50 | Dr.  | Sachin Gupta          | Part Time Lecturer               | 16.05.1987 | 11.07.2011 |
| 52 | 1917 | Sarita Sharma         | Asstt. Professor                 | 04.04.1982 | 23.07.2011 |
|    |      |                       | Asstt. Professor                 | 14.09.1977 | 11.07.2011 |
| 53 |      | Shriparna Singh       | Part Time Lecturer               | 28.10.1984 |            |
| 54 |      | Surabhi Jain          | Asstt. Professor                 |            | 15.07.2009 |
| 55 |      | Surbhi Gupta          | Asstt. Professor                 | 05.05.1983 | 21.07.2011 |
| 56 |      | Swati Phophalia       |                                  | 13.10.1986 | 01.08.2009 |
| 57 | Dr.  | Vandana               | Part Time Lecturer               | 04.04.1983 | 12.07.2011 |
| 58 |      | Vandana Sachdeva      | Asstt. Professor                 | 20.10.1976 | 11.07.2011 |
| 59 |      | Vishakha Sharma       | Asstt. Professor                 | 12.09.1976 | 23.07.2011 |
|    |      | Charling Orlaning     | 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:

- Dr. Raakhi Gupta, Rector & Registrar 1.
- 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
- Dr. Nisha Yadav, Controller of Examination 6.
- Ms. Rajani Sharma, Finance Officer 7.
- Mr. G. N. Dadhich, Accounts Officer 8. 9.
- Mr. S. N. Chandel, Establishment Office
- All faculty members 10.

Director

Jaipur-302020

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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

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

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

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

Web Email

: www.lisuniv.ac.in : icg@lisuniv.ac.in

#### IISU/2018/5 18

#### 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. 1<sup>st</sup> 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

s.

[15 (deemed to be University) Manearovar, Jaipur-302020

Registrar



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:

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### Attendance of employees

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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
- 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
- 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. 1)
- 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.
- Organizing or attending any meeting during college hours except t) when that is required or permitted by the Head of the institute to do SO.
- u) Absenting from work even though present in the premises or absent without leave. institute

IIS (deamed to be Unitersity)

- 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.

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 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.

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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.

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Dr. Ashok Gupta Director/Secretary General

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



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. 1<sup>st</sup> July, 2012:

| S.No. | -   | Name                      | Designation          | DOB        | DOJ        |
|-------|-----|---------------------------|----------------------|------------|------------|
| 1     |     | Aastha Saxena             | Asstt. Professor     | 23.12.1988 | 11.07.201  |
| 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 |            |
| 18    | 1   | Deepshikha Bhatia         | Asstt. Professor     | 16.05.1982 | 01.09.2008 |
| 19    | Dr. | Gargi Saxena              | Part Time Lecturer   | 25.12.1978 | 16.09.2008 |
| 20    |     | Gaurav Saxena             | Tabla Player         | 09.08.1979 | 11.07.2011 |
| 21    |     | Geetanjali Singh Mankotia | Asstt. Professor     | 20.07.1984 | 12.11.2007 |
| 22    | Dr. | Girija Kaviraj            | Asst. Professor      | 08.01.1981 | 11.07.2011 |
| 23    |     | Harshita Jodha            | Part Time Lecturer   |            | 02.12.2011 |
| 24    | Dr. | Isha Vyas Sukhwal         | Part Time Lecturer   | 04.10.1988 | 08.01.2012 |
| 25    |     | Malika Parnami            | Asstt. Professor     | 23.03.1984 | 11.07.2011 |
| 26    |     | Mitali Gupta              | Asstt. Professor     | 06.05.1986 | 16.07.2009 |
| 27    |     | Monika Singh              | Asstt. Professor     | 03.04.1982 | 16.07.2011 |
| 28    | Dr. | Monty Kanodia             | Asstt. Professor     | 05.07.1983 | 03.07.2008 |
| 29    |     | Mridula Sharma            | Asstt. Professor     | 08.08.1978 | 11.07.2011 |
| 30    | Dr. | Nalini Totuka             | Part Time Lecturer   | 14.04.1983 | 17.07.2009 |
| 31    |     | Neelam Sharma             | Part Time Lecturer   | 29.12.1971 | 26.07.2010 |
| 32    |     | Neeru Jain                |                      | 6.06.1985  | 02.08.2010 |
| 33    |     | Neha Mathur               | Asstt. Professor     | 26.08.1966 | 02.07.2007 |
| 34    |     | Neha Tiwari               | Asstt. Professor     | 08.10.1986 | 15.07.2009 |
| 35    |     | Parul Agarwal             | Assistant Professor  | 01.12.2005 | 21.06.1980 |
| 36    |     | Peeyush Pareek            | Asst. Professor      | 11.08.1989 | 01.02.2012 |
|       | Dr. | Poonam Parihar            | Part Time Lecturer   | 13.04.1985 | 03.10.2011 |
| 38    |     |                           | Asstt. Professor     | 01.06.1980 | 16.07.2011 |
| 39    |     | Poonam Sethi              | Part Time Lecturer   | 26.01.1961 | 21.07.2011 |
| 40    |     | Pratibha Tahiliani        | Part Time Lecturer   | 18.06.1979 | 22.07.2010 |
|       |     | 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-302020

| INDIAN<br>COUNCIL <sup>for</sup> |   |
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| INTERNATIONAL                    |   |
| AMITY                            | r |

| 1 10 | Ð   | 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 |            |
| 44   |     | Priyanka Srivastava   | Asstt. Professor                 | 24.04.1985 | 26.07.2010 |
| 45   |     | Puneet Sandhu         | Part Time Lecturer               | 27.02.1985 | 15.03.2010 |
| 46   | Dr. | Punita                | Asstt. Professor                 |            | 15.12.2010 |
| 47   |     | Rajneesh Chaturvedi   | Asstt. Professor                 | 08.10.1975 | 11.07.2011 |
| 48   |     | Ratna Kulkarni        | Asstt. Professor                 | 09.03.1977 | 15.07.2009 |
| 49   |     | Richa Sharma          |                                  | 02.06.1971 | 11.07.2011 |
| 50   | Dr. | Sachin Gupta          | Part Time Lecturer               | 16.05.1987 | 11.07.2011 |
| 52   |     | Sarita Sharma         | Asstt. Professor                 | 04.04.1982 | 23.07.2011 |
| 53   |     |                       | Asstt. Professor                 | 14.09.1977 | 11.07.2011 |
| -    |     | 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 |            |
| 57   | Dr. | Vandana               | Asstt. Professor                 | 20.10.1976 | 12:07.2011 |
| 58   |     | Vandana Sachdeva      | Asstt. Professor                 | 12.09.1976 | 11.07.2011 |
| 59   |     | Vishakha Sharma       | Asstt. Professor                 |            | 23.07.2011 |
|      |     |                       | 1.1000.1110103301                | 24.07.1981 | 18.07.2011 |

Above faculty members will report on duty to the Rector & Registrar, The IIS University on 1<sup>st</sup> 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

Ind (domain to be University)

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



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 whe

Piegistran (In president of the soloy) Monsaroyar, balbur 302020

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

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Web Email

: www.lisuniv.ac.in : icg@iisuniv.ac.in

# 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. 1<sup>st</sup> 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. Deepshikha Bhatia, Dept. of Computer Science & IT, IISU
- 7. Personal File

Registrar

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