Supporting Documents Metric No- 6.2.2

6.2.2 *The functioning of the institutional bodies is effective and efficient as visible from*

QₗM *policies, administrative setup, appointment and service rules, procedures, etc.*

- **Link of Policies: https://www.amity.edu/gurugram/naac-document.aspx**

S.No	Details of Appended Documents	Page Numbers Old
A	**Information on Statutory Bodies**	
	a. Governing Body (GB)	**2-14**
	b. Board of Management (BoM)	
	c. Academic Council (AC)	
B	**Policies**	
	1. Admission Policy	**15-173**
	2. Faculty Governance & Academic Freedom Policy	**174-176**
	3. Examination Policy	**177-219**
	4. Policy on Innovation and Incubator	**220-229**
	5. AUH Wellness Policy	
	a. Regulation for Prevention of Sexual Harassment	**230-235**
	b. Policy Guidelines for Student Grievance Redressal	**236-244**
	6. Internal Quality Assurance Cell Policy	**245-253**
	7. Environmental and Sustainability Policy https://www.amity.edu/gurugram/sdg/environmental%20and%20sustainability%20policy_1.pdf	
C	**Guidelines**	
	a. Guideline Doctor of Philosophy	**254-292**
	b. Guidelines on Field Visit and Extension Activities	**293-294**
	c. Academic Audit	**295-299**
	d. Library Manual	**300-325**
	e. AUH Vigilance Manual	**326-327**

AMITY UNIVERSITY

HARYANA

Established vide Government of Haryana Act No.10 of 2010

(Accredited with Grade 'A' by NAAC)

Additional Information 6.2.2

Background Information

1. Set up under the **Govt. of Haryana Act 10 of 2010** (Under *The Haryana Private Universities Act 32 of 2006* **Section 32 of the Act 32**) which was further amended by the Government of Haryana first in 2010 (Haryana Act 10 of 2010), then on 11th April 2013 (to become Haryana Act 8 of 2014), on 2nd May 2014 (to become Haryana Act 21 of 2014) and again on 24th December 2015 and notified on 15th January 2016 (as Haryana Act number 1 of 2016). The AUH strictly follows the directives in the Amended Acts as well. The First Ordinance in this respect was notified on 16th December 2016 and was published on January 17, 2017 in the Haryana Government Gazette, No 2-2-17, Part I, pages 14-20. The first Statutes of the University were notified on 15th October 2013 through a Haryana Education Department Notification no. KW 20/12-2007 UNP (5) under which Boards of Studies (BoS) and Academic Programmes they offer, through the various Constituent Units of AUH, carried out through an Examination Committee for all Degrees, Diplomas, Advanced Diplomas, and Certificates were defined.

2. The AUH was sponsored and set up by the Ritnand Balved Education Foundation (RBEF), Amity University Haryana statutorily has the Governor of Haryana as **Ex-Officio Visitor** of the university with powers as provided in the Section 15(2) of the Original Act, and is headed by its **Chancellor**, Dr Aseem Chouhan. There is a mechanism of participatory decision-making built in right in the Act as the Chancellor had been empowered to remove any difficulties that could arise at the level of the initial statutes or in their implementation by a special order, generally consistent with the provisions of acts and statutes – with the consent of the sponsoring body, and also in consultation with the Vice-Chancellor and such other appropriate authorities of the university on the proposed order or course of action.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

3. The **Governing Body** is constituted with such powers and functions as prescribed in the Section 22 of the Original Act – to hold control over movable and immovable properties of the university on behalf of the sponsoring body, i.e. RBEF, although it will not take any decision to alienate, encumber, or hand over the possession of the properties without the consent of the sponsoring body, and it shall approve and authorize the acceptance of financial support from individuals/organizations for the university Endowment Fund, for supporting R & D activities, for modernization of laboratories and for enhancing the quality of academic programmes and infrastructure. The Chancellor is the Chair-person and the Registrar is the Member-Secretary.

4. The **Board of Management** (**BoM**) is constituted as per Section 23(1) & (2) of the Principal Act and is the Principle Executive Council of the AUH. The BoM is charged with the responsibility to (1) supervise and control the affairs of the University, (2) make, amend or repeal regulations to carry out the provisions of the Act and the Statutes and Ordinances framed thereunder, for smooth functioning of the university, (3) consider for approval recommendations of the Academic Council and other Authorities, referred by them, (4) to hold and control the funds of the University on behalf of the Sponsoring Body, (5) control and manage the assets and infrastructure of the university, (6) specify and demand such fees and other charges as are to be received by the University from the students, (7) recommend the budget of the University for the approval of the Governing Body, (8) administer any funds placed at the disposal of the University, (9) issue appeals for funds for carrying out the objectives and receive grants, donations, contributions, gifts, prizes, and scholarships towards the General Fund and for awards of prizes and scholarships, (10) authorize operation of the bank accounts of the university, (11) appoint auditors for the ensuing year and determine their remuneration, (12) determine/approve the emoluments, duties and terms and conditions of the service of the employees of the university, (13) decide the form and direct the use of the emblem and seal of the University, (14) approve academic programmes, (15) institute fellowships, scholarships, medals and prizes in accordance with the Regulations framed by the Board of Management for the purpose, (16) provide for appointment of Visiting Fellows and Visiting scholars, (17) institute, abolish and suspend any teaching posts in the university in accordance with the provisions and the terms and conditions of service of the employees, (18) institute, abolish and suspend any non-teaching posts in the university for the reasons to be recorded in writing, (19) appoint, dismiss or otherwise punish or terminate the services of the teachers, officers and other employees of the University in accordance with the provisions and the terms and service of the employees,

(20) regulate and enforce discipline among the employees of the university and to take appropriate disciplinary action, wherever necessary, (21) entertain, and adjudicate upon, and if found necessary, to redress any grievances of the employees and students of the university, (22) appoint such committees for such purposes and with such powers as may be required for efficient functioning of the university, (23) regulate integration/ take over of the Institutions/ Schools/ Colleges of the Sponsoring Body by transferring their assets and liabilities, staff and enrolment of students, to the University at campus, (24) regulate, co-operate, collaborate and associate with any other University or Institution, including those of the Sponsoring Body in such manner and for such purposes as the Board of management may decide, and (25) regulate and determine all matters concerning the University in accordance with the Act, Statutes and Ordinances. The Chairperson of the Board of Management, if the situation so demands, take such action on behalf of the Board of Management as he deems appropriate, and report it in the next meeting of the Board of Management.

5. The BoM meetings will be held as per the date, time, and place as ma be fixed by the Vice-Chancellor as the Chair, with ten days' advance notice and agenda, except for short emergency meetings, where in the absence of the Vice-Chancellor, another member may chair. Voting and the Chair's casting vote may be necessary in some matters. The frequency and quorum will be as per Section 23(4) & 23(5), and the Registrar will be its Member-Secretary.

6. The **Academic Council** (**AC**) is the principle academic body of the university and shall coordinate and exercise general supervision over the academic policies of the University. The functions and powers of the Academic Council are as follows: (1) Supervise and control admissions of the students in the university and the examinations of the university, (2) frame regulations for admission to courses of study at entry points, and selectively for a lateral entry, procedures for selection for admission and any other matter related to admissions, (3) make course-specific Provisions and Regulations for integrating/ taking over/ collaboration/association by the University of any Institutions/ Schools/ Colleges/ Centres of the Sponsoring Body within campus, (4) Recommend to the Board of management for consideration and approval, proposals for integration/ take-over and collaboration/ association with Institutions/ Schools/ colleges within campus,

Registrar
Amity University Haryana
Manesar Gurgaon-122413

(5) Approve courses, curricula, and syllabi for the courses of study in the university and its Constituent Units and approve institution of new courses, (6) Recommend to the Board of management for consideration of creation, abolition, merger or division of the Constitution Units of the university and the courses of study to be run by them, (7) Frame Regulations and Guidelines to declare an Institution, School or College established, operated and maintained and owned by the Sponsoring Body as a Constituent Unit within the campus, (8) Frame Regulations and Guidelines for academic matters including the structure of examination and/or any other method of testing for declaration of results, (9) Recommend to the Board of management the rates of remuneration and allowances for the examination work, (10) Control, regulate and maintain the standards of instruction, education, training, and research carried out or imparted in the University, (11) Co-ordinate the working of the Board of Studies, and scrutinize and approve their proposals in regard to the schemes of teaching and examination in the University, (12) Promote research activities of the University and scrutinize and approve the recommendations of the thesis examiners of the doctoral candidates, to ensure high standards of research, (13) Advise the Board of management in regard to the number and qualifications of teachers, (14) Approve recognition and equivalence of the certificates, diplomas and degrees of other universities and institutions, (15) Make assessment and take periodic reviews of the Academic activities of the University to enhance standards of education and research and take new initiatives, (16) Consider and make recommendations on such matters as may be referred to by the Board of Management, (17) Perform in relation to academic matters all such duties as may be necessary for properly carrying out the provisions of the Act, the Statutes and the Ordinances, and (18) Maintain contact with other organisations with a view to assess their current and changing needs, the patterns of education needed thereof, which should be imparted by the University and take necessary action, to update and upgrade the course contents.

7. The AC meets at least twice a year, chaired by the Vice-Chancellor or in her/his absence, by the Pro-Vice-Chancellor with 21 days' notice and agenda before ten days, with 50% of the members forming the quorum. The Annual Convocation (presided over by the Chancellor) follows a laid down protocol as per the decision of the AC. All awards of Fellowships, Scholarships, Stipends, Medals and Prizes are instituted based on Award Rules as decided by the Academic Council as per approval of the BoM. All regulations for examination are also framed by the AC and eventually approved by the BoM.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

8. The broad Financial Rules and Financial Management as well as Audit mechanism has been approved by the BoM on the recommendation of the **Finance Committee** (FC). A reasonable and rational fee structure has been established for each course of studies concomitant with the objectives of the University to provide quality education comparable to the best by international standards, which shall be ensured by appointments of highly competent faculty, well equipped laboratories and libraries, computers and networking facilities and other infrastructure of high quality. The course and examination fees chargeable from students for various courses of studies and revisions thereof shall be proposed by a **Fee Committee** constituted by the Chancellor as a part of FC. The FC sends the proposal of the Fee Committee to the Board of Management for consideration and approval. AUH has a built-in provision for a reasonable escalation of fees to offset the rise in cost, with intimation to students/their parents in their letters of admission. The FC reviews the escalation and the levels of fee every three years or earlier, as the case may be.

9. Any and all additions or modifications of the University Ordinance are to be proposed by the Board of Management on the recommendation of the Academic Council.

10. **Boards of Studies** of Departments/Institutions and Centers of the University shall function as under:

I. For each Department, Institution and Centre of the University, a Board of Studies shall be constituted which shall be chaired by its Head. The composition of the Board shall be proposed by the concerned Head for approval of the Vice Chancellor.

II. The tenure of the members of the Board of Studies, other than the ex-officio members, shall be two years.

III. The Board of Studies shall be responsible for structuring the academic programs, and shall exercise power and perform duties as specified in the Regulations framed by the Academic Council.

11. The University maintains a high standard of discipline in the Campus and in the Hostels/Residence Halls. The Dean of Students Welfare (DSW) is the overall in-charge of student discipline. DSW shall be assisted in this task by Associate Deans, Proctors and Superintendents of the Hostels – either specially appointed by the University or drawing from the faculty members. Students are provided with copies of Codes of Conduct to assist the process of discipline.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

A Manual of Disciplinary Action duly approved by the Board of Management is used to regulate disciplinary actions. The University provides boarding and lodging facilities to a significant number of students in Hostels at a reasonable cost. The allotment of Hostel rooms, welfare of student, discipline and other related matters shall be governed by Regulations as exercised by the DSW.

- **Structure of Board of Management & Academic Council**

1. The Board of Management has the following structure:

➢ The Vice Chancellor

➢ Secretary to Govt of Haryana Education Dept or in his absence, Director, Higher Education, Haryana

➢ Two members of the Governing Body nominated by the Sponsoring body.

➢ Three persons who are not the members of the Governing Body nominated by the sponsoring body.

➢ Three persons from amongst the teachers nominated by the Sponsoring body.

➢ Two teachers nominated by the Vice Chancellor

➢ Registrar as Member-Secretary

➢ **Special Invitees:** As and when required.

The present composition is as follows:

1. Dr Aseem Chauhan, Chancellor, AUH   (Chair-person)
2. Prof (Dr) PB Sharma, Vice Chancellor, AUH   (Member
3. Secretary to Govt, Haryana, Education Dept,   (Member, Ex-Officio)
        or in his absence, Director, Higher Education Hry.
4. Dr. Sunil Saran, Sr. Vice Chairman (ASTIF)   (Member)
5. Maj Gen BS Suhag, Dy. Vice Chancellor, AUH   (Member)
6. Prof (Dr) Padmakali Banerjee, Pro Vice Chancellor, AUH   (Member)
7. Mr. Ashish Singh, Director Project, RBEF   (Member)
8. Dr. AK Nagpal, Chairman Board of Governors, RBMF   (Member)
9. Mr. Ashish Bindra, Chief Finance Officer, RBEF   (Member
10. Dr Ravi Manuja , Registrar, AUH   (Member-Secretary)

2. The composition of Academic Council is as follows:

➢ The Vice Chancellor-1

➢ The Pro Vice Chancellor

➢ Two Directors / Head of Institution / Departments in order of seniority by rotation

➢ Deans Nominated by the Vice Chancellor

➢ Heads of Academic Department / Constituent Institution in order of Seniority

➢ One Academician from outside the University nominated by the Board of Management

➢ Two nominees of the Chancellor from amongst Scientists, Educationists, Technologists and Engineers.

➢ Two nominees of the Sponsoring body from amongst Scientists, Educationists, Technologists and Engineers.

➢ Registrar as Member Secretary

➢ And Special Invitees if any

3. The Boards of Studies.

Boards of Studies of Departments/Institutions and Centers of the University shall function as under:

1. For each Department, Institution and Centre of the University, a Board of Studies shall be constituted which shall be chaired by its Head. The composition of the Board shall be proposed by the concerned Head for approval of the Vice Chancellor.

2. The tenure of the members of the Board of Studies, other than the ex-officio members, shall be two years.

3. The Board of Studies shall be responsible for structuring the academic programs, and shall exercise power and perform duties as specified in the Regulations framed by the Academic Council.

4. University Research Committee (URC)

(a)   The role of URC is to formulate and lay down policy guidelines for the conduct of Ph.D and Post-Doctoral degree programmes, and to ensure high standards of research work in such programmes.

The Composition of the URC shall be as follows:

I.	The Vice Chancellor or his nominee	– Chairperson
II.	The Pro-Vice Chancellor	
III.	Four external experts nominated as under	– Members

        (ab) By the Chancellor - two
        (ac) By the Vice Chancellor - one
        (ad) By the Academic Council -two

IV.	Three Deans/ Heads of Departments/ Constituent Units to be nominated by the Vice Chancellor	
V.	Two teachers of Departments/Constituent Units to be nominated by the Vice Chancellor	
VI.	CoE	– Member Secretary

(b). The term of office of the members (other than ex-officio members) will be two years from the date of nomination.

(c). The University Research Committee shall meet at least once a quarter.

(d). Fifty percent of the total membership shall form the quorum for any meeting.

5. **The Admission Committee.**

The university shall have an Admission Committee, which shall be chaired by the nominee of the Foundation. The Registrar shall be its Member-Secretary. The composition of other members, the power and the functions of the Admission Committee shall be specified in the regulations framed by the Academic Council and approved by the Executive Council.

In terms of provisions contained under, the composition of the Admission Committee of the University shall be as under:

(a)	Nominee of the Foundation	– Chairman
(b)	One Pro Vice Chancellor	
(c)	One Head of Institution	
(d)	Director Admissions	
(e)	One Officer of HQ	
(f)	Registrar	– Member Secretary

6. **Examination Committee**

The University shall have an Examination Committee which shall be chaired by the Pro Vice Chancellor. The Controller of Examination shall be its Member-Secretary. The composition of other members, the power and the functions of the examination committee shall be specified in the regulations framed by the academic council and approved by the executive council. The composition of the examination committee shall be as under:

    a. Pro Vice Chancellor/Dean/Sr. HOI   – Chairperson
       (to be nominated by the Vice Chancellor)
    b. Deans of Faculties/Heads/Teachers of Departments/Constituent
       Units notexceeding eight nominated by the Vice Chancellor
    c. Controller of Examinations   – Member Secretary

The tenure of the Examination Committee shall be two years. Two-thirds members will form the quorum for the meeting. There will be at least one meeting of the Examination Committee in each semester. The decisions of the Examination Committee shall be placed before the Academic Council.

7 **Fee Committee**

A reasonable and rational fee structure concomitant with the objectives of the University to provide quality education shall be established, which shall be ensured by appointments of competent faculty, well equipped laboratories and libraries, computers and networking facilities and other infrastructure of high quality.

The course and examination fees chargeable from students for various courses of studies shall be proposed by the Fee Committee comprising:
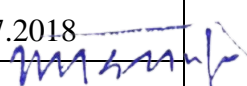
(a) President of the Foundation   – Chairperson
(b) Vice Chancellor
(c) Pro Vice Chancellor
(d) A Nominee of the Foundation
(e) Treasurer   – Secretary

Additionally, below is the summary of Administrative and Academic Meeting (both convened and Proposed) on:
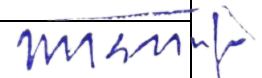
1. Information on Governing Board Meetings
2. Information on BoM Meetings
3. Information on Academic Council Meetings

Statutory Body Meetings Record			
AUH Act Passed	**26-Apr-10**		
Statutory Body-	*Governing Body (GB)*	*Board of Management (BoM)*	*Academic Council (AC)*
No. of Meetings	**Date(s) held**	**Date(s) held**	**Date(s) held**
1st	29.11.2010	25.11.2010	22.11.2010
2nd	08.07.2011	08.07.2011	30.06.2011
3rd	07.12.2012	10.02.2012	10.02.2012
4th	27.11.2013	07.09.2012	07.09.2012
5th	18.12.2013	09.04.2013	09.04.2013
6th	16.02.2015	28.05.2013	28.05.2013
7th	01.02.2016	23.10.2013	23.10.2013
8th	27.01.2017	27.11.2013	29.04.2014
9th	23.08.2017	18.12.2013	28.10.2014
Special Meeting			25-Nov-14
10th	21.12.2017	29.04.2014	12.08.2015
11th	27.03.2018	09.02.2015	29.01.2016
12th	03.09.2018	12.08.2015	02.08.2016
13th	20.12.2018	29.01.2016	18.01.2017
14th	*07.05.2019*	02.08.2016	9-Aug-17
15th	*13.08.2019*	18.01.2017	14.12.2017
16th	*18.12.2019*	22.03.2017	15.02.2018
17th	13-Mar-20	29.05.2017	31.07.2018
Special Meeting		08.05.2017	
18th	22nd Sep 2021 (Held)	09.08.2017	
19th	28-12-2021	05.10.2017	05.07.2019

Special Meeting			18.09.2019
20th	11.08.2022	14.12.2017	20.01.2020
21st	20.12.2022	15.02.2018	27.11.2020
22nd	16.03.2023	20.04.2018	15.06.2021
23rd	31.10.2023	05.07.2018	18.08.2021
24th	27.12.2023	12.09.2018	05.04.2022
25th		15.11.2018	23.11.2022
26th		28.12.2018	04.05.2023
27th		23.01.2019	20.12.2023
28th		24.04.2019	
29th		05.07.2019	
30th		18.10.2019	
31st		11.11.2019	
32nd		22.01.2020	
33rd		04.12.2020	
34th		15.06.2021	
35th		18.08.2021	
36th		15.12.2021	
37th		05.04.2022	
38th		23.08.2022	
39th		23.11.2022	
40th		03.03.2023	
41st		04.05.2023	
42nd		17.08.2023	
43rd		30.11.2023	
44th		20.12.2023	
45th		30.01.2024	

Registrar
Amity University Haryana
Manesar Gurgaon-122413

GRIEVANCES AND DISCIPLINARY MECHANISM
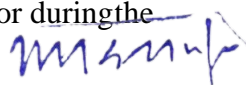
Redressal of Grievance Mechanism

(a) Any complaint arising out of employment including that relating to unfair treatment, or wrongful exaction on the part of the University or its authorized representative, shall be addressed to the appropriate authority/HOD concerned for redressing the grievance throe proper channel. The employee shall not forward advance copies of his representation to any higher authority, unless the lower authority has rejected the claim, or refused relief, or disposal of the matter is delayed by more than one month.

(b) No employee shall be signatory to any joint representation addressed to the authorities for redressed of any grievance or for any other matter.

Misconduct and Disciplinary Committee of Faculty and Staff

If during the period of service, the management comes to the conclusion that a member has committed any misconduct, his/her services are liable to be terminated. Without prejudice to the generality of the term 'Misconduct', following acts of omission and commission shall be treated as misconduct which are also deliberated upon by the Grievances and Disciplinary Committee:

1. Theft, fraud, dishonesty or misappropriation in connection with the business or property of the organization or of property of another person within the office premises.

2. Willful insubordination or disobedience, whether alone or in combination with others, of any lawful and reasonable order of the superior executive in connection with the organization's work.

3. Habitual absence without leaves or overstaying the sanctioned leave without sufficient grounds.

4. Habitual negligence or neglect of work including slowing down of work.

5. Habitual late or irregular attendance.

6. Interference or tampering with any devices installed in about the premises of the organization, or willful damage to any property of organization.

7. Furnishing false information regarding name, age, father's name, qualifications, previous service or any other matter germane to employment, the time of employment or during the course of employment.

8. Drunkenness or riotous or disorderly behavior in the office premises outside such premises where such behavior is related to, or connected with, employment.

9. Gambling within the office premises.

10. Smoking within the office premises is prohibited.

11. Sleeping or dozing while on duty.

12. Commission of any act which amounts to a criminal offence involving moral turpitude.

13. Commission of any act which is generally subversive of discipline or good behavior.

14. Breach or violation of the rules, regulations or orders applicable to member.

15. Commission of any act of sexual harassment of female members such as physical contact and advances, sexually colored remarks, showing pornography, sexual demand and any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

16. Abetment, or attempt abetment, of any act which amounts to misconduct.

17. Obtaining or attempting to obtain leave of absence on false pretext,

18. Refusal to work on holidays or on of days when required to do so in the exigencies of the Institute's work.

19. Breach of confidentiality or loss of confidence by an act against the interests of the organization.

20. Absence from workplace without permission of the HOD.

21. Interference, tampering with records, attendance register, etc., either pertaining to himself or to any other employee.

22. Willful non-cooperation with fellow employees for proper discharge of duty at any time.

23. Not wearing the complete uniform provided by the university, if any, during working hours or wearing the uniform improperly while on duty.

24. Eve- teasing or sexual harassment in the Institute's premises, or transport provided by the employer, if any.

25. Attempting to obtain any benefit under false pretext, or by making false statements.

26. Refusal to accept any communication/order from the management either in person, or by post.

27. Interfering in the work of any other employees and/or the management.

28. Willful slowing down the performance of work, or abetment or instigation thereof.

29. Going on or participating in an illegal strike or abetting for the same.

30. Copying or otherwise taking the extracts of official documents without permission.

31. Any other act or omission subversive of discipline or prejudicial to the interest of the University/Institute.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

ADMISSION CELL

Systems and Processes – An Overview

2018-19

Amity University Haryana Admission Cell

Academic Block- A, Amity Education Valley

Gurugram (Manesar)

Phone: 0124-2337015/16, +91-88266-98200/1/2/3

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Index

1. Preamble
2. Admissions Organization Chart
3. Admission Prospectus 2018
4. SOPs pertaining to key activities of Admission Processes
5. Self Learning Manual for Admission Counselors
6. Guidelines for Invigilator & Interview Board Members
7. Self Learning Manual for Admission Interview Board
8. Amitranet Manual
9. Admission Process Flow Chart

Registrar
Amity University Haryana
Manesar Gurgaon-122413
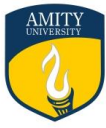
Preamble

Amity University Haryana has developed an industry collaborative admission process, wherein, industry experts from different verticals are involved in the various stages of admission process to select students with right aptitude who would be future professionals. Therefore, the admission process is designed keeping in mind the aptitude required for a particular program which varies from program to program comprising of a written test and/or Group discussion and Personal Interview. Due weight-age is also given to the previous academic performance of the candidate. Candidates with excellent academic record are eligible for meritorious scholarship with an exception to appear in the selection process..

The admission process of Amity University, Gurgaon is fully automated right from the candidates obtaining the application form to enrolment of students. The facilities under admission system are: Candidates can download the form online and pay the form cost online by credit card. Every candidate is allotted with a form number and password. With the form number and password, candidates can access their admission micro site where they can:

- Check their registration status
- Choose selection process date and download admit card for selection process.
- Check their selection status Print Pay-in slips for Axis Bank Check their admission/hostel payment details
- Register for enrolment/ download documents for Form processing by admission office is completely automated.

From the year 2018 comprehensive CRM software named Leadsquared has been implemented for effective management of external leads i.e leads from outside sources like Shiksha, Google, Education fairs etc and to establish a strong connect with the prospective clients.It is even being integrated with admission intranet. Leadsquared is a comprehensive solution to organize lead capture, lead management, & analytics in one platform.

The admission tests are not only being conducted at campus but also at various Amity Global Business School centers to reach out to the students who are unable to visit the campus physically for the entrance test. For programs where the selection process is based only on personal interview, facility of Skype interview is extended to the students staying far away from campus just like International students. The candidates interface with the University through an internet based platform' Amizone', starting from filling online application forms, submission of forms, selecting Interview test dates, their selection/rejection, admission offer letter and all other important information pertaining to their admission process.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Details regarding payment of fees at the time of admission, allotment of Hostel and date, time and venue for commencement of the academic session will be mentioned in the admission letter. The student can make the fee payment online either through net banking, cash/DD at nearest Axis bank branch or at the Admission office in campus.
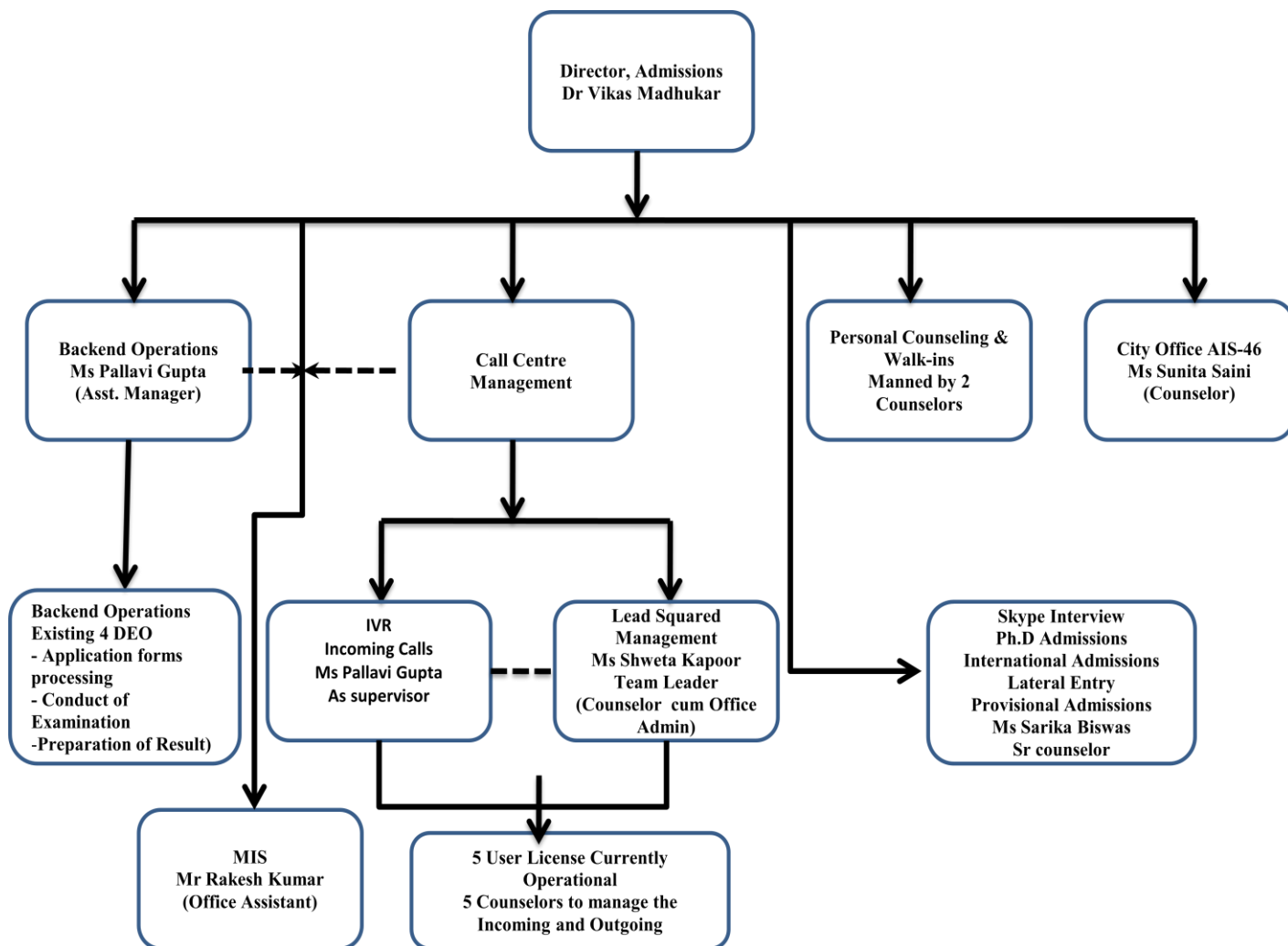
Amity has also started Amity Joint Entrance Examination (AMITY – JEE) for B.Tech students, wherein, the test is being held in various cities across the country. The questions will based on CBSE XII syllabus with options to attempt papers in Physics, Chemistry, Mathematics (PCM) and English or Physics, Chemistry, Biology (PCB) and English.

The complete details about various admissions procedure and process is described in the document.c

Registrar
Amity University Haryana
Manesar Gurgaon-122413

ADMISSION - ORGANIZATION CHART

Director, Admissions
Dr Vikas Madhukar

Backend Operations
Ms Pallavi Gupta
(Asst. Manager)

Call Centre Management

Personal Counseling & Walk-ins
Manned by 2 Counselors

City Office AIS-46
Ms Sunita Saini
(Counselor)

Backend Operations
Existing 4 DEO
- Application forms processing
- Conduct of Examination
-Preparation of Result)

IVR
Incoming Calls
Ms Pallavi Gupta
As supervisor

Lead Squared Management
Ms Shweta Kapoor
Team Leader
(Counselor cum Office Admin)

Skype Interview
Ph.D Admissions
International Admissions
Lateral Entry
Provisional Admissions
Ms Sarika Biswas
Sr counselor

MIS
Mr Rakesh Kumar
(Office Assistant)

5 User License Currently Operational
5 Counselors to manage the Incoming and Outgoing

ADMISSION CELL TEAM MEMBERS

S.No	Name	Designation
1	Dr Vikas Madhukar	Director Admissions
2	Ms Pallavi Gupta	Asst Manager Admissions
3	Ms Shweta Kapoor	Counselor cum office Admin
4	Ms Sarika Biswas	Senior Counselor
5	Ms Shilpa Sethi	Counselor
6	Ms Sunita Saini	Counselor
7	Ms Bhawna Nagpal	Counselor
8	Mr Shashank Sharma	Counselor
9	Ms Neha Yadav	Counselor
10	Ms Prashali Pathak	Counselor
11	Ms Deepanshu Dubey	Counselor
12	Mr Rakesh Kumar	Office Assistant
13	Ms Snehlata Bhatt	Data Entry Operator
14	Mr Inderpal Yadav	Data Entry Operator
15	Mr Anil Sheoran	Data Entry Operator
16	Mr Mohit Guliher	Data Entry Operator

Registrar
Amity University Haryana
Manesar Gurgaon-122413

ADMISSION PROSPECTUS - 2018

This Admission Prospectus & Application Form is valid for Amity University Uttar Pradesh Campuses in Noida, Greater Noida, Lucknow, Dubai & London, Amity University Rajasthan Campus in Jaipur, Amity University Haryana Campus in Gurugram (Manesar), Amity University Madhya Pradesh Campus in Gwalior, Amity University Maharashtra Campus in Mumbai, Amity University Chhattisgarh Campus in Raipur, Amity University Jharkhand Campus in Ranchi, Amity University West Bengal Campus in Kolkata and Amity University Bihar Campus in Patna.

Following are the instructions and details about applying for Admission. Please read them carefully.

1. Obtaining the Admissions Pack

The Cost of the Admission Form is Rs. 1,100/-.

The Admission Form is available :

Online at www.amity.edu

(A) By paying online with credit / debit card

(B) By downloading free and submitting with DD of Rs. 1,100/- in favour of 'Amity Form' payable at New Delhi. Do not forget to mention your Name & Amity Application Form Number at the back of the Demand Draft.

(C) Buy Admission pack from any of the Amity campuses in Noida, Greater Noida, Lucknow, Jaipur, Gurugram (Manesar), Gwalior, Mumbai, Raipur, Ranchi, Kolkata & Patna (For addresses please refer point no. 4) Or Amity Information Centers (for list please visit www.amity.edu).

2. Selecting the Program

Amity offers a wide range of career degrees and programs to suit your aptitude and interests. With many new career opportunities it can be difficult to decide what to study. To help you, we have developed a Career Aptitude Test which is available on www.amity.edu/Admission/online_career_test.asp You can also speak to our counselors for:

- **Noida Campus** on
  0120-2445252 / 4713600

- **Greater Noida Campus** on
  0120-3000008 / 9, 9810955936, 9971956082

- **Lucknow Campus** on
  0522-2399418 / 8176050071 / 72 / 73 / 74

- **Dubai & London Campus** on
  9650692995, 9650925559
  9958677335, 9958677336 (India Office)

  +971 55 2305 731, +971 55 2305 741,
  +971 55 859 1889 (Dubai Campus)

- **Gurugram (Manesar) Campus** on
  0124-2330716 / 15 / 8826698200 / 201 / 202 / 203

- **Gwalior Campus** on
  0751-2496006 / 24 / 25 / 26 / 27 / 28 /
  8349994630 / 31 / 32

- **Jaipur Campus** on
  01426-405555 / 08107401506 / 07

- **Kolkata Campus** on
  9748582665 / 9051666501 / 9051666424 /
  9051666724
  Whatapp No.: 9051662027
  Toll Free : 18002003320

- **Mumbai Campus** on
  70457-80126 / 27 / 28 / 29 / 30 / 9930841748/
  8291899850

- **Raipur Campus** on
  7773010791 / 7773010792 / 7773010793

- **Ranchi Campus** on
  7282077771 / 2 / 3 / 4 / 5 / 6 / 8 / 9,
  Whatapp No.: 7282077770 / 1 / 2 / 5 / 9
  Toll Free : 180030026080

- **Patna Campus** on
  7360030061 / 2 / 3 / 4 / 5
  Whatapp No.: 7360030066
  Toll Free : 180030026090

Annexure - 1 Lists all the programs offered with the eligibility criteria, procedure for admission & fee structure.

3. Completing the Application Form

3.1 Fill in the Application Form only if you meet the **eligibility criteria** for admission to the program.

3.2 If you have appeared in a qualifying examination and the result thereof is awaited, you can **apply provisionally** to go through admission process at your own risk.

3.3 Candidates using **downloaded / ICR Application** Form, must fill up the same in their own handwriting in black ink and undertaking **is to be signed by them only.**

3.4 The instructions in the Application Form are self-explanatory. Please follow them strictly.

3.5 It is mandatory to provide your **email address** as it will be used by the Admission Office for any communication related to your admission.

3.6 **Enclose / upload a latest passport size photograph & class 10th mark sheet** with the Application Form. No other Mark sheets / Testimonials are to be attached with the

Application Form at this stage (**Only Foreign students / Foreign University Degree holders should attach photocopies of academic transcripts & AIU Equivalence Certificate**). University / Board / Marks filled in the Application Form will be considered for all procedures related to admission. Any discrepancy found during verification of original documents will result in the cancellation of Admission.

3.7 It may be noted that no request for change in the particulars filled in the Application Form by you, will be entertained under any circumstances.

3.8 A sample copy of a complete Application Form is enclosed for your reference.

4. Submitting the Application Form

4.1 Duly filled in Application Form together with photograph should be submitted / sent to the respective campus you are applying to:

Noida Campus:
Amity Admission Office
Amity University Campus, Gate No. - 3,
Block-J2, Ground Floor, Sector - 125,
Noida (U.P.) - 201313

Dubai & London Campus:
Amity University
International Marketing Head Office
E-2 Block, G-05, Ground Floor, Sector-125
Noida (U.P.) - 201313

Greater Noida Campus:
Amity University Uttar Pradesh,
Plot No. 48 A, Knowledge Park III,
Greater Noida (U.P.) - 201308

Lucknow Campus:
Amity University Campus
Malhaur (Near Railway Station),
Post Office Chinhut, Lucknow - 226028

Gurugram (Manesar) Campus:
Amity University Haryana Campus,
Amity Education Valley, Manesar,
Gurugram, Haryana

Gwalior Campus:
Amity University Madhya Pradesh,
Maharajpura (Opposite Airport),
Gwalior (Madhya Pradesh) - 474005

Jaipur Campus:
Amity University Jaipur Campus,
SP-1, Kant Kalwar, RIICO Industrial Area,
NH-11C, Jaipur, Rajasthan.

Kolkata Campus:
Amity University, Admission Office
Major Arterial Road, Action Area - II
New Town, Kolkata (West Bengal) - 700135

Mumbai Campus:
Amity University, Mumbai - Pune Expressway,
Bhatan, Post Somathne, Panvel,
(Maharasthra) - 410206

Raipur Campus:
Amity University Chhattisgarh
Manth /Kharora (Opp. ITBP)
SH-9, Raipur (Chhattisgarh) - 493225

Ranchi Campus:
Amity University Ranchi Campus,
City Campus, Nivaranpur,
Main Road, Ranchi, (Jharkhand) - 834001

Patna Campus:
Amity University Patna
Near Rupaspur Police Station,
Rupaspur, Bailey Road,
Patna, (Bihar) - 801503

4.2 **Incomplete Forms will be rejected.** No subsequent addition / alternation will be allowed and a new Form has to be submitted in this case. The Form cost will not be refunded for any reason whatsoever.

5. Procedure for Admission

5.1 To check / do the following relating to your Admission, visit your Admission micro site www.amity.edu (admission micro site login) by using your Form no. & Password printed on 1st page of your Application Form.

- Check whether your form has been received or not.
- Check the **Registration Status** of your Form.
- Check whether you have been short-listed for the Selection Process.
- Choose the date for appearing in the **Selection Process.**
- Download **Admit Card** and appear for selection process.
- Check your **Selection Status.**
- Print **Admission Letter.**
- Check confirmation of **Fee Payment.**

No separate communication will be sent in this regard.

5.2 Annexure-1 gives details about the Admission procedure for each program (whether there will be a Written Test, Group Discussion, Interview, etc.)

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2

5.3 Admission Process at Campus

5.3.1 After confirmation on your Admission microsite about receipt of your Form, it will normally be processed within 3 to 5 working days.

5.3.2 Qualifying candidates will be informed about the date, time and venue of Selection Process (written test and/or Group Discussion and/or Interview and Extempore) on the **Admission microsite www.amity.edu** or in the **Amity Mobile App.** available at **www.amity.edu/app.** In certain cases, options of dates will be available giving greater flexibility to you. It is your responsibility to check the admission microsite. No separate communication will be sent in this regard. If a short listed candidate fails to select the date (for which various options will be made available) and admission to the particular program is closed, it will be his/her responsibility.

5.3.3 The Admission procedure may last till late in the evening. You are requested to make Traveling & Boarding arrangements on your own. Traveling instructions to the campus and details of accommodation with contact details in the vicinity are at www.amity.edu/how-to-reach.aspx

5.3.4 The Admission Procedure for Post Graduate & Undergraduate Programs will start from January & April 2018, respectively.

5.4 Offer of Admission

5.4.1 A message will be sent to you to intimate announcement of result on your **Admission microsite.** This will be for information only and should not be taken as official communication for selection.

5.4.2 All selected candidates will get intimation of their selection through an **Admission Letter** which can be printed from Admission microsite. Details regarding payment of fees at the time of admission, allotment of Hostel and date, time and venue for commencement of the academic session will be mentioned in the admission letter.

5.4.3 **Offer of admission will be provisional** & valid only for the specific program opted by the candidate and for the same academic session only. The offer of admission will automatically stand cancelled if the conditions are not fulfilled by the specified time.

5.4.4 There is a possibility that the Admission Committee recommends your admission in a category / program / campus for which you have not applied in the application Form. In such cases an option will be given to you on your Admission microsite informing you of the change and you may give your consent for the same. The selection letter will be available on Admission microsite (www.amity.edu) for downloading only after receiving your consent.

5.4.5 Failure to pay the fee or report for classes after payment of fee within the specified date will entail cancellation of admission.

6. Direct Admission - Applicable for UG programs only

Student securing 80%+ aggregate in Class XII (CBSE/ISC/State-Boards of 2017/2018) are exempted from selection process. Selection will be on the basis of Amity Application Form only.

7. Scholarships

7.1 Scholarship-cum-Fast Track Admission for Programs after 10+2

Direct Admission without appearing in Admission Selection Process and academic fee scholarship for the first year of the program, will be offered to the candidates who meet the following eligibility in class XII, 2017 / 2018.

- **100% Scholarship** - 93% aggregate and above (For all campuses)

- **50% Scholarship**
  - 90% aggregate and above (For Noida campus)
  - 88% aggregate and above (For all other campuses)

- **25% Scholarship**
  - 80% aggregate and above (For Jaipur, Kolkata & Lucknow Campus)
  - 75% aggregate and above (For Mumbai Campus & Greater Noida Campus)
  - 70% aggregate and above (For Gwalior, Raipur, Ranchi and Patna Campus)

- Direct Admission / Fast Track Admission-cum-Scholarship is not applicable for the programs of Architecture/ Design / Education / Fine Arts / Law and Physical Education. Limited Scholarship seats are available, which will be offered after joining the program

- **Direct Admission is not applicable at Jaipur Campus**

7.2 Scholarship for Programs after Graduation

Direct Admission is not applicable for Post Graduate programs. Scholarship will be offered after joining the program on verification of original documents.

- **100% Scholarship** - 93% aggregate and above in Class XII and 80% in Graduation (For select campuses)

- **50% Scholarship**
  - 90% aggregate and above in Class XII and 75% in Graduation (For Noida campus)
  - 88% aggregate and above in Class XII and 75% in Graduation (For select campuses)

- **25% Scholarship**
  - For MBA (Gen & IB)* - CAT 80 Percentile & above / MAT Score 550 & above / GMAT 500 & above
  - For all MBA* - CAT 75 Percentile & above / MAT Score 500 & above / GMAT 500 & above *

  * (Ranchi and Patna campuses)

- **20% Scholarship** - CAT 85 Percentile & above / MAT Score 700 & above / GMAT 600 & above (For all MBA Programs at Greater Noida & Kolkata campuses)

Scholarship (MBA Programmes) :

- **100% Scholarship** - 93 Percentile (CAT/MAT); 700 GMAT (For all MBA Programmes at Gurugram, Gwalior, Jaipur, Lucknow, Mumbai & Raipur campuses)

- **50% Scholarship** - 88 Percentile (CAT/MAT); 650 GMAT (For all MBA Programmes at Gurugram, Gwalior, Jaipur, Lucknow, Mumbai & Raipur campuses)

- **25% Scholarship** - 85 Percentile (CAT/MAT); 550 GMAT (For all MBA Programmes at Gurugram campus)

- **25% Scholarship** - 80 Percentile (CAT/MAT); 500 GMAT (For all MBA Programmes at Gwalior, Jaipur, Lucknow, Mumbai & Raipur campuses)

Eligibility Notes :

- There should be no year gap between class XII and Graduation for Post Graduate Scholarships.

- For Noida Campus, only those candidates who have appeared in CBSE / ISC Examination are eligible for the scholarships as per above mentioned percentages of marks.

- For all other Amity campuses, candidates who have appeared in CBSE / ISC and State Boards Examination are eligible for the scholarships as per above mentioned percentages of marks.

7.3 In addition to above, following **scholarships are also offered at Dubai Campus**

- Girls Student   -   10%
- Sibling   -   15%
- Emirati students   -   50-100%

7.4 10% Fee concession is offered to Amity students, who continue their higher education at Amity Universities with a maximum gap of two years.

Scholarship seats are limited. The mentioned percentages are only the eligibility to apply for scholarship. Candidates securing above percentages are required to fill Amity Application form. Final decision of granting scholarship is with the Scholarship Committee.

Continuation of Scholarship

Scholarship is granted on annual basis and continuation in second and further years of the program is subject to scholarship policy. To continue availing 100% scholarship students must secure position in top 5% of the merit list for the program. For continuation of 50% scholarship, students will have to secure position in top 10% of the merit list for the program.

7.5 Sports Scholarship

To attract talent in sports, Amity University - Uttar Pradesh, offers Sports Scholarships.

Criteria for Admission

- Minimum academic eligibility for the respective program should be met, as mentioned in the Admission Prospectus - 2018.

- Age should not be of more than 23 years as on 01st July, 2018.

- **Last date to apply for sports scholarship is : 10th June, 2018.**

Fast Track Admission

All students who are eligible for the sports scholarships are given admission on Fast Track. That means they do not have to appear for the Sports Trial & Interview and their admission is done based on their application form and assessment of sports certificates for last three years.

- **100% Scholarship** - International Players *
- **50% Scholarship** - National Medal winners*
  (Gold, Silver & Bronze position only)

Admission through Sports Trial & Interview

- **25% Scholarship** - National Participation*
  (Selection will be based on Sports trial &
  Interview in addition to Application &
  Assessment of Sports certificates for last
  three years)

  * Recognized by:

  i.   Olympic Games by IOC
  ii. World championships under International
       Sports Federation (IOA and / or MYAS
       recognized / affiliated Games)
  iii. Asian Games by Olympic Council of Asia
  iv. Asian Championship organized by
       International Federation of concerned
       game (recongnized / affiliated by MYAS
       and / or IOA)
  v.   Commonwealth Games, S.A.F. Games and
       Afro Asian Games.
  vi. Paralympics Games (recognized / affiliated
       by IOC and / or MYAS)

(List of sports is available on Page No. 6)

**In the absence of relevant Sports certificates
Scholarship application will not be considered.**

Continuation of Scholarship

Scholarship is granted on annual basis and
continuation in second and further years of the
program is subject to scholarship policy. Sports
performances of the current academic year will
be considered for continuation/withdrawal of
scholarship.

Performance Monitoring

- All candidates selected under sports
  scholarship will have to submit an affidavit
  stating that they will participate / represent
  only from AUUP.
- Achievements in their sports (basis for grant
  of sports scholarship) will be monitored by
  University Sports Committee.

These Scholarships do not include,
- Refundable Security Deposit
- Boarding and Lodging Cost

**Please Note : Combination of scholarship is
not permitted. A student can avail only one
type of scholarship.**

8. Admission of Foreign and NRI /OCI/PIO students

For admission to specific program, the requirement of
subjects studied will be same for both National and
Foreign / NRI Students as prescribed in the Admission
Prospectus.

**Last date for acceptance of Form from Foreign / NRI
category: 30th June, 2018.**

Eligibility for Admission to Graduate Programs:

For any discipline, applicant must have completed 12
years of formal schooling. Students meeting the
eligibility criteria as prescribed in the Admission
prospectus would be considered for admission.

They should have cleared TOEFL with 213 in CBT or 550
in paper based test or can have a band of 6.5 in IELTS.
Evidence of required academic performance must be in
the form of certified English transcripts listing all the
courses with grades or marks earned. Transcripts in
languages other than English are not acceptable.

Eligibility for Admission to Post Graduate Programs:
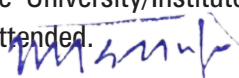
For any discipline, applicant must have completed 12
years of formal education at the school level followed
by a Bachelor's Degree of at least 3 years duration.
Students meeting the eligibility criteria as prescribed in
the Admission prospectus would be considered for
admission. However, the admission to post graduate
courses is rather restricted and the applicant should
have an excellent academic record to stand a fair
chance for admission.

**Procedure For Applying and Seeking Equivalence
Certificate:**

Admission Application Form of Foreign / NRI students
must have an Equivalence Certificate from the
**Association of Indian Universities (AIU),
www.aiuweb.org.**

The students are advised to send the following
documents to the Association of Indian Universities for
obtaining Equivalence Certificate:

1. Degree/Certificate together with the year-wise
    Academic Transcript duly authenticated by the
    Indian Embassy in the Country or its concerned
    Foreign Mission in India.

2. Accreditation status of the University/Institute
    which the student has last attended.

3. Copies of the academic Certificates from Higher
    Secondary onwards (where necessary)

Registrar
Amity University Haryana
Manesar Gurgaon-122413

The SERVICE CHARGE for issue of Equivalence Certificate as applicable is payable through Demand Draft in favour of "Association of Indian Universities, New Delhi".

The onus of Certification for Equivalence from AIU is on the candidate and application will be considered only after the Equivalence Certificate is submitted.

Provisional Offer of Admission will be given to short listed applicants subject to confirmation based on the following:

1. Student visa endorsed to Amity University for joining full time Course. No other endorsement will be accepted. The visa should be valid for the prescribed duration of the course.

2. Submission of Medical Test Report within a week from the date of admission from a Registered Medical Practitioner OR a Medical Practitioner nominated by Amity University.

3. Adequate Medical Insurance Cover.

4. All Foreign / NRI students will be required to register themselves with the concerned District Foreigners Registration Officer / Foreigners Regional Registration Officers, within 14 days of your first arrival in India.

The following documents are required at the time of registration with the Foreigners Registration Officer:

- Photocopy of Passport and visa
- Four Photographs
- Details of Residence in India

- HIV / AIDS Test Report from one of the WHO recognized Institutions
- Provisional Admission Letter from Amity University in support of the student visa.

9. Lateral Entry

Amity offers an opportunity to the eligible candidates to enter into the Third / Fifth semester of its programs. For details please visit www.amity.edu/lateral

10. Ph.D. Admission

Ph.D. Programs at Amity University are offered in more than 60 disciplines / research areas on Full time and Part time basis in January / July session. For details please visit www.amity.edu/phd

11. Procedure for Withdrawal

Online withdrawal application is to be filled and submitted through https://amizone.net Withdrawal refund shall be made as per University guidelines prevailing on the date of your withdrawal.

12. Anti-Ragging Measures

Ragging is totally banned in Amity University campus including its departments, constituent units, all its premises (academic, residential, sports, canteen etc.) whether located within the campus or outside and in all means of transportation of students whether public or private, and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately.

List of Sports approved for Scholarship at Amity University.

Sl. No.	Name of the Sport	Boys / Girls	National Recognized Body	International Recognized Body
1	Athletics	Boys & Girls	Athletic Federation of India (AFI)	International Association of Athletics Federation (IAAF)
2	Badminton	Boys only	Badminton Association of India (BAI)	International Badminton Federation (IBF)
3	Chess	Boys & Girls	All India Chess Federation (AICF)	World Chess Federation (WCF)
4	Cricket	Boys only	Board of Control for Cricket in India (BCCI)	International Cricket Council (ICC)
5	Football	Boys & Girls	All India Football Federation (AIFF)	Federation of International Football Association (FIFA)
6	Gymnastics	Boys & Girls	Gymnastics Federation of India (GFI)	International Federation of Gymnastics (IFG)
7	Shooting	Boys & Girls	National Rifle Association of India (NRAI)	International Shooting Sport Federation (ISSF)
8	Swimming	Boys & Girls	Swimming Federation of India (SFI)	Fédération Internationale de Natation (FINA)
9	Tennis	Boys & Girls	All India Tennis Association	International Tennis Federation
10	Volleyball	Boys only	Volleyball Federation of India (VFI)	Federation of International Volleyball (FIVB)

Registrar
Amity University Haryana
Manesar Gurgaon-122413

EDUCATION LOANS

Education Loans have become the preferred method of financing one's education, and thousands of students at Amity are studying on Education Loans.

A big benefit is that you only have to start repaying one year after finishing your course or 6 months after you get a job.

Most Banks in the country offer attractive education loans for students. For the benefit of prospective students at AMITY, we have tied up with premier nationalized banks Oriental Bank of Commerce and Allahabad Bank. Both banks give the following advantages to students applying to AMITY :

- Cover all courses of AMITY.
- Include tuition fees, books cost, hostel fees, airfare for courses abroad.
- Concessional rate of interest.
- Speedy disposal of loan applications.
- Availability of the loan across the country.

Brief procedure to be followed is given below :

(A) For Oriental Bank of Commerce

Amity has tied up with Oriental Bank of Commerce to make easy education loan available to the students. Given below are the benefits of the scheme :

- All courses of Amity are covered for grant of loan.
- Speedy disposal of loan application.
- Sanction can be accorded by Branch of OBC where campus of Amity is located irrespective of the location of the student. For example, a student applying to AMITY, Sector - 125, Noida, but staying at Dehradun, can apply at the OBC Branch at Noida and communicated to the Dehradun Branch for disbursement after due verification and signing of documents.
- Loans are being sanctioned at a concessional rate of interest as compared to the normal scheme of OBC.
- The student can cover all his expenses e.g. hostel, stationery etc, while applying for loan.

Illustrative List of Papers / Documents Required for Education Loan

- Admission letter of Amity giving details of year wise fee, boarding and lodging expenses. Letter confirming scholarship, if any.
- Attested copies of documents for proof of age/date of birth and proof of residential address.
- Passport size photo of the applicant, co-obligants and guarantors.
- Copy of mark-sheets/degree certificates of previous academic qualifications.
- Income proof/latest income tax return of parents/co-obligants, guarantors, (if any).
- Details of collateral security along with valuation certificate of Govt. approved valuer (if any).
- Details/statements of Bank accounts held with Oriental Bank of Commerce/other banks by the student applicant/co-obligant(s)/guarantors (if any) for the last six months.
- Copy of Passport/Visa, cost of air fare (documentary detail) in case of studies abroad.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Please contact the OBC Branches as below for filling the application form:

Campus at which you are applying	Bank Branch to be contacted
AMITY, Sector 125, Noida	Amity Branch, Sector 125, Noida 0120-4392005, bm5112@obc.co.in
AMITY, Lucknow	2/9, Vivek Khand, Gomti Nagar, Lucknow 0522-2304158, bm0687@obc.co.in
AMITY, Jaipur	B-1/20, Gandhi Path, Chitrakoot, Jaipur 0141-2440372, bm0997@obc.co.in
AMITY, Gurugram (Manesar)	SCO-D-5, Sector-1, IMT Manesar, Distt. Gurugram 0124-2290233, 2290800, bm0628@obc.co.in

Amity has also tied up with Allahabad Bank, Canara Bank, Central Bank of India and HDFC Bank to make easy education loan available to the students.

B) Allahabad Bank

All campuses of AMITY have been covered by Allahabad Bank for online sanction of loans. The prospective students can fill the application online for his/her proposed Amity Campus. The bank would accord a provisional sanction normally within 48 hours. The online application form is available at the following link; http://www.allahabadbank.com/edu_term_loan_form.htm

Campus at which you are applying	Bank Branch to be contacted
AMITY University, Sector 125, Noida	Noida Branch Contact Person : Manager Ph: 95120-4392248

C) Canara Bank

Please follow the link: http://amity.edu/pdf/educational_loan_canarabank.pdf to view the complete details of Education Loan Scheme

Bank Branch to be contacted
Noida Main Branch, C-3, Sector – 1, Noida Phone: 0120-2531105 / 2542547 Email: cb1177@canarabank.com

D) Central Bank of India

Bank Branch to be contacted
Plot No 225 sports complex Noida sector 15a 201301 Contact No : 0120-2511747 E Mail ID : bmdela3172@centralbank.co.in

E) HDFC Bank

Please contact the nearest branch.

Following are some of the premier banks of the country providing educational loans, please contact the bank to know the details.

- ABN Amro Bank
- Allahabad Bank
- Axis Bank
- Bank of Baroda
- Bank of India
- Bank of Punjab
- Canara Bank
- Citibank
- Dena Bank
- HSBC Bank
- ICICI Bank
- Indian Bank
- Oriental Bank of Commerce
- Punjab & Sindh Bank
- Punjab National Bank
- Standard Chartered Bank
- State Bank of India
- Vijaya Bank

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Programmes after 10 + 2 at Amity University Gurugram (Manesar) - 2018
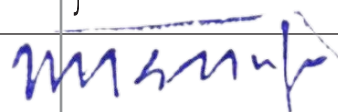
Programme by Discipline (Alphabetically Listed)	Program Code	Duration	Eligibility	Admission based on				Gurugram Campus	Remarks
				10+2 %age	English Essay	Interview	Others	Non-sponsored (NS) First Semester Fees (Rs.)	
APPLIED SCIENCES									
B.Sc. (Hons) - Physics	13557	3 years	10+2 (min. 55%) with PCM/PCB & min. 55% in Physics	✓		✓	✓	48,000	
B.Sc. (Hons) - Chemistry	13558	3 years	10+2 (min. 55%) with PCM/PCB & min. 55% in Chemistry	✓		✓	✓	48,000	Test on the day of interview
B.Sc. (Hons) - Mathematics	13556	3 years	10+2 (min. 55%) with PCM & min. 55% in Mathematics	✓		✓	✓	48,000	
B Sc (Hons) Earth Sciences	13751	3 years	10+2(min. 55%) with PCM/PCB	✓		✓	✓	48,000	
ARCHITECTURE									
Bachelor of Architecture	13040	5 years	10+2 (min. 50%) with Maths + NATA Score*	✓		✓		1,09,000	*As per guidelines of Council of Architecture
Bachelor of Planning	13349	4 years	10+2 (min. 50%) with Maths	✓		✓		70,000	
Bachelor of Interior Design	13803	4 years	10+2	✓		✓	✓	70,000	Creative test on the day of interview
BIOTECHNOLOGY									
B.Tech (Biotechnology)	13041	4 years	PCB or PCM (min. 60%)	✓			✓	1,02,000	Test
B.Tech (Bioinformatics)	13042	4 years	PCB or PCM (min. 60%)	✓			✓	1,02,000	
B.Sc. (Hons) - Biotechnology	13044	3 years	PCB (min. 55%)	✓		✓	✓	71,000	Test on the day of interview
B.Sc. (Hons) - Biological Science	13692	3 years	PCB (min. 55%)	✓		✓	✓	71,000	
COMMERCE									
B.Com (Hons)	13046	3 years	10+2 (min. 55%)	✓		✓		61,000	
COMMUNICATION									
B.A. (Journalism & Mass Communication)	13798	3 years	10+2	✓		✓		90,000	
B.Sc. (Animation & Visual Graphics)	13493	3 years	10+2	✓		✓	✓	39,000	Creative Test on the day of Interview
B.A. (Journalism & Mass Communication) -3 Continent	13724	3 years	10+2	✓		✓		1,56,000	
COMPUTER SCIENCE/IT									
BCA	13048	3 years	10+2 with Maths/Com Sc/IP	✓		✓		71,000	
B.Sc. (IT)	13049	3 years	10+2	✓		✓		71,000	
BCA+MCA(Dual Degree)	13495	5 years	10+2 with Maths/Com Sc/IP	✓		✓		79,000	
ECONOMICS									
B.A. (Hons) - Economics	13182	3 years	10+2 (min. 55%) with Eco/Maths (min. 55%)	✓		✓		61,000	
ENGINEERING									
B.Tech (Aerospace Engg.)	13055	4 years	PCM (min. 60%)	✓			✓	1,09,000	Test
B.Tech (Civil Engg.)	13158	4 years		✓			✓	1,09,000	
B.Tech (Computer Science & Engg.)	13052	4 years		✓			✓	1,09,000	
B.Tech (Electronics & Communication Engg.)	13051	4 years		✓			✓	1,09,000	
B.Tech (Information Technology)	13053	4 years		✓			✓	1,09,000	
B.Tech (Mechanical Engg)	13998	4 years		✓			✓	1,09,000	
B.Tech (Electrical & Electronics Engg.)	13246	4 years		✓			✓	1,09,000	
B.Tech (Software Engg.)	13775	4 years		✓			✓	99,000	

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Programmes after 10 + 2 at Amity University Gurugram (Manesar) - 2018

Programme by Discipline (Alphabetically Listed)	Program Code	Duration	Eligibility	Admission based on				Gurugram Campus	Remarks
				10+2 %age	English Essay	Interview	Others	Non-sponsored (NS) First Semester Fees (Rs.)	
B.Tech (Internet of Things)	131126	4 years		✓			✓	1,09,000	
B.Tech Computer Science & Engg + MBA (Dual Degree)	13225	5 years		✓			✓	1,74,000	
B.Tech Electronics & Communication Engg.+MBA (Dual Degree)	13226	5 years		✓			✓	1,74,000	
B.Tech Mechanical Engg.+ MBA(Dual Degree)	131000	5 years		✓			✓	1,74,000	
B.Tech + M.Tech (Data Sciences)	131123	5 years	PCM (min. 60%)	✓			✓	1,29,000	Test
B.Tech + M.Tech (Network & Cyber Security)	131124	5 years		✓			✓	1,29,000	
B.Tech + M.Tech (Artificial Intelligence & Robotics)	131125	5 years		✓			✓	1,29,000	
B.Tech (Computer Science & Engg.) - 3 Continent	13720	4 years		✓			✓	1,52,000	
B.Tech (Civil Engg) - 3 Continent	13723	4 years		✓			✓	1,52,000	
B.Tech (Electronics & Communication Engg.) - 3 Continent	13721	4 years		✓			✓	1,52,000	
B.Tech (Mechanical Engg.) - 3 Continent	131002	4 years		✓			✓	1,52,000	
B.Tech (Biomedical Engg.)	13399	4 years	10+2 PCB/PCM min. 60%	✓			✓	1,05,000	
ENGLISH LITERATURE BA (Hons) - English	13061	3 years	10+2	✓		✓		33,000	
FASHION Bachelor of Design	13817	4 years	10+2	✓		✓	✓	65,000	Creative Test on the day of interview
Bachelor of Design (3 Continent)	13818	4 years		✓		✓	✓	1,16,500	
FINE ARTS Bachelor of Fine Arts	13057	4 years	10+2	✓		✓	✓	33,000	Creative test on the day of Interview
FORENSIC SCIENCE B.Sc. (Hons) - Forensic Sciences	13059	3 years	10+2 (min.55%) with min. 55% in PCM/PCB	✓		✓		48,000	
HOSPITALITY Bachelor of Hotel Management	13289	4 years	10+2	✓		✓		74,000	
LANGUAGE BA (Hons) - French	13062	3 years	10+2	✓		✓		33,000	
BA (Hons) - German	13089	3 years		✓		✓		33,000	
BA (Hons) - Spanish	13063	3 years		✓		✓		33,000	
LAW BA LLB (Hons)	13111	5 years	10+2 (min. 50%)	✓		✓	✓	98,000	Test on the day of Interview
B.Com LLB (Hons)	13216	5 years	10+2 (min. 55%)	✓		✓	✓	98,000	
BBA LLB (Hons)	13215	5 years		✓		✓	✓	98,000	
LIBERAL ARTS BA (Hons) - History	13573	3 years	10+2	✓		✓		33,000	
BA (Hons) - Political Science	13574	3 years		✓		✓		33,000	
MANAGEMENT BBA	13064	3 years	10+2 (min. 55%)	✓		✓		1,18,000	
BBA (Banking & Finance)	13579	3 years		✓		✓		1,18,000	
BBA (3 Continent)	13104	3 years		✓		✓		77,500	

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Programmes after 10 + 2 at Amity University Gurugram (Manesar) - 2018

Programme by Discipline (Alphabetically Listed)	Program Code	Duration	Eligibility	Admission based on				Gurugram Campus Non-sponsored (NS) First Semester Fees (Rs.)	Remarks
				10+2 %age	English Essay	Interview	Others		
MEDICAL									
B.Sc. (Dietetics & Applied Nutrition)	13393	3 years	} 10+2 with PCM/PCB (min. 50%)	✓		✓		50,000	
B.Sc. (Medical Lab Technology)	13165	3 years		✓		✓		50,000	
Bachelor of Audiology & Speech Language Pathology	13389	4 years	10+2 with Physics, Chemistry and Maths/ Biology/Computer Science/Psychology/ Statistics/Electronics	✓		✓		50,000	
Bachelor of Optometry	131127	4 years	10+2 (min. 50 %) with PCM/PCB or 10+2 Vocational Course (Ophthalmic Technique) in their respective elective subjects and English individually both in theory as well as practical (min. 50%)	✓		✓		50,000	
NANOTECHNOLOGY									
B.Tech + M.Tech (Nanotechnology) Dual Degree	13233	5 years	PCB/PCM (min. 60%)	✓			✓	1,29,000	Test
NURSING									
B.Sc. (Nursing)	13184	4 years	10+2 with PCB (min. 45%)	✓		✓		54,000	
B.Sc. (Nursing) Post Basic	13560	2 years	10+2 with Gen. Nursing & Midwifery Training	✓		✓		54,000	
PHARMACY									
Bachelor of Pharmacy	13133	4 years	10+2 Physics+Chemistry+Maths / Computer Sc/Biology/Biotech	✓		✓	✓	70,000	Test on the day of Interview
PSYCHOLOGY & BEHAVIOURAL SCIENCE									
B.A. (Hons) - Applied Psychology	13069	3 years	10+2	✓		✓		33,000	
B.Sc. (Clinical Psychology)	13407	3 years	10+2 (min. 50%)	✓		✓		50,000	
TRAVEL & TOURISM									
Bachelor of Tourism & Travel Management	13816	4 years	10+2	✓		✓		49,000	

ELIGIBILITY NOTES : • In aggregate percentage Physical Education / Fine Arts / Performin.g Arts / vocational / non written subjects will only be considered for respective disciplines.

• The Candidates with LSAT-India 2015 scores are also eligible to apply for admission in the Law Programmes (only for Gurugram Campus).

FEE NOTES   : • Refundable Academic Security Deposit of Rs. 15,000/- has to be paid at the time of admission.

• The Fee mentioned is for the 1st semester only and will increase by approximately 5% every year. Each Academic year is of 2 semesters.

• The mentioned fee structure is subject to change.

HOSTEL FEES   : Hostel fee (if applicable) : Manesar Campus: Rs. 65,000/- (Non AC) per annum, Rs. 1,00,000/- (AC) per annum and one time Refundable Security Deposit of Rs.10,000/- has to be paid at the time of admission (Mess charges on actual basis).
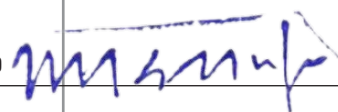
AMITY JEE   : Admission to all B.Tech programs is based on Amity- Joint Entrance Examination. For details please visit www.amity.edu/amityjee.
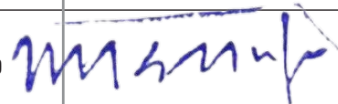
Registrar
Amity University Haryana
Manesar Gurgaon-122413

Programmes after Graduation at Amity University Gurugram (Manesar) - 2018
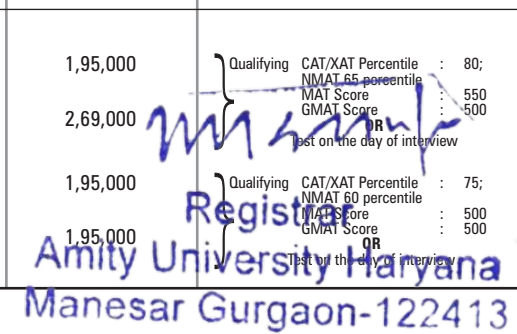
Programme by Discipline (Alphabetically Listed)	Program Code	Duration	Eligibility	Admission based on					Gurugram Campus	Remarks
				Qualifying Exam%	English Essay	GD	Interview	Others	Non-sponsored (NS) First Semester Fees (Rs.)	
APPLIED SCIENCES										
M.Sc. (Applied Physics)	13500	2 years	} B.Sc. in relevant stream	✓			✓	✓	22,000	} Test on the day of interview
M.Sc. (Applied Chemistry)	13509	2 years		✓			✓	✓	22,000	
M.Sc. (Applied Mathematics)	13510	2 years		✓			✓	✓	22,000	
M.Sc. (Biochemistry)	13690	2 years	} B.Sc. in relevant stream	✓			✓	✓	48,000	
M.Sc. (Forensic Sciences)	13011	2 years		✓			✓	✓	48,000	
M.Sc. (Environmental Sc. and Management)	13619	2 years	B Sc in relevant stream	✓			✓	✓	48,000	
M.Tech. (Polymer Science & Technology)	131035	2 years	B Tech / M.Sc (Chemistry)/ M.Sc (Polymer Science)	✓			✓	✓	74,000	
M.Sc. (Renewable Energy)	131037	2 years	} B Tech / B.Sc (Physics, Chemistry, Mathematics with physics as one of the subject)	✓			✓	✓	48,000	
M Sc (Renewable Energy) Part Time	131038	3 years		✓			✓	✓	29,000	
ARCHITECTURE										
Master of Planning	13350	2 years	B.Plan/B.Arch/B.Tech. in relevant stream	✓			✓	✓	70,000	} Test on the day of interview
Master of Interior Design	13802	2 years	Bachelor of Interior Design/ B.Arch.	✓			✓		74,000	
BIOTECH										
M.Tech (Biotechnology)	13107	2 years	B.Tech. in Biotechnology/ Bioinformatics/ Medical Biotechnology/ M.Sc.in Biotech/Life Sciences	✓			✓	✓	71,000	} Test on the day of interview
M.Sc. (Biotechnology)	13002	2 years	Graduation in Life Sciences	✓			✓	✓	58,000	
M.Sc. (Bioinformatics)	13003	2 years	Graduation in Life Sciences with Computer Science in 10+2	✓			✓	✓	58,000	
COMMERCE										
Master of Commerce	13576	2 years	B.Com/B.A. (Economics)/BBA (min. 50%)	✓			✓		58,000	
COMMUNICATION										
M.A. (Journalism & Mass Communication)	13800	2 years	} Graduation	✓			✓		90,000	
PG Diploma in Journalism & Mass Communication	13347	1 year		✓			✓		65,000	
COMPUTER SCIENCE/IT										
M.Sc. (Network Technology & Management)	13008	2 years	B.Tech./BCA/B.Sc.(Maths/IT/Physics/ Com Sc /Electronics/Hardware & Networking Management	✓			✓	✓	61,000	} Test on the day of interview
MCA	13007	3 years	Graduation with Maths at 10+2 or BCA	✓			✓	✓	85,000	
ECONOMICS										
M.A. (Economics)	13301	2 years	B.A. (H) Economics (min. 50%)/ B.A. With Economics as a subject (min. 55%)	✓			✓		40,000	
ENGINEERING										
M.Tech (Computer Science & Engg.)	13009	2 years	MCA/M.Sc. (CS/P/M/Stats.)/B.Tech.	✓			✓	✓	74,000	} Test on the day of interview
M.Tech (Electronics & Communication Engg.)	13153	2 years	B.Tech. (ECE) / M.Sc. (Electronics/Phy.)	✓			✓	✓	74,000	
M.Tech (Solar & Alternate Energy)	13208	2 years	B.Tech./M.Sc. with phy./chem./Material Science	✓			✓	✓	74,000	
M.Tech (VLSI Design)	13819	2 years	B.Tech.-CSE/ECE/IT	✓			✓	✓	74,000	

Registrar
Amity University Haryana
Manesar Gurgaon-122413

For eligibility, fees & hostel fees notes please see page no. 50

Programmes after Graduation at Amity University Gurugram (Manesar) - 2018

Programme by Discipline (Alphabetically Listed)	Program Code	Duration	Eligibility	Admission based on					Gurugram Campus	Remarks
				Qualifying Exam%	English Essay	GD	Interview	Others	Non-sponsored (NS) First Semester Fees (Rs.)	
ENGINEERING										
M.Tech (Thermal Engg.)	13776	2 years	BE/B.Tech.-Mechanical & Automation Engg.	✓			✓	✓	74,000	
M.Tech (Machine Design)	13777	2 years		✓			✓	✓	74,000	
M.Tech (Industrial & Production Engg.)	13685	2 years		✓			✓	✓	74,000	
M.Tech (Structural Engg.)	13699	2 years	B.E./B.Tech. (Civil)	✓			✓	✓	74,000	
M.Tech (Environmental Engg.)	13279	2 years		✓			✓	✓	74,000	
M.Tech (Transportation Engineering)	131131	2 years		✓			✓	✓	74,000	
M.Tech (Construction Technology & Management)	131130	2 years		✓			✓	✓	74,000	Test on the day of interview
M.Tech (Data Science)	13684	2 years	B.E/ B.Tech CSE/ IT/ ECE/ M.Sc Statistics/Mathematics/IT/CS/MCA	✓			✓	✓	74,000	
M.Tech (Network & Cyber Security)	131128	2 years		✓			✓	✓	74,000	
M.Tech (Artificial Intelligence & Robotics)	131129	2 years	B.E/ B.Tech CSE/ IT/ ECE/ EEE/ EE/ ME/ Instrumentation & Control Engg/ Biomedical/ Aeronautical Engg, M.Sc Statistics/ Mathematics/ IT/ CS/ Physics, MCA	✓			✓	✓	74,000	
M.Tech. (Atmospherics Technology & Climate Management)	131137	2 years	BE/B.Tech in relevant subject or M.Sc. In Physics, Chemistry, Mathematics, Atmospheric & Oceanic Science and Environmental Health	✓			✓	✓	74,000	
ENGLISH LITERATURE M.A. (English)	13103	2 years	B.A. English / Graduation with English as a subject	✓			✓		42,000	
FINE ARTS Master of Fine Arts	13010	2 years	BFA	✓			✓	✓	33,000	Portfolio assessment on the day of the interview
LAW LL.M.	13018	1 year	LL.B or Equivalent	✓			✓	✓	32,000	Test on the day of Interview
LIBERAL ARTS M.A. (Applied Linguistics)- ELT	131039	2 years	BA in English with min.imum 50% marks	✓			✓		42,000	
MANAGEMENT MBA (Specializations Offered - IB/M&S/HR/Retail Mgmt/E-Commerce/IT/Finance)	13019	2 years	Graduation (min. 50%)	✓		✓	✓	✓	1,95,000	Qualifying CAT/XAT Percentile : 80; NMAT 65 percentile MAT Score : 550 GMAT Score : 500 **OR** Test on the day of interview
MBA (3 Continent)	13087	2 years		✓		✓	✓	✓	2,69,000	
MBA (Business Analytics)	131108	2 years	Graduation (min. 50 %) with Maths/Economics/Statistics in 12th	✓		✓	✓	✓	1,95,000	Qualifying CAT/XAT Percentile : 75; NMAT 60 percentile MAT Score : 500 GMAT Score : 500 **OR** Test on the day of interview
MBA (Banking & Finance)	13502	2 years	Graduation min. 50%	✓		✓	✓	✓	1,95,000	

Programmes after Graduation at Amity University Gurugram (Manesar) - 2018

Programme by Discipline (Alphabetically Listed)	Program Code	Duration	Eligibility	Admission based on					Gurugram Campus Non-sponsored (NS) First Semester Fees (Rs.)	Remarks
				Qualifying Exam%	English Essay	GD	Interview	Others		
MANAGEMENT										
MBA (Executive) Full Time	13339	1 year	Graduation (min. 50%) + 3 years of work experience	✓		✓	✓		2,88,000	
MBA (Hospital & Healthcare Management)	13395	2 years	BE/B.Sc.(Nursing)/ B.Pharma/B.P.T./B.O.T/ B.B.A./B.A. Hospital & Health Management/ B.Sc. Computer Science/B.A./B.Sc./ B.Com. Degree/ PG Dip Health/ Hospital Admin.istration	✓		✓	✓	✓	1,95,000	Test on the day of Interview
MBA (Executive) For Working Professionals	13622	2 years	Graduation+ min. 2 years work experience	✓		✓	✓		71,000	
MEDICAL										
M.Sc. (Clinical Research)	13402	2 years	Graduation in Life Sciences (min. 50%)/ B.Sc. (Clinical Research)	✓			✓		50,000	
M.Sc. (Dietetics & Applied Nutrition)	13394	2 years	B.Sc. Home Science / Life Sciences / Clinical Nutrition / Nutrition & Dietetics / Microbiology / Bio-Chemistry / Bio-technology / B.Sc Food Science and Quality Control / B.Sc Food Science	✓			✓		50,000	
M.Sc. Medical Lab Technology (Specialisation Offered - Clinical Microbiology)	13163	2 years	B.Sc. (MLT)/ Biochemistry/ Microbiology/ Biotech./ Genetics	✓			✓		50,000	
Master of Optometry	131133	2 years	B. Optom. or equivalent	✓			✓		50,000	
Master of Public Health	13396	2 years	MBBS/ BDS/ BAMS/ BHMS/ Diploma in Public Health/ BSc. Nursing with minimum 50% marks	✓			✓		50,000	
Master of Optometry (M.Optom) Practioner	131134	2 years	Bachelor's Degree in Optometry with 3 years of work experience	✓			✓		50,000	
Master of Hospital Administration	13340	2 years	MBBS/ BDS/ BAMS/ BHMS/ BPT/ BHA/ BHM/B.Optom/ BASLP/ B.Sc-Nursing / B.Sc. MLT/ B.Pharma, B.Sc DAN /B.Sc. Allied Health Sciences with minimum 50%	✓			✓		1,51,000	
Master of Hospital Administration (Executive) for working professionals	131135	3 years	MBBS/ BDS / BAMS/ BHMS/ BPT/ BHA/ BHM/ B.Optom / BASLP/ B.Sc-Nursing/ B.Sc. MLT/ B.Pharma/ B.Sc DAN/B.Sc. Allied Health Sciences with minimum 50%	✓			✓		54,000	
NANOTECHNOLOGY										
M.Sc. (Nanoscience by Research)	13029	2 years	B.Sc or equivalent (min. 60%) and 10+2 (60%)	✓			✓		71,000	
M.Tech (Nanoscience & Technology)	131136	2 years	BE/B.Tech all streams or M.Sc (Physics/ Chemistry/ Mathematics/ Biosciences/ Natural Sciences/ Electronics/ Instrumentation) and minimum 60% at 10+2 level	✓			✓		74,000	

Registrar
Amity University Haryana
Manesar Gurgaon-122413

For eligibility, fees & hostel fees notes please see page no. 50

Programmes after Graduation at Amity University Gurugram (Manesar) - 2018

Programme by Discipline (Alphabetically Listed)	Program Code	Duration	Eligibility	Admission based on					Gurugram Campus Non-sponsored (NS) First Semester Fees (Rs.)	Remarks
				Qualifying Exam%	English Essay	GD	Interview	Others		
NURSING			A registered nurse and a registered midwife with B.Sc Nursing / B.Sc Nursing (H) with 55% aggregate marks from an Institution which is recognized by INC and minimum one year work experience after B.Sc Nursing OR A registered nurse and a registered midwife with Post Basic Nursing with 55% aggregate marks from an Institution recognized by INC and minimum one year of work experience prior or after Post Basic B.Sc Nursing (5% relaxation of marks for SC/ST candidate)							
M Sc Nursing - Community Health Nursing	13887	2 years		✓			✓		64,000	
M Sc Nursing - Medical Surgical Nursing	13886	2 years		✓			✓		64,000	
M. Sc. Nursing - Psychiatric Nursing	13888	2 years		✓			✓		64,000	
PSYCHOLOGY										
M.A. (Counselling Psychology)	13033	2 years	Graduation with Psychology as a subject.	✓			✓		33,000	
M.Sc. (Clinical Psychology)	13408	2 years	Graduation with psychology as a subject / B.Sc. In clinical Psychology	✓			✓		50,000	
PG Diploma in Counselling Psychology	13036	1 year	Graduation in Social Science	✓			✓		33,000	
M.A. (Applied Psychology)	13166	2 years	Graduation (minimum 50% marks) with Psychology as a subject	✓			✓		33,000	
M Phil (Clinical Psychology)	13109	2 years	MA/MSc in psychology or equivalent (min. 55%)	✓			✓	✓	84,000	Test on the day of Interview
SOCIAL WORK										
Master of Social Work	13202	2 years	Graduation with minimum 50 % marks	✓			✓		42,000	
Integrated Sciences & Health										
M.Sc (Data Sciences)	131177	2 years	Graduation in Science	✓			✓	✓	48,000	Test on the day of Interview

ELIGIBILITY NOTES : • In aggregate percentage Physical Education / Fine Arts / Performin.g Arts / vocational / non written subjects will only be considered for respective disciplines.

• Final Year appearing students should meet min.imum eligibility till last qualifying Semester/Year and should not have any back paper/essential repeat.

FEE NOTES : • Refundable Academic Security Deposit of Rs. 15,000/- has to be paid at the time of admission.

• The Fee mentioned is for the 1st semester only and will increase by approximately 5% every year. Each Academic year is of 2 semesters.

• The mentioned fee structure is subject to change.

HOSTEL FEES : Hostel fee (if applicable) : Manesar Campus: Rs. 65,000/- (Non AC) per annum, Rs. 1,00,000/- (AC) per annum and one time Refundable Security Deposit of Rs.10,000/- has to be paid at the time of admission (Mess charges on actual basis).

Registrar
Amity University Haryana
Manesar Gurgaon-122413

APPLICATION INSTRUCTIONS

We have exceptionally **high standards** for the talent that we take in to our programmes. Superior leadership qualities, communication and interpersonal skills, commitment, problem-solving ability, Value driven min.dset, professionalism, flexibility, motivation and sharp intellectual curiosity are **expected**.

PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE YOU BEGIN TO COMPLETE YOUR APPLICATION. THE APPLICATION FORM SHOULD BE FILLED IN YOUR OWN CLEAR AND LEGIBLE HANDWRITING AND THE UNDERTAKING IS TO BE SIGNED BY YOU ONLY.

- For all details relating to Eligibility, Fee structure and Procedure for Admission to all programmes, kindly refer to Annexure - 1 of the Admission Prospectus 2016 .

- Visit **www.amity.edu (admission microsite login)** for all information relating to your application & admission after submission of application form

- **Qualifying candidates can select their date for On Campus Admission Process at www.amity.edu (admission microsite login). It is your responsibility to check the website for selection of date and appear in the Admission Process accordingly. No separate communication will be sent in this regard.**

- **You are advised to keep a photocopy of the complete application form.**

- **Incorrectly filled, incomplete, unsigned forms & forms recieved after due date will be rejected.**

- **Forms once rejected will not be reconsidered & form cost will not be refunded.**

- **You can not apply more than once for the same programme in one admission year.**

- **Enclose class 10th mark sheet only with the Application Form. No other Mark sheets / Testimonials are to be attached with the Application Form at this stage (Only Foreign students / Foreign University Degree holder should attach photocopies of academic transcripts & AIU Equivalence Certificate). University / Board / Marks filled in the Application Form will be considered for all procedures related to admission. Any discrepancy found during original document verification will result in cancellation of Admission.**

- **Amity does not take any responsibility for delay or loss of the material in post / transit.**

We do not accept any donations for admission. Merit is the only criteria. Any instances found, even at a later date, will lead to cancellation of admission.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

TERMS AND CONDITIONS FOR ADMISSION

1. **Non-Refund of Fees:** All fees once paid are not refundable for any reason whatsoever. Only Security Deposit will be refunded after making necessary adjustments as required.

2. **Cancellation of Admission:** Amity reserves its right to cancel the admission of successful candidate under any of the following circumstances :

   (a) If the fees is not deposited by the stipulated date.

   (b) If the candidate does not join the particular programme by the stipulated date even though the fee has been deposited.

   (c) If the candidate fails to furnish the proof of the stipulated min.imum qualifications.

   (d) If any instance of donation/unfair means is found after admission.

   (e) If any of the document(s) submitted by you to Amity University is found to be forged, fabricated or false during the period of your study, your admission shall be cancelled immediately and fees shall be forfeited. In case you complete the course and obtain the degree on the basis of documents which are later found to be forged, fabricated or false, at any point of time, your degree shall be cancelled/ recalled.

2.1 Provision of Non Refund of Fees under Clause 2 will also apply in cases under Clauses 2 (b) and (c).

3. **Right of Alteration/Modification:**

   (a) Amity reserves its right to alter or modify the structure of any of the programs to attain the objective of excellence.

   (b) Amity reserves its right to change the provided Fee Structure.

   (c) Amity reserves its right to modify, alter and/or include any other Terms and Conditions that may be deemed fit in the interest of the Institution.

4. **Student Agreement Clause:**

   a) I shall immediately inform the University in writing if there is any change to the information I have provided in this application

   b) I authorize the University to issue details provided in this application form to any agency in the event of a verification or other statutory requirements

   c) I am fully aware and accept the responsibility for all expenses towards my education and living while studying in the University

   d) I agree to abide by the visa regulations and any other requirements as applicable

All successful candidates shall be bound by the above mentioned Terms & Conditions of Amity.

Registrar
Amity University Haryana
Manesar Gurgaon-122413
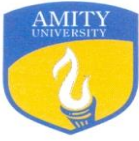
ADMISSION MANUAL
2018

Containing Standard Operating Procedures pertaining to key activities of Admission Process

Amity University Admission Office
Amity University Campus
Amity Education Valley
Gurgaon (Manesar)
0124-2337015, 16

City Office:
Amity University Admission Office
Amity International School
Sector – 46,
Gurgaon,
0124-3225651, 2164864, 65

Registrar
Amity University Haryana
Manesar Gurgaon-122413

INDEX

Job Description:
> *Counselor*
> *Marketing Executive*
> *Data Entry Operator/Office Assistant*

Operational Activities:

- Dealing with Visitors in Admission Office - Walk-ins
- Handling Admission Calls – Inbound
- Handling Admission Calls – Outbound
- Sale of Application Forms
- Receipt of Application Forms
- Data Entry in MS – Excel
- Setting of Question Papers
- Conduct of Test
- Evaluation of Answer Sheet
- Compilation of Result
- Issue of Admission Offer Letters
- Receipt of Fee
- Extension of Date of Fee
- Withdrawal from Program and Refund of Fee
- Handling Admission Email Account
- Inter Amity University Transfer (excluding lateral entry)
- Lateral Entry (including migration)
- Change of Stream/Program
- Provisional Admission
- Managing Admission Intranet
- Admissions through JEE
- CBT: Computer Based Test
- SI: Skype Interview
- Online Submission of Application forms
- Online fee submission
- Publishing of Admission Offer letters on Micro site

Annexures

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Manesar Gurgaon-122413

Counselor

Job Description:

- Serves as a member of the Admissions Team to assist in achieving enrollment goals for the university.

- Motivate students for challenging courses and Educational programs.

- Advises students and parents about admission's requirements, concerned academic programs, bank loan and scholarship information, information pertaining to various facilities provided by the University, and most importantly the culture and philosophy of Amity.

- Provides required follow-up to students and parents via phone, letters, email, etc.

- Reviews admission applications, evaluates credentials, and makes admission decisions.

- Initiates, plans, and executes special projects in conjunction with the goals and objectives of the office.

- Coordinate and contribute to the success of various student visit programs designed to recruit targeted prospective applicants to the University

- Implement admission strategies as outlined in the admissions plan which may include school and/or community college visits, attend educational fairs, area receptions, and events.

- Provides admission presentations to visitors during campus daily tours and at on campus and off-campus events.

- Compiling various reports related to admissions

- Covering reception desk

- Ability to work as a successful link between the faculty, parents and the students and help students achieve the Educational goals set beforehand

- Any other specific duties as required by the Director Admissions

- Adhere to University policies and procedures regarding admission

Requirements:

- Bachelor degree with at least one year of admissions counseling and outreach experience, or equivalent.

- Knowledge of PeopleSoft and Business Objects.

- Strong interpersonal skills, Skill in effective communication and public presentations.

- Demonstrated ability to work with a wide range of people and commitment to diversity.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

- Demonstrated ability to efficiently and effectively solve problems, initiate and implement projects.

- Knowledge of issues pertaining to areas of assignment.

- Experience with and sensitivity to diverse population.

- Ability to travel and work a varied schedule with flexible hours.

- Knowledge of Microsoft environment, including Word, Access, Excel.

- Some supervisory skills and training experience.

- Ability to represent the office and the university in a professional manner.

- Maintain a positive attitude that will promote a healthy cultural climate in Admissions

Data Entry Operator/Office Assistant

Job Description:

- Scrutinize the admission application form and checking required columns, reporting discrepancies
- Verifying/calculating the marks, percentage, eligibility etc
- Segregation of application forms, maintaining record of DDs
- Data entry in computer and admission intranet
- Data management and preparations of various reports
- Preparation/compilation of results, dispatch of offer letters
- Proper maintenance of office records
- Any other duties assigned by the Director Admissions

Requirements:

1. Bachelor Degree with one year of similar experience in an organization
2. High degree of computer skills in MS- Office, particularly in MS - Excel
3. Positive attitude
4. Willingness to work in flexi hours
5. Some supervisory skills
6. Maintain a positive attitude that will promote a healthy cultural climate in Admissions

Registrar
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Manesar Gurgaon-122413

Marketing Executive

Job Description

1. Serves as a member of the Admissions Team to assist in achieving enrollment goals for the university.

2. Analyzing the marketing opportunities and taking initiatives to enhance the students' intake, devising plans for brand building and enhancing visibility in market place

3. Implement admission strategies as outlined in the admissions plan which may include school and/or community college visits, enhancing ties with schools, colleges, coaching institutes, admission consultants/counselors, attends educational fairs, area receptions, and events.

4. Initiate, plan, and execute special projects in conjunction with the goals and objectives of the office.

5. Conduct admission presentations to visitors during campus daily tours and at on campus and off-campus events.

6. Any other specific duties as required by the Director Admissions

7. Adhere to University policies and procedures regarding admission

Requirements:

1. A master degree in business administration or equivalent qualification.

2. Strong interpersonal skills, Skill in effective communication and public presentations.

3. Demonstrated ability to work with a wide range of people and commitment to diversity.

4. Demonstrated ability to efficiently and effectively solve problems, initiate and implement projects.

5. Knowledge of issues pertaining to areas of assignment.

6. Experience with and sensitivity to diverse populations.

7. Ability to travel and work a varied schedule with flexible hours.

8. Knowledge of Microsoft environment, including Word, Access, Excel.

9. Supervisory skills and training experience.

10. Ability to represent the office and the university in a professional manner.

11. Maintain a positive attitude that will promote a healthy cultural climate in Admissions

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Dealing with Visitors in Admision Office - Walk-ins

Purpose & Scope:

This procedure deals with interaction with prospective candidates, students, parents and other persons visiting the admission office for the purpose of any enquiry, submission of application form, deposit of fees or for any other purpose related to admission.

Procedure:

Detail of every visitor to be kept in walk-ins register to be maintained by respective counselor.

Every counselor to equip with necessary information/a set of FAQs/hand outs/**brochures**/leaf lets/a ready reckoner related to key points pertaining to admission process

Transfer of query to concerned faculty/officer or Director Admissions, when required

Daily walk-ins report to be prepared and sent to AUH admission office

Monitoring, weekly review and follow-up of reports

Records:

1. Walk-ins register
2. Daily report of walk ins- Annexure I

Responsibility:

1. Respective Counselor
2. Incharge – City office

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Amity University Haryana
Manesar Gurgaon-122413

Calling – Inbound

Objective & Scope:

The procedure deals with effectively handling all incoming admission queries, capturing the callers' data, follow-up, identifying the potential, motivating/counseling them and converting them into amity admission aspirant

Procedure:

Maximum efficiency and due diligence to be maintained in receiving the calls on designated numbers alloted to specific counselor

Complete record of each call to be maintained by respective counselor

Daily master sheet of all calls recevied to be compiled and sent to Director Admissions

Transfer of query to concerned faculty/officer or Director Admission, whenever requried

Call back in case of non-availability of any information or lack of information

Missed calls/drop calls to be checked after every two hours and record to be kept and shall be called back twice in a day.

Monitoring, review and follow up of calls on day to day basis to increase the conversion

Records:
1. Daily call register
2. Day wise master call sheet- Annexure II

Responsibility:
1. Counselors
2. In-charge Calling

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Amity University Haryana
Manesar Gurgaon-122413

Calling – Outbound

Objective & Scope:

The procedure deals with enhancing connect with the prospective candidates/students through information sharing/communicating, counseling, motivating, converting leads into admission and achieving high enrollment of students

Procedure:

Different types of outbound calls:
- Forms received confirmation calls
- Test Information calls
- Result calls
- Leads Calls
- MAT data
- Others (Absentee calling, Fees follow up calls, Fee received through post, Course change intimation Calls, JEE

Response of each call to be recorded as below:
- **Interested (INT)**: Interested ,will get back
- **Not Interested (NI)**:Not interested, Disconnected,
- **Not reachable** (**NR):** Not answering, Out of reach/network/service, Switched off, Busy, Call waiting, line disturbed, call later, not connecting.
- **Informed (INFO):** concerned person not available informed to others//mother/father/brother/sister, etc,).

Repeat calls to be made based on responses received in first set of calling and calling sheet to be updated accordingly

Day wise master sheet to be prepared containing necessary information/responses

Review of calling list to be made twice in a week to filter the calls into potential and dead categories for further follow – up

Day wise calling status report to be mailed to Director Admissions

Records:
1. Daily outboud call sheet
2. Master calling sheet- Annexure III
3. Calling sheet – potential Vs dead calls

Responsibility:
1. Calling – incharge
2. Counselors

Sale of Application Forms

* Other than sales through Axis bank and downloading from website

Purpose & Scope:

The procedure deals with maintaining record of all blank application forms received from AUUP Noida, sold and balance in stock so as to keep complete detail of forms sold and to avoid stock-out.

Procedure:

A stock register to be maintained and updated regularly

Program wise record of form sold

Weekly reconciliation of stock register with form sold

Cash receipt (in duplicate) bearing serial number of application form to be issued/kept for record
Cash to be handed over by all counselors to incharge on day to day basis

Transfer of cash from city office to accounts office

Re-order level to be checked and new requirement should be sent to Director Admissions accordingly to avoid stock out

Record:

1. Stock register for application forms – Annexure IV
2. Register for application form sold- Annexure V
3. Weekly report of application form sold

Responsibility:

1. Counselor – A
2. City office incharge

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Amity University Haryana
Manesar Gurgaon-122413

Receipt of Application Forms

Purpose and Scope:

The procedure deals with keeping program wise complete record of admission application forms received, their scrutiny, classification, data entry in excel and uploading on admission intranet so as to provide up to date information and to facilitate planning and execution of subsequent admission activities/processes.

Procedure:

All Application forms received should be entered in the register.

All Application forms received should be properly scrutinized.

Scrutiny of forms/checking of important fields:
     i. Program code
     ii. DD Details and payment mode details
     iii. Date of Birth
     iv. Email-Id
     v. Contact Number (atleast 2 No.)
     vi. Marks and eligibility

Discrepancies to be highlighted and communicated

All forms should be clearly identified as per following:
- Complete and eligible -
- Complete and not-eligible
- Incomplete
- Direct Admission

Entries of application forms in excel sheet

Daily reconciliation of application form and preparation of status report

Application forms to be sent to AUH admission office and movement of forms to be recorded

Uploading of application forms on admission intranet and status to be updated within 48 hours of receipt of forms

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Manesar Gurgaon-122413

Incomplete forms to be kept on hold for complete information and will be sent to AUH within 48 hours

Acknowledgment call of forms received to be given to all the students within 24hrs, guiding to follow microsite.

Records:

1. Form receipt register- Annexure VI
2. Excel entry sheet - Annexure VII
3. Uploading on Amizone
4. Daily form receipt report- Annexure X

Responsibility:

1. Counselor B
2. Incharge City office
3. Data entry operators

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Amity University Haryana
Manesar Gurgaon-122413

Data Entry in MS – Excel

Purpose and Scope:

This procedure deals with creating a complete data base of all application forms received during the admission process to facilitate in subsequent planning and execution of admission process/activities

Procedure:

Checking of key particulars

Alphabatically separate excel data sheet to be maintained for large programs, as specified

Data sheet to be categorised based on eligbile candidates, not eligible candidates, result awaited and direct admission

All excel entries should be completed on same day.

Master excel sheet to be compiled on the same day.

Reconciliation of excel sheet with daily form receipt register

Records:
1. Excel sheet of applicant's students – Annexure VII

Responsibility:

1. City office – Incharge
2. Data Entry Operator

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Amity University Haryana
Manesar Gurgaon-122413

Setting of Question Papers

Objective & Scope:
The procedure deals with readiness of question papers for written examination of different programs during admission procedure

Procedure:

Every question papers should have a paper code

At least two sets of question paper should be ready a week before the date of written entrance examination

Requirement of question papers to be assessed in the beginning of new admission session and to be sent to HOIs of respective program a month before the date of examination

Head of Institution (HOI) of respective program to ensure the readiness of question papers.

HOI to review the question paper before its submission to admission office

Confidentiality, secrecy and safe custody of question papers to be maintained

Records:

1. An office copy of all question papers to be filed.

Responsibility:

1. Counselor

Conduct of Admission Examination

Purpose & Scope:

The procedure deals with smooth conduct of test and to ensure the confidentiality and transparency in the process

Procedure:

Information to all eligible candidates to be sent through micro site of respective candidate, SMS's, email and telephone at least three days in advance, while for the forms being received on last few days should be called on daily basis

Text of email/SMS to be approved by Director Admission

Following arrangements to be made at least one day in advance:
- Registration
- Seating plan
- Signage
- Invigilation
- Classification of Q papers and Ans sheets
- Classification of forms and readiness of PI sheet
- Interview boards

Attendance of students appeared in the exam/interview to be marked.

Instructions to fill-up the PI sheet to be issued properly to concerned faculty members

Identities of student to be verified from the application form by the invigilator in the exam room by cross signing on the photograph of the candidate pasted in the application form

The application forms of present & absent student to be segregated by the invigilator in the exam room.

All essay sheets, answer sheet, GD & interview sheet to be counted at the time of submission by concerned invigilator

Records:
1. Attendance sheet
2. Programme wise list of students appeared

Responsibility:

1. Respective floor in charges
2. One Counselor and one faculty- for over all co-ordination
3. Data Entry Operators to keep a track of form received on the day of test

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Evaluation of Answer Sheet

Objective & Scope:

The procedure deals with fair evaluation of answer sheets while maintaining the confidentiality.

Procedure:

An evaluation team to be constituted by Director Admissions with the due approval from Pro Vice Chancellor/Vice Chancellor

Evaluation team to mark the answer sheets at a designated place and time

Answer keys to be provided to all evaluators

Evaluator to compile the marks and submit the duly signed mark sheet to admission office

Officer responsible to ensure the confidentiality and secrecy of the whole activity

Records:

1. To file all the answer scripts
2. To attach all the Essay sheets
3. Statement of marks

Responsibility:
* Counselor

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Compilation of Result

Objective & Scope:

This procedure deals with accuracy and speed in compiling the final result

Procedure:

Entries of all appeared candidates to be made and checked in excel sheet

Academics marks to be entered carefully and duly checked

Marks of entrance examination (essay, written exam, personal interview & GD) to be entered from the mark sheet and admission form.

Weightage for different column in final result sheet to be checked

Result sheet to be categorised in following categories:

- The candidates will be listed in the CRS in the following order and the Groups:

    o <u>Group 1</u>. General Group. (Listed from S. No. 1 to 12 in the sample Annexure)
    o <u>Group 2</u>. RA Group-Candidates whose results are awaited. (Listed from S. No. 13 to 14 in the sample Annexure)
    o <u>Group 3</u>. No Group-Candidates that have not been recommended by the Board and bear remark "NO" in the PI/GD Assessment Sheet. (Listed from S. No. 15 to 16 in the sample Annexure)
    o <u>Group 4</u>. Absent Group-Candidates who absents themselves after participating in part of the admission process. (Listed from S. No. 17 to 18 in the sample Annexure)
    o <u>Group 5</u>. NE Group. Candidates who are found "Not Eligible" for the programme. (Listed from S. No. 19 to 20 in the sample Annexure)

- The candidates in their own groups will be sorted as per their scores (Largest to smallest).

Particulars of final result sheet to be checked/tally with individual application form

Essay sheet to be attached with each application form

Result review committee to finally check the result

Final result sheet to be made and duly signed by the concerned persons along with the Director Admissions, involved in the preparation/checking.

Final result should be compiled within three working days after the conduct of admission test.

Records:

1. Evaluation sheet/Mark sheet
2. Consolidated final result sheet – Annexure VIII
3. Application forms with attached PI sheet

Responsibility:

1. Data entry operator
2. Counselor

Issue of Admission Offer Letter

Objective & Scope:
This procedure deals with maintaing accuracy in issuing the admission offer letters to the selected candidates

Procedure:

Candidate name to be checked from the final result sheet approved by the management

Following details to be checked while printing the offer letter:
4. Name
5. Father's name
6. Program
7. Duration of the program
8. Program Fee
9. Eligibility

Concerned office assistant to mark his/her initials on the offer letter to ensure that the above details are verified

Offer letter to be signed by Director Admission.

No offer letter to be sent without its signing by the Director Admissions

In case of a candidate's request, to send the offer letter through email, a copy of offer letter, duly signed by the Director Admissions to be scanned and email to concerned candidate.

No offer letter to be attached/scan and sent without bearing signature of the Direcotr Admission

 A copy of offer letter sent through email to be kept in the office

Records:
1. Master data sheet of selected candidate to whom offer letter is issued

Responsibility:
1. Office Assistant

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Receipt of Fee

Objective & Scope:

This procedure deals with maintaining an accurate & complete record of day to day submission of fees of admitted candidates keep track on the total number of admissions

Procedure:

Fee to be recevied at city admission office and AUH accounts office

Fee paid in cash or through cheques is not accepted.

Admission offer letter to be checked and selection of candidate, program name is to be checked with approved final result sheet

Verification of eligibility and necessary supporting documents/marks sheets etc

Verifying amount of DD with the fee prescribed in the offer letter/admission prospectus and other particulars mentioned in the DD/pay order.

Ensure that student details are clearly mentioned at the back of Demand Draft

Day wise entries of the fee paid with necessary details (academic fee, academic security, hostel fee, hostel security, bus fee, program, student's name, sex, and city) to be entered in Fee Entry Registered and also compiled in an Excel sheet.

Printed fee receipt (in duplicate) to be filled and a copy to be given to students

Daily reconciliation of fee received and preparation of status report

Demand drafts to be sent to AUH admission office along with the summary of DDs and entries to be made in DD register

Accounts to sent the detail of daily fee recevied to city admission office

Accounts and admission office to weekly reconcile the status of fee received

Updating fee on finance module of admission intranet by Accounts within 48 hours of receipt of demand drafts

Fee received through post should be considered after verifying the all necessary points mentioned above and acknowledgement in this regard should be sent to the candidate within 24 hours of receipt of fee

Registrar
Amity University Haryana
Manesar Gurgaon-122413

In case of any deficiency in documents/DD/fee received through post to be kept on hold and information in this regard to be sent to candidate within 24 hours of receipt of fee

Record of part- payment of fee, scholarship cases (both part and full) to be maintained separately

Records:

1. Daily fee recipt format on Excel – Annexure IX
2. DD register
3. Daily fee receipt report – total – Annexure X
4. Daily fee receipt report – Accounts, AUH

Responsibility:

1. City office Incharge
2. Counselor
3. Accounts Officer

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Extension of Date of Fee

Objective & Scope:

This procedure deals candidate request for extension of fee due to delay in grant of education loan or any other reason beyond the conrol of candidate

Procdeure:

Candidate to submit the application in this regard to Director Admissions

Director Admissions to approve the extension for not more than seven days considering the case and circumstances

In case of extensions of more than seven days and upto 20 days, the candidate is required to submit a 'non refundable' token amount of Rs 25,000/- to secure the seat with an undertaking in this regard to Director Admissions

Separate fee record of such cases to be maintained and follow-up to be taken

Above token amount to be forfieted, in case of non-submission of balance fee within the specified time period

A communication in this regard to be sent to the candidate

Records:

1. Record of applications
2. Master data sheet of such cases containing necessary detail- Annexure XI
3. Undertaking – Annexure XII-A, XII-B

Responsibility:

1. Counselor
2. Data Entry Operator

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Withdrawal from Program and Refund of Fee

Objective & Scope:

This procedure deals with speedy processing of withdrawl of admission and refund of fee cases

Procedure:

Candidate to submit the refund application to the Director Admission

Receiving officer from admission office to properly sign and mark the date of receipt on the application and handover copy of the same to the applicant

Decision of refund to be taken considering the following:

10. Deduction of processing fee of Rs. 1000- in all cases (whether prior to commencement of course or thereafter).

11. For cases where student withdraws post commencement of course the refunds would be made as per the following criteria:

    o Where no admission is done in the particular course post the date of withdrawal by the student only security is to be refunded.
    o Where any admission is done post the withdrawl – proportionate amount of fee would be deducted in addition to Rs. 1000/- as procesing fee.. In this case attendance of the withdrawn student will be considered from the date of commencement of the program till the date of withdrawal application. Semester fees amount will be divided by 6 to get monthly fees.

All application to be marked to Registrar office by Director Admissions with a copy to be kept in admission office

Registrar office to further process the application
Records:

1. Record of applications
2. Master data sheet of such cases containing necessary detail – Annexure XIII

Responsibility:

1. Registrar Office
2. Counselor
3. Data Entry Operator

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Handling Admission Email Accounts

Objective & Scope:

This procedure deals with regularly checking, timely & satisfactorily replying of queries/information asked through email.

Procedure:

Daily checking of admission email accounts after regular intervals.

All emails must be checked in morning (opening hours) and evening (closing hours)

All routine inquires to be handled by concerned counselor(s)

Important emails to be marked to Director Admissions for his information and reply, if necessary

Reply to all emails should be sent within two working days from the receipt of email

Records:

1. Filling of important emails

Responsibility:

1. Marketing Executive
2. Counselor

Inter Amity University Transfer (excluding lateral entry)

Objective & Scope:

The procedure deals with transfer cases of students from one campus of Amity to another campus of Amity, facilitating smooth transfer and observing necessary formalities

Procedure:

Transfer from AUH:

No request of transfer shall be entertained from the students.

Transfer of a student is initiated only when management takes a decision in this regard keeping in mind the interest of student

Process of transfer to be initiated only after receiving the approval from management

An information to this regard with complete details along with the copy of approval to be sent to concerned Amity campus.

Necessary documents (application form, copy of fee receipt, details of marks obtained by the candidate in the admission procedure) to be sent to the concerned campus

Candidate is required to apply for a refund of fee in AUH and deposit the fee in transfer University

Refund of fee in such cases to be completed within one week after the approval of transfer from management.

Registration status of students on admission intranet to be updated accordingly

Transfer to AUH:

Proceess to be initiated only after receiving the approval from management in this regard

Necessary documents (application form, copy of fee receipt, details of marks obtained by the candidate in the admission procedure) to be received from the concerned campus

Candidate to report to Director Admissions and submit the necessary documents

Candidate is required to deposit the applicable fee

Status to be updated on admission intranet accordingly

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Records:

1. Separate excel file to be maintained for transfer cases – Annexure XIV
2. Documents to be filed

Responsibility:
1. Counselor
2. Data entry operator

Lateral Entry (including migration)

Objective & Scope:

This procedure deals with process of lateral entry admission to a program and migration of candidate from other University

Procedure:
Candidate must secure at least 60 per cent aggregates in throughout in previous years of study

To qualify the admission procedure laid down by the University

Admission is subject to the lateral entry regulations of the University

Records:

1. Separate data excel sheet of the candidate
2. Necessary records of the candidates as per AUH regulations

Resposnibility:

1. Registrar, AUH
2. Data entry operator

Change of Stream/Program

Objective & Scope:

The procedure deals with students' request pertaining to change of stream/program

Procedure:

Application to be submitted to admission office and data to be maintained on day to day basis.

All requests to be compiled twice in a week and sent to Director Admissions for review.

Requests to be sent to management for approval along with individual detail of the candidate.

Follow-up with management in case of non receipt of reply within 48 hours from the date of request sent to management.

Information to the candidate about the decision of change to be sent within 24 hours after receiving the approval.

Approved candidate to fill-up the undertaking regarding acceptance of request for change.

Candidate can restored to the original program in which he/she was first selected within seven days of the approval/filling-up the acceptance of change by submitting an application to the Director Admission. If a candidate does not apply within aforsaid period for resotration in the original program in which he/she was originally selected, the candidate will deemed to be admitted to the program in which change was requested and approved

Change of program by a candidate without approval/intimation to the Director Admissions shall be considered void

Records:

1. Application record of change request
2. Chronological data base of applicant
3. Consolidated status sheet – Annexure XV

Responsibility:

1. Counselor
2. Data Entry Operator

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Amity University Haryana
Manesar Gurgaon-122413

Provisional Admission

Objective & Scope:

The procedure deals with admission of candidate in case of non declaration of result of qualifying examination

Procedure:

Candidate to submit the undertaking to the Director Admissions that the final result will be submitted to the University within the specified period

Provisional admission to be mentioned on the fee receipt issue to such candidate

Full academic fee of the candidate shall be forfieted in case of non-submission of proof of fulfilling the eligibility conditions within the specified period

Fee record of such cases with all necessary details to be kept separately

Records:

1. Master data sheet of such candidates – Annexure XI

Responsibility:

1. Counselor
2. Office Assistant

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Handling of Admission Intranet

Objective & Scope:

This procedure deals with ensuring efficiency in communication between students and admission office through uploading of all application forms on intranet, generating registration numbers and completing the whole admission procedure on the intranet along with fee on finance module so as to ensure efficiency, accuracy, transparency and effectiveness in the admission procedure.

Procedure:

Receiving and uploading of application form with in 48 hours of receipt

Releasing of interview date at least a week before the date of examination

Releasing of cut-off marks

Updating attendance and marks on intranet

Generating offer letter

Updating fee by Accounts section on finance module within 48 hours of receipt of fee

Records:
1. Status sheet of candidates

Responsibility:
1. Counselor
2. Data entry operator
3. Account Office

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Manesar Gurgaon-122413

Admissions Through JEE MAINS

Objective & Scope:
This procedure deals with handling of admission procedure of B.Tech students through CCB-JEE as per the guidelines laid down by the Central Counseling Board – JEE

Procedure:

Following guidelines of spot round of counseling mentioned on www.ccb.nic.in

Tracking of counseling dates and communicating the necessary instructions to the admission team

Maintaing the data sheet of all queries received pertaining to JEE admissions

Online updating the status of candidate reporting to the University

Filling of Amity application forms at AUH campus

Printing of provisional seat allotment letter of candidate from CCB

Retaining a copy of provisional seat allotment letter duly signed by candidate

Verification of documents (as specified by www.ccb.nic.in)

Accepting the fee after ensuring the eligibility

Maintaining program wise data sheet of candidate reported, admitted and deposited the balance fee

Submitting details of candidate reported to the university to CCB as per the deadline (after the closing of counseling date) and also submitted the original provisional seat allotment letter.

Records:
1. Data sheet of queries
2. Detailed data sheet of candidates reported and submitted the fee – Annexure XVI

Responsibility:
1. Counselor
2. Data Entry Operator

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Manesar Gurgaon-122413

CBT: Computer Based Test

Objective & Scope:

This procedure deals with providing wider opportunities to the prospective students and to bring accessibility with greater flexibility with respect to location & timing.

Procedure:

- Student to submit the duly filled in application form
- The student to select CPT option Yes/No on the admission micro site
- The student has the option to select Test Date within 2 cycles only (Thu/Fri/Sat/Sun x 2) -
- The CBT cases to be exported to CSV file and sent to HO
- Confirmation of CBT cases on admission intranet once the access is opened from ATTEST and list is sent back from HO to admission cell.
- Once admission micro site is activated, click on CBT Scheduler Link for booking test slot
  - Every Thursday / Friday / Saturday / Sunday at designated Test Centres
  - 9:00 am to 10:30 am/ 11:00 am to 12:30 pm/ 1:00 pm to 2:30 pm/ 3:00 pm to 4:30 pm/ 5:00 pm to 6:30 pm
- The CBT venue, date and time slot in Scheduler Link to be booked by the student
  - Admit card to be generated from Scheduler and photograph to be pasted
  - ID proof to be generated from admission micro site and photograph to be pasted
- The test slot once booked, cannot be reversed
- Test scheduling window of 4 designated days in a week / 9 am to 6 pm
- CBT Test Slot booking done per cycle to be sent to Head Office on a regular basis
- The CBT cases confirmed on Intranet, but are not appearing in the list, to be followed-up to maximize the CBT Slot Bookings timely
- Student to appear for CBT
- The scores/ **Merit List-1** compilation to be done by ATTEST and submitted to Amity University
- Data Entry operator/ Office Assistant to add 10th/12th/graduation scores and make **Merit List-2**
- Counselor to contact student and schedule Skype Interview

Records:
- CBT cases to be exported to CSV file cases date wise
- Merit Lists to be maintained per cycle(annexure)
- Daily report (annexure)

Responsibility:
- Admission Executive
- Counselor
- Office Assistant/ Data Entry Operator

SI: Skype Interview

Objective & Scope:
This procedure deals with conducting interview of students through Internet- based video service- Skype, regardless of the student's location. The Skype interview will provide convenience to the student for appearing for the test from residence or cyber cafe. The Skype Interview should be preferably conducted within 48-72 hrs of CBT.

Procedure:
- Space to be created for Skype Interview with Amity banners as backdrop
- Separate computers with webcam, mike etc to be arranged for Skype Interview
- Create Amity University Skype ID (For standardization Purpose, it could be created as **'Amity University-Campus Name'**)
- SI dedicated systems to be grouped/marked/designated with respective CBT programs so that the Interview Boards are easily identifiable
- A moderator to handle SI screen log-ins, log-outs, general IT glitches in event of no show on stipulated time
- Students to be informed about SI through email or phone
- Skype Id to be created by the student
- The Counselor to guide students on how to create Skype IDs
- The requirement of Interview panel to be decided ahead of time
- Verify faculty names present to conduct the Interviews with the list sent by respective HoI/HoD
- Faculty attendance sheet to be signed and filed(Annexure)
- Interview panel to verify the identity of the student with the photograph pasted on the application form
- Interview Assessment Sheet to be duly filled and signed by the panel.(annexure)
- The student to be briefed by the counselor about CBT, if not appeared already
- The Interview marks to be compiled to make **Merit List-3**
- The Final Result sheet along with the application forms to be dispatched to HO for approval.
- After approval, admission offer letters to be published on admission intranet.

Checklist:
- Check lighting and keep the background simple and free of clutter and distractions
- Check internet connection
- Check the functioning of equipments like webcam and microphone ahead of time.
- Add on micro phones can be used for a better sound quality
- Give the student adequate time to complete their thoughts in case of a delay
- The interview panel should be visible to the student and vice versa

Records:
- Faculty attendance sheet
- SI schedule list
- Merit List-3

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Amity University Haryana
Manesar Gurgaon-122413

Responsibility:

- Admission Executive
- Counselor
- Data Entry Operator/ Office Assistant

Online Submission of Application forms

Objective & Scope:

This procedure deals with online submission of application forms so that data is captured in a consistent manner, held on a central sever and is readily available. This option can be accessed from any computer with web access and saves valuable time. It eliminates the data entry from paper.

Procedure:
- Student needs to login to www.amity.edu/gurgaon
- To click on Apply Online
- Fill in the complete details Upload copy of X mark sheet and recent passport size photograph
- To make the payment using debit or credit card
- The application form ports directly to "Online form Receipts" module of Amitranet
- Office assistant to take print of the application form and register after verifying all the details

Records:
- An excel sheet to be maintained date wise

Responsibility:
- Executive/Counselor
- Date entry operator/ Office Assistant

Online fee submission

Objective & Scope:

This procedure deals with the ease, convenience and faster submission of first installment of academic fee using net banking or Pay order/Demand draft/ cash payment in the nearest Axis bank branches. Online payments are far cheaper than the traditional method of mailing out paper invoices. It allows the students to perform banking activities at home via the internet.

Procedure:
- The student is guided to the payment gateway through his/her micro site
- The student then choose the payment option :net banking/cash payment at any Axis bank branch
- In case of cash payment through Axis bank, the student is required to download the pay-in-slip. PAN number is a pre requisite.
- Fill the pay-in-slip and deposit the fee
- After paying the fee, student is required to mark a confirmation of payment on his/her admission micro site
- The Accounts section then generates the list of fee paid students
- Once the payment is updated in the Finance Module of the amitranet, the payment details are reflected on the student's micro site

Records:
- An excel sheet of fee paid students is to be maintained on a daily basis
- The fee to be reported in the Daily Admission Status Report sent to HO

Responsibility
- Counselor/Executive
- Office Assistant/Data entry operator

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Amity University Haryana
Manesar Gurgaon-122413

Publishing of Admission Offer letters on Micro site

Objective & Scope:

This procedure deals with trouble-free and immediate access to admission offer letters to the selected students, once the result is declared. The admission letters are readily available on the admission micro site and saves on time and effort of sending the hard copy of the admission letters.

Procedure
- The admission letters are configured program wise in the beginning of the admission session
- The fee payment date is updated and letters are generated only for the selected students
- The admission letters are then published through Amitranet module "Publish Admission Letter"
- The student downloads the letter for fee payment

Responsibility
- Executive

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Manesar Gurgaon-122413

Walk-in Report

S.No	Date	Name	Programme	Source	Contact No	City	State	Purpose

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Calling – Inbound

S.No.	Date	Name	Contact No.	Programme	Source	City	State	Purpose	Remarks

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Manesar Gurgaon-122413

Calling – Outbound

Type of Call: _____

S.No.	Date	Name	Programme	Contact No.	Purpose	Remarks

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Manesar Gurgaon-122413

Stock register for Application form

S.No.	Date of receive	Receive	Issue			Balance
			Sold	AUH	Date	

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Sample for Application form sold

Packet No.	S.No.	Form No.	Date of Sale	Name of Candidate	Course	State	City	Amount

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Manesar Gurgaon-122413

Daily forms received at AUH, City Office

S.No.	Form No.	Date of receipt	programme	Course	Name	Payment mode	Remarks

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Manesar Gurgaon-122413

Data Entry in MS - Excel

S. No.	Date of form Received	Form No	Title	Name	Father's Name	Address	City	State	PinCode	Contact No	Landline	E Mail	Form Type	Bank	Date of DD	10th	12th	Grad	College Name	Pre-Quali	Category	Attendance	Result	Admission Letter
1		5000554	Mr	Shivendra Vikram Singh	Brij Bhanu Singh	35, Bhadauriya House Civil Lines	Pratapgarh	UP	230001	8004073002	05342-224839	SHIVKSINGH@REDIFFMAIL.COM	OL			71.1	42.4	RA	Ewing Christian College		Gen			
2		5000390	Mr	Mohammad Umar	Shamim Akhtar	86, Adarsh Colony Barewal Road, Opp. West	Ludhiana	Punjab	141010	9878978887	0161-5051000	MOHD_UMAR2002@YAHOO.CO.IN	OL			63.4	68.25	RA	Arya College, Ludhiana		Gen			
3		5000420	Ms	Shilpa Kapoor	Madhukar Kapoor	D-101, Sangam Apartment Sec-9, Rohini	Delhi	Delhi	110085	9582259524	011-27865832	SHILPAKAPOOR7@GMAIL.COM	279491	PNB	14.11.11	81.2	77.8	67.18	Miranda House, Delhi		Gen			
4		5000731	Ms	Garima Nidhi	Anil Kumar Ishwar	New Patna Colony, Kumar Niwas, Beur Jail,	Patna	Bihar	800002	9899961277		NIDHIGARIMA52@GMAIL.COM	916557	Allahabad	26.11.11	60.65	66.2	RA	DAV College, Yamuna Nagar		Gen			
5		5000854	Mr	Bhuteshwar Jena	L.Harish Chandra Jena	Homeo Seva Sadan Gandhi Market, Baripada	Baripada	Orissa	757001	8148400139		BHUTEIWARJENA344@GMAIL.COM	OL			76	71.25	RA	Bharath Engineering College, Chennai		Gen			
6		5000215	Ms	Megha Saini	Virinder Kumar Saini	C/O Col VK Saini NCC Group HQ Green House	Indore	MP	452001	9099863700	0731-2524013	VIRELNSAINI@GMAIL.COM	976725	Syndicate Bank	24.11.11	70.4	66.2	58.89	PSG College of Arts & Science,Coimbatore (TN)		Gen			
7		5000448	Ms	Neha Srivastava	Ajit Kumar Srivastava	104, Mangla tower, Sector-15, CBD, Belapur	Navi Mumbai	Maharashtra	400614	9312607051	022-41238268	NEHA.SRIVASTAVA0103@GMAIL.COM	OL		14.11.11	85.6	73.2	RA	Dept.of Biotech and Bioinf., Navi Mumbai		Gen			
8		5001372	Ms	Geetan Ghumman	Jaswinder Singh Ghum	Block-23, Flat 902, Heritage City Flats, M.G Rd	Gurgaon	Haryana	122001	9811148946	0124-2562809	GEETANGHUMMAN@GMAIL.COM	OL			79.4	86.8	RA	Symbiosis Law School, pune		Gen			
9		5000088	Mr	Anupam Sarsar	Hari Kishan Sarsar	159, IOCL Township Bongaigaon Refinery Dhc	Chirang	Assam	783385	9435511627	03664-255770	SARSAR_ANUPAM@GMAIL.COM	OL		28.11.11	89	79.5	77.5	School of Engineering, Tezpur		Sc			
10		5001165	Ms	Kamna Jindal	Parveen Jindal	#49, Pipli Wala Town , Adarsh Nagar	Chandigarh	Chandigarh	160101	7837113510	0172-2731169	KAMNAJINDAL22@GMAIL.COM	OL		05.12.11	71.2	66.2	RA	GGSCW Sec-26, Chandigarh,PNB		Gen			
11		5001160	Mr	Sameer Agarwal	Subhash Chander	House No-1383 Sector-26	Panchkula	Haryana	134116	9463961393	0172-2550263	MR.SAMEERY@REDIFFMAIL.COM	17747	Central Bank of India	20.12.11	83.2	62.2	64.9	Govt. College, Sec-11 Chandigarh		Gen			
12		5001562	Mr	Akshat Kumar Kautsh	Adityender Sharma	WZ-54, Raj Nagar-I Palam Colony Old Mehra	Delhi	Delhi	110077	9811656820	011-25361252	AKSHATKAUTSH@GMAIL.COM	OL		24.12.11	64.8	62.4	RA	Trinity Inst., Dwarka, Delhi		Gen	Present	ok	By Courier

* Seprate excel sheet for Ne/DA/Lateral

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Manesar Gurgaon-122413

Sample RESULT SHEETS : B. Tech. (Civil)

S. No.	Form No.	Name of Candidate	City	Percentage in Class X	Percentage in Class XII	Percentage in PCM	Marks in Written Test (60)	Marks in Personal Interview (30)	Marks in English Essay (10)	Weightage % Class X (20)	Weightage % Class XII (20)	Weightage % Written Test (20)	Weightage % English Essay (10)	Weightage % Personal Interview (30)	Weightage % Total (100)	Alternate Choice of the programme	Faculty's Remark	Result
1	1726720	Darshan Vaishnav Vairagi	Jodhpur	91.6	92.6	94.7	29.0	27.0	5.0	18.3	18.5	9.7	5.0	27.0	78.5		Excellent	
2	1729997	Nitin Pokharna	Udaipur	91.0	82.8	87.3	39.0	23.5	6.0	18.2	16.6	13.0	6.0	23.5	77.3		Excellent	
3	1728371	Shrish Dubey	Indore	78.6	68.3	60.3	24.0	25.0	6.0	15.7	13.7	8.0	6.0	25.0	68.4		Good	
4	1352067	Ankit Sharma	Jaipur	78.0	69.0	60.3	17.0	27.5	4.5	15.6	13.8	5.7	4.5	27.5	67.1		Excellent	
5	1359641	Ronak Antil	Jaipur	87.0	71.0	68.0	25.0	21.0	5.5	17.4	14.2	8.3	5.5	21.0	66.4	ECE	Good	
6	1344528	Viranch Jayesh Shah	Ahemdabad	63.0	70.0	67.0	16.0	26.0	8.0	12.6	14.0	5.3	8.0	26.0	65.9	B.Tech.-CSE	Excellent	
7	1359625	Ashwani Yadav	Jaipur	69.0	67.6	70.6	20.0	25.0	6.0	13.8	13.5	6.7	6.0	25.0	65.0	BJMC	Good	
8	1353078	Mayank Thada	Jaipur	67.0	76.0	78.0	34.0	20.0	4.5	13.4	15.2	11.3	4.5	20.0	64.4	Civil	Borderline	
9	1359673	Harshender Singh Gaur	Jaipur	75.0	68.0	67.0	20.0	25.0	4.0	15.0	13.6	6.7	4.0	25.0	64.3	B.A. Psy Coun.	Good	
10	1349508	Nikhil Gehlot	Jodhpur	75.0	65.0	63.0	21.0	24.5	4.0	15.0	13.0	7.0	4.0	24.5	63.5	B.Tech.-ECE	Good	
11	1352069	Anurag Dhawan	Jaipur	78.0	73.0	68.0	13.0	25.0	3.5	15.6	14.6	4.3	3.5	25.0	63.0	MAE	Good	
12	1352063	Krishnendra Singh Yadav	Jaipur	76.0	62.0	60.0	10.0	24.0	5.0	15.2	12.4	3.3	5.0	24.0	59.9	CSE	Good	
13	1339987	Aman Shekhar	Jaipur	81.0	RA	RA	17.0	28.0	6.0	16.2	#VALUE!	5.7	6.0	28.0	#VALUE!	ECE	Excellent	
14	1350547	Vicky Kumar	Patna	77.0	RA	RA	15.0	23.5	6.0	15.4	#VALUE!	5.0	6.0	23.5	#VALUE!	MAE	Good	
15	1345936	Usha Shekhawat	Jaipur	60.0	62.0	60.0	26.0	24.0	3.5	12.0	12.4	8.7	3.5	24.0	60.6	ECE	NO	
16	1351127	Vishav Rattan Suri	Jaipur	65.0	64.0	54.0	22.0	21.0	5.0	13.0	12.8	7.3	5.0	21.0	59.1	ECE	NO	
17	1359702	Agrim Sekhasaria	Jaipur	85.4	61.3	56.7	18.0	Absent	5.0	17.1	12.3	6.0	5.0	#VALUE!	#VALUE!	ECE	Absent	
18	1359701	Nikhi Singh	Jaipur	67.0	66.8	64.0	18.0	Absent	5.5	13.4	13.4	6.0	5.5	#VALUE!	#VALUE!	ECE	Absent	
19	1346409	Rahul Arora	Jaipur	64.0	63.0	59.0	28.0	21.0	5.0	12.8	12.6	9.3	5.0	21.0	60.7	CSE	Not Eligible	
20	1350325	Pankaj Sharma	Jaipur	70.0	68.2	57.0	20.0	20.0	5.0	14.0	13.6	6.7	5.0	20.0	59.3	MAE	Not Eligible	

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Amity University Haryana
Manesar Gurgaon-122413

Sample for Fee receipt (Full/Partial/Direct Admission/Bus/Hostel)

S.No	Receipt No.	Name	Form No	Course	Date of Fees Received	Academic Fee	Academic Security	Hostel fee	Hostel Security	Bus Fee	Total Fee Received	Date of Test	City	State	Remarks
1	AUH-1001-2011	Pavani Magoo	156179	MBA (G)	18.03.11	1,32,000	15,000	40,000	10,000		1,97,000	1	Khurja	Uttar Pradesh	
2	AUH-1002-2011	Shalini Chawla	1159553	MBA (HR)	23.03.11	1,32,000	15,000				1,47,000	1	Satna	Madhya Pradesh	
3	AUH-1003-2011	Renu	1685423	MBA (M&S)	25.03.11	1,32,000	15,000				1,47,000	1	Kathmandu	Nepal	
4	AUH-1004-2011	Pinkey Verma	1338101	MBA (HR)	28.03.11	1,32,000	15,000				1,47,000	1	Gurgaon	Haryana	
5	AUH-1005-2011	Neelmani Sharma	1334236	MBA (M&S)	28.03.11	1,32,000	15,000				1,47,000	1	Delhi	Delhi	
6	AUH-1006-2011	Neetu Yadav	1338143	MBA (HR)	29.03.11	1,32,000	15,000				1,47,000	1	Bhatinda	Punjab	
7	AUH-1007-2011	Jagmohan Singh Sans	1359758	MBA (G)	29.03.11	1,32,000	15,000				1,47,000	1	Delhi	Delhi	
8	AUH-1008-2011	Ekta Rehan	1336299	MBA (G)	29.03.11	20,000					20,000	1	Delhi	Delhi	Partial Pament
9	AUH-1009-2011	Vinay Kumar	1156699	MBA (G)	29.03.11	1,32,000	15,000				1,47,000	1	Delhi	Delhi	
10	AUH-1010-2011	Sachin Sehra	1338136		30.03.11	1,32,000	15,000				1,47,000	1	Delhi	Delhi	
11	AUH-1011-2011	Deepak Gaur	3135678	MBA (G)	05.04.11	1,32,000	15,000				1,47,000	1	Gurgaon	Haryana	
12	AUH-1012-2011	Rishi Ranjan	1157443	MBA (HR)	18.04.11	1,32,000	15,000	40,000	10,000		1,97,000	1	Gurgaon	Haryana	
13	AUH-1013-2011	Shivani Kalra	1690206	M Tech (Bio)	20.04.11	48,000	15,000				63,000	2	Kathmandu	Nepal	
14	AUH-1014-2011	Deepali	1695011	M Tech (CSE)	25.04.11	48,000	15,000	40,000	10,000		1,13,000	2	Meerut	Uttar Pradesh	
15	AUH-1015-2011	Yashika	1694756	M Tech (CSE)	25.04.11	48,000	15,000	40,000	10,000		1,13,000	2	Karnal	Haryana	
16	AUH-1016-2011	Kumud Chaudhary	1170011	MBA (G)	25.04.11	1,32,000	15,000				1,47,000	2	Delhi	Delhi	
17	AUH-1017-2011	Anurag Yadav	1165577	MBA (IB)	25.04.11	1,32,000	15,000				1,47,00	2	Gurgaon	Haryana	
18	AUH-1018-2011	Puneet Kumar	1333336	M Tech (ECE)	25.04.11	48,000	15,000	30,000			93,000	2	Delhi	Delhi	
19	AUH-1019-2011	Manish Kumar Yadav	1338139	MCA	25.04.11	20,000					20,000	2	Delhi	Delhi	Partial Pament

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Amity University Haryana
Manesar Gurgaon-122413

AMITY UNIVERSITY HARYANA : ADMISSION STATUS - 2012

----------, 2012

S. No.	Programmes	1st Test 26.02.2011				Total					Total Fee Received			Available for Next GD/PI			
		Forms Received	Appeared	Selected	Fees Received	Forms Received till 8th Total	Forms till date	Appeared	Appeared till 8th Test	Selected	Fee Received from	Lateral/Phd	Fees Received	Fresh Received	Today	Total	
1	MBA	48	12	9	7	221	222	98	131	69			40	3	1	4	MBA
2	MBA (IB)	13	6	6	1	49	49	25	28	26			13	0		0	MBA (IB)
3	MBA (M&S)	18	8	8	2	76	76	26	33	21			19	3		3	MBA (M&S)
4	MBA (HR)	25	9	9	5	91	92	32	45	27			13	1	1	2	MBA (HR)
5	MBA (Agri Business)	1	0			3	3	0	0	0			0	0		0	MBA (Agri B
6	MBA (Executive Part-Time)	0				4	4	1	1	2			4	1		1	MBA (Execut
7	MBA (Executive Full-Time)	2	2	2		22	22	13	17	12			5	0		0	MBA (Execut
8	Master of Hospital Administration	4				46	48	18	20	14			3	1	2	3	Master of Ho
9	BBA	0				232	232	129	147	96			34	5		5	BBA
10	B.Com (H)	0				163	163	91	107	77			49	1		1	B.Com (H)
11	B.A.(H)-Economics	0				34	34	6	7	7			2	0		0	B.A.(H)-Econ
12	B.Tech (IT)	0				86	86	45	46	41			22	1		1	B.Tech (IT)
13	B.Tech (ECE)	2				343	343	152	168	133		1	74	0		0	B.Tech (ECE)
14	B.Tech (CSE)	1				429	429	182	198	165	2	2	83	5		5	B.Tech (CSE)
	Total	122	37	34	15	3520	3531	1466	1863	1247	13	7	716	42	11	53	
															17	10	MBA
																7	Other PG
																36	UG

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Provisional Admission

S.No	Date of Application	Form No	Name	Contact No	Course	Extension Requested (Days)	Extension Granted (Days)	Part Payment Status (Yes/No)	Date of Part Payment(Fees)	Remarks

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UNDERTAKING
(Provisional Admission)

I _____S/O
Sh_____
_____R/O_____
_____
_____
_____
state that my result of _____ is out and I have got re-appear in

_____ subject. I hereby declare that my admission to

_____course in Amity University Haryana is provisional and I am

depositing the prescribed course fees on my own risk and responsibility.

I understand that my final admission to above course is subject to fulfilling

the eligibility criteria required for the course and If I fail to submit the proof

of my eligibility for the course on latest by _____ my admission to

the course stands cancelled and fee deposited by me will not be refundable

in any case except refundable security.

Signature of the student   **Counter Signed by:**
Name_____
        Signature_____
Form No.   Relationship with
students_____
Course   Name
_____

Date:_____

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UNDERTAKING
(Partial Payment)

I _____S/D/O Sh._____

_____R/O _____

_____

State that I have been selected in _____ course of Amity University Haryana, Gurgaon (Manesar). Due to some unavoidable reasons I am not able to deposit the required fees now and request you to grant me an extension of _____ days. I shall deposit the fee latest by_____.

In the meanwhile, I request you to accept a sum of Rs.25, 000/- as a token money against my first semester academic fee to reserve my seat for the above course till the date of extension.

I understand that my final admission to above course is subject to submitting the full fees of the course for the first semester and also, in case, I am failed to deposit the prescribed fee for first semester of the course within above date, then the above token money of Rs 25,000/- deposited by me will be forfeited.

Signature of the student   **Counter Signed by Guardian:**

Name_____   Signature_____

Form No.   Relationship with students_____

Course   Name _____

Date:_____

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**Refund/Withdrawal Cases**							
S.No	Date of Application	Form No	Name	Contact No	Email ID	Reason for Refund	Status

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Manesar Gurgaon-122413

S.No	Form No	Name	Program	Transfer	Transfer		Remarks
					From	To	

Inter Amity Transfer

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Manesar Gurgaon-122413

REQUEST FOR CHANGE OF PROGRAMME

S.No	Date of Application	Form No	Name	Contact	Course Change		Remarks by CVI	Status of Calling	Undertaking Status (Accepted/Rejected)	Restoration Period Status (7 days)
					From	To				

S.N	Program	IIEEE Roll	AIR	Form No	Name	Father's Name	Address	City	State	Pin Co	Contact No	Land line No	E Mail	10th	12th	PCI	CA	Acadr	Acadr	Rema	Hoste	Hoste	Bus I	Remar
1	BIO	1872468	194099	168301	Vipul Fulara	Mohan Chander Fulara	A-7/46, Daral Par	New Delhi	Delhi	110094	9891363346		abhi2174@gmail.com	54.33	51.8	50	34000	15000	5000		40000	10000		
2	CSE	2130147	95749	176171	Abhinav Kumar	Vijay Kuamr	S/O Vijay Kuamr Gupta, Ja	Patna	Bihar	800001	9306343604			77.2	61.6	49.33	34000	15000	5000					
3	CSE	21824549	102803	176947	Ajay Kumar Aggarwal	Mange Ram Aggarwal	H.No - 145, Krishna Gali N	New Delhi	Delhi	110053	9810372655		princeemittal0@gmail.com	76.16	66.8	62	34000	15000	5000		40000	10000		
4	CSE	27704356	201807	176235	Babu Hussain	Sakauddin Ansari	Vill - Belwa Alam Dass P.O	Kushinagar	Uttar Pradesh	274401	8765509916		babuhussain94@gmail.com	75	62.6	57.33	34000	15000	5000		40000	10000		
5	CSE	21422484	246412	317663	Ekta	Phool Kumar	Qtr No - 111/1 Punto Park	New Delhi	Delhi	110010	9811284643		ektapanchi@gmail.com	73	60.33	55	34000	15000	5000		40000	10000		
6	CSE	21856508	303431	176946	Gautam Singh	Bachan Singh	T-21, Ward No - 3, Rana Co	New Delhi	Delhi	110030	9958784293		gautamsinghchauhan752@gmail.com	60.4	57.5	51	34000	15000	5000		40000	10000		
7	CSE	21801691	238717	176182	Kaustar Sen Gupta	Bishwajit Sen Gupta	A-53, First Floor, Vikas Pu	New Delhi	Delhi	110015	9312838114		ron_masters_11@yahoo.com	78.6	66	63.66	34000	15000	5000		40000	10000		
8	CSE	21600388	241193	176143	Malhotra Rohit Rahul	Rahul Malhotra	E/301, Shree Padmavati Vil	Silvassa	U.T Of DNH	396230	9377003112	0260-3264085	thephoinex@gmail.com	63.69	64.76	63	34000	15000	5000		40000	10000		
9	CSE	21833719	103657	168296	Nitish Kumar	Manoj Kumar	UG - 1, Plot No - 1234, Cha	New Delhi	Delhi	110059	9472397233	011-32063118		56.4	54.16	47	34000	15000	5000		40000	10000		
10	CSE	20801018	289050	176018	Nitish Kumar Singh	Rabindra Kumar Singh	S/O R Kumar Singh, V.D C	Chaanglang	Arunachal Pradesh	752120	9402676924		nitishsingh1802@gmail.com	71.2	56.8	50	34000	15000	5000	40000	10000			
11	CSE	27601598	296990	168154	Rahul Aggarwal	Rajeer Kumar Agarwal	36, Brij Lik Colony, Prem, N	Bareily	Uttar Pradesh	243001	9319928987	0581-2549166		71	63.83	59.66	34000	15000	5000	40000	10000			
12	CSE	20609157	174519	168106	Rahul Yadav	Rajender Yadav	H.No - 1021, Sector 22B, H	Gurgaon	Haryana	122015	8860458457			85.6	67	56.66	34000	15000	5000				18000	
13	CSE	21211699	229520	176242	Sagar Sangam	Pramod Jha	S/O - Pramod Jha, Vill - Ge	Katihar	Bihar	854108	8860054686	011-47540767	sagarsangam92@gmail.com	78.8	71.2	76	34000	15000	5000		40000	1000		
14	CSE	21819335	191740	168300	Supriya	Rajkumar	P-116, Old Pinto Park, AF	New Delhi	Delhi	110010	9868782265			82	69.4	61.66	34000	15000	5000		40000	10000		
15	CSE	2090310	189894	167170	Tanishk Vaibhav	S C Prasad	Bungalow No - 448, Railwar	Guwahati	Assam	781011	7896804345	0361-2670989	razer.kayoz@gmail.com	77.2	59.4	48	34000	15000	5000		40000	10000		
16	ECE	21818936	14585	167062	Akhil Sharma	Devendra Nath Sharma	123-A, East Azad Nagar, N	New Delhi	Delhi	110061	9211313803	011-22091472	akhilsharma0709@gmail.com	76.66	77	71.66	34000	15000	5000		40000	10000		
17	ECE	20612122	146709	176257	Alugolu Tejavardhan Tarun	Alugolu Srinivasa Rao	Ratnam Tower, Suryabatha	Visakapatnam	Andhra Pradesh	530013	9963265986	0891-2567818	varun.arsenal.44@gmail.com	69.3	67.1	56.29	34000	15000	5000		40000	10000		
18	ECE	27402140	176263	176172	Bhuvanendra Singh	Brijendra Singh	2/140 Suhag Nagar, Firozab	Firozabad	Uttar Pradesh	283203	9456239566		yadavbhuvan60051@gmail.com	82	73.1	72	34000	15000	5000		40000	10000		
19	ECE	21859113	246917	168105	Chahat Sharma	Suresh Sharma	Kothi No - 4, Opposite Ma	Sonipat	Haryana	131001	9896982387			86	76	79.66	34000	15000	5000					
20	ECE	21812032	79566	176136	Jyoti Rekha Dhal	Narender Kumar Dhall	C/O - MYO NK Dhal, SM	New Delhi	Delhi	11047	8826710526		cool2jyoti@gmail.com	68.6	68.6	61.33	34000	15000	5000		40000	10000		
21	ECE	21805861	318062	176153	K.N Subodh	Narender Yadav	H.No - 481 V P O aliverdie	Gurgaon	Haryana	122001	9573133531		subodh.yadav-88.0@gmail.com	56.16	63.4	53.33	33500	15000	5000		40000	10000	18000	
22	ECE	20317174	219168	176237	Kommana Boina Varun Kumar	K Rambabu	10-1-214 / A, West Maredpa	Secunderabad	Andhra Pradesh	500026	9849794396		varunkumar.mfe@gmail.com	72.66		58	34000	15000	5000		40000	10000	18000	
23	ECE	22803396	181986	176234	Kumar Manik Gupta	Mukesh Gupta	Q.No - 83, Gutka Bakshi N	Jammu	J&K	180001	9419134672	0191-2584915	manikgupta700@gmail.com	72.5	63.33	58	34000	15000	5000		40000	10000		
24	ECE	51000539	179369	168303	Nitesh Kumar	Y R Yadav	H.No - 44, DDA Flats Pocl	New Delhi	Delhi	110075		011-28032817		74.4	54.2	52.33	34000	15000	5000					
25	ECE	26900883	315772	166934	Samadar Chakraborty	Subrata Kumar Chakraborty	Shibnagar, College Road, A	Agartala	tripura	99004	943676 298		samdar.26@gmail.com	80.28	62.4	57.33	34000	15000	5000		40000	10000		
26	MAE	27100871	193928	176254	Aditya Singh	Rajendra Singh	A-28 Jeevan Vihar, Shastri	Ghaziabad	Uttar Pradesh	201002	8826483570		aditya.rathan.singh@gmail.com	75.6	57.4	47	34000	15000	5000		40000	10000		
27	MAE	21824210	82392	166925	Alex Anand V Rajan	Vannya Rajan.L	GG-II, 60/C, Vikas Puri, N	New Delhi	Delhi	110018	9868998321		alexanand10@gmail.com	61.2	60	54	34000	15000	5000		40000	10000		
28	MAE	28109764	196992	176147	Alok Kumar Chaurasia	Anil Kumar Chaurasia	H.No - 494, Ward No - 11, J	Deoria	Uttar Pradesh	274001	9026942673		alok2005you@yahoo.co.in	61.33	66.16	56.66	34000	15000	5000		40000	10000		
29	MAE	22303645	154137	176256	Aman Rana	Balvir Singh	MIG 416, Avas Vikas Colo	Aligarh	Uttar Pradesh	202001	9045566935	0571-2417000	rana_aman007@gmail.com	58.85	52.33	45.66	34000	15000	5000		40000	10000		
30	MAE	26611528	315080	176184	Durai Anand M	Muthamil Selvan J	153, Keerai Kara Street, Sur	Trichy		620006	9489264596	0431-2431591	duraianand1993@gmail.com	81.6	62.08	53.83	34000	15000	5000		40000	10000		
31	MAE	21405960	213605	176961	Dushyant	Raghubir Singh	58 A II nd Ext, Gandhi Nag	Jammu	J&K	180004	9781506969		bindaas.sangwan@gmail	82.2	71.5	65.33	34000	15000	5000		40000	10000		
32	MAE	20300639	275440	176247	Jadhav Vamshee	Jadhav Eashwar Singh	S/O J. Eashwar Singh, H.N	Adilabad	Andhra Pradesh	504106	9494149691		vamshee26@gmail.com	89.83	54.71		44000	15000	5000		40000	10000		
33	MAE	27818291	229067	1038980	Manish Bhushan	Chanda Bhushan	444/16-B/A - 2 Indra Pur	Allahabad	Uttar Pradesh	211003	9494081448		manishbhushan01@rediffmail.com	61.6	63.4	67	44000	15000	5000		40000	10000		
34	MAE	22303645	154137	176256	Murtaza Qasim	Kasam Khan	Kasam Khan VI Ahmedbass	Mewat	Haryana	122104	9728488922		murtazaqasim@gmail.com	83.8	55.6	48.3	44000	15000	5000		40000	10000		
35	MAE	21837819	156101	166819	Prateek Tiwari	Pankaj Tiwari	C6B 150 First Floor, Janak	New Delhi	Delhi	110058	9312071426	011-45502356	sainiaman1991@gmail.com	73.2	72.4	70.33	34000	15000	5000		40000	10000		
36	MAE	21213853	193858	176024	Praveen Kumar	Ram Chandra Sah	c/o - Subodh Kumar, AT M	Muzaffarpur	Bihar	843113	9162542550		praveenf6@yahoo.com	79.8	72.2	67	34000	15000	5000					
37	MAE	26805492	249729	1038811	Rohitasve Meena	Raghuveer Prasad	V.P - Amala Baharka Kalan	Alwar	Rajasthan	301413	7891585617	01464-243504	rohit18meena@gmail.com	51.83	57.69	56.27	44000	15000	5000		40000			
38	MAE	21000321	168724	176259	Sandip Roy	Binit Roy	C/O Sri Subrata Roy Sarat	Silchar	Assam	788006	9854143767		roysandip035@gmail.com	64.33	55.75	47.66	44000	15000	5000		40000	10000		
39	MAE	27407902	293798	168119	Somesh Kumar Gautam	Gyan Singh	Vill. Nagla Mansingh, Post	Mainpuri			9794837453			61.5	61	53.66	44000	15000	5000		40000	10000		
40	MAE	20905021	268520	176240	Subrata Karmakar	Gopal Chandra Karmakar	Vill - Gopal Nagar, P.O - K	Guwahati	Assam	784115	8822794022		sujitsaha1989@rediffmail.com	72.16	76	73.33	44000	15000	5000		40000			
41	MAE	22523336	33866	317621	Sunil Kumawat	Banrag Lal Kumawat	Mahalaxmi Traders, Near M	Laxmangarh (S	Rajasthan	332311	8233166355		sunilkumawat77@yahoo.in	74	74.92	77.1	34000	15000	5000		40000	10000		
42	MAE	27049	270499	176146	V. Ganapathy Sairam	P.G. Venkatteshan	268 Narayana Nagar Sankar	Tirunelveu	Tamil Nadu	627357	8056637555	0462-2301055	sairam.ganapathy@live.com	88.4	83.33	80.66	34000	15000	5000		40000	10000		
43	MAE	21831908	72823	176238	Vikash Kumar	Krishna Prasad Gupta	S/O Krishna PD Gupta M/	Ara	Bihar	802207	9431683757		vikashraniyar2010@gmail.com	88.4	73.2	78	34500	15000	5000					

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Self Learning Manual for Admission Counselors

Admissions Office

Amity University Haryana

Registrar
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Contents

AMITY UNIVERSITY GURGAON   Manual for Admission Counselors

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Manesar Gurgaon-122413

1. **Key Qualities of a proficient Counselor**

- **Respect:** Respect people from any demographic profile. Respect the uniqueness of each client. Never make them feel embarrassed based on their physical appearance or way of talking

- **Patience:** It may take them time to accept certain things and to move towards positive changes. Some people need to discuss something many times before they are prepared to make a move in any particular direction. Hence a counselor is required to be patient while counseling

- **Active Listener :** Active listening is a communication technique that requires listener to feed back what they hear to the speaker, by way of re-stating or para-phrasing to confirm what they have heard and moreover to confirm the understanding of both the parties.

- **Thorough Knowledge:** In order to achieve confidence and assurance, thorough knowledge and understanding is a must.

- **Encouraging:** A counselor is required to have an encouraging approach to guide students/parents/guardians.

- **Authenticity:** Goodwill is earned with course of time hence a counselor is required to provide true and genuine information.

- **Soft Skills Expert:** It's just not enough to be highly trained in technical skills, without developing the softer, interpersonal and relationship-building skills that help people to communicate and collaborate effectively. Hence soft skills are very important especially while counseling over the phone as students/ parents/ guardians can feel the warmth of your smile and voice

- **People Skill/ Social Skill:** People skill includes both formal verbal and non verbal forms of communication. Hence a counselor is required to speak with a clear voice, have modulation, speak appropriately to a situation, and have confidence in their voice. Body language, standing up straight, making eye contact, making appropriate gestures, leaning toward the person one is speaking to, smiling appropriately, and keeping the body open can all define good nonverbal people skills.

2. **Do's and Don'ts for Counseling**

Do's

- Organized- Ready with a reckoner, writing pad, pen, various brochures, presentation, details of faculty domain, and contact details of coordinators.
- Thumb Rule: Listen then Speak
- Make client comfortable
- Demonstration of trust and confidence in all aspects
- Stressing on key strengths of the University and the various programmes offered
- **Walk-ins**: Optimum utilization of time spent with parent/ student/ guardian.
- Keeping walk-ins occupied considering the travel time to reach campus
- **Calls**- Frequent follow up to be made and required information to be provided
- No stone to be left unturned
- Timely follow-up i.e. walk-in should be called and motivated to fill the form if not filled and Leads from inbound should be motivated either to visit campus or to directly fill the form.
- **Team work:** There should be no "I" in teamwork.
- Pleasing appearance
- Courtesy and respect to fellow team mates.

Don'ts

- Half knowledge is more dangerous than ignorance hence never provide incomplete information.
- Never discriminate between programs as the ultimate goal is to enroll students in all programs
- Never compare one student from another.
- Try; try until the query is resolved.
- Never discuss disputes or discrepancies in front of clients.
- Never misbehave with fellow team members in front of clients.

3. **Walk-ins**

This procedure deals with interaction with prospective candidates, students, parents, guardians and other persons visiting the admission office for the purpose of any inquiry related to admissions, submission of application form, deposit of fees etc.

Types and actions required
- **Admission Procedure**
    - Inquiry form to be filled, to provide complete details, highlight USPs and key strengths of the university, arrange campus and hostel visit, coordinate with respective faculty/ coordinator to answer technical queries. Every counselor to be equipped with necessary information/ a set of FAQs, hand outs/brochures/leaf lets/a ready reckoner file containing key points pertaining to admission process. To keep record of every visitor in a file and soft copy to be maintained by the respective counselor.

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Manesar Gurgaon-122413

- o Resolve all the queries and clear all the hitches and win the trust by ensuring quality education, Improving employability, Placement assistance and safety of their ward.
- Form Purchase
  - o Check eligibility, take cash before handing over the application pack, fill the receipt clearly, make entry in Form Sold Register, inform about the nearest test date, explain micro site procedure, test format, things to carry at the day of the entrance test, duration of the test and result declaration timeline.
- Form Submission
  - o Properly scrutinize application form to check eligibility and important fields like program code, date of birth, contact numbers, email id, X and XII marks, Board name. Explain micro site procedure and mark the application form Complete and eligible and hand over to the concerned counselor for reporting.
- Test Inquiry
  - o Explain micro site procedure, format of the test, duration of the test, test venue, transportation details, things to carry on the day of the entrance test and timeline of result declaration.
- Result
  - o Explain micro site procedure, to download the admission letter, last date of Fee payment, mode of payment and session commencement date.
- Fees Submission
  - o Name and amount on the DD to be checked, verify all credentials, fill Fee submission form, valid visa and AIU equivalence certificate in case of foreign candidates. All details to be entered in fee register
- Course Change
  - o **Before Entrance**: Check eligibility and take an application, ensure course is changed in data as well as micro site
  - o **After Selection**: Check the eligibility and take the application and forward to Admission Executive

Records: (i) Walk in Performa to be filled by counselor from every walk.(Annexure- I)
(ii) Walk in reports to be maintained and send to Director Admission on daily basis. (Annexure-II)

Formats for Counseling

- Hand over various types of information brochure
- Academic and Hotel Fees including Security
- Highlight USP'S Like :Foreign language, Flexi Credit, Personality Development, Military training, Infrastructure, Safety and security measures, CCD, ATM, Student welfare committee, Anti Ragging.
- Discuss placements and scope of the program in detail. If required show program wise presentation
- Explain programme structure and faculty details
- Explain about Amity group, details about Amity University Haryana, recognition, awards, Study abroad program and the various awards conferred.

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Manesar Gurgaon-122413

4. **Call Centre Operations**

General Instructions:

- Counselors to keep reckoner ready with them containing all important information pertaining to programmes, academics, students services, placement, administration, hostel, transport etc
- Counselors carrying official mobile phones are required to note down each incomming call on a register maintain by them
- Counselors not to leave the desk unattended during heavy rush of calls.
- Counselors to manage their break times as per the call flow and should take breaks one by one.
- No eatables are allowed in the call centre.
- Keep your workstation neat and tidy.
- No personal calls are allowed in the call centre

4.(a) Inbound Calls

The procedure deals with effectively handling all incoming admission queries, capturing the callers' data, follow-up, identifying the potential, motivating/counseling them and converting them into amity admission aspirant

Inbound calls are a major source of Leads and hence very critical. Their conversion rate should be very high, therefore, serious efforts are required while dealing with them.

Categories of Inbound calls and their objectives:

Types	Remarks
Not filled-up the form	To be further followed to fill-up the form
Already Filled-up the form	To clear their doubts and motivate them to appear in the test

Soft Skills
- **Greeting the caller**: Choose the proper time for greeting, Good Morning, Afternoon. Evening.
- **Answer Promptly**: Callers don't like to wait too long for the phone to be answered hence answer telephone calls by the third ring.
- **Unpleasant noise**: Don't answer telephone calls when you're chewing (you are not suppose to eat while on calling workstation) or drinking. Demonstrate proper etiquette and graciousness on call.
- **Show Gratitude**:
  - Always ask before putting a call on hold "Would u mind holding line for a minute".
  - Acknowledge the patience by thanking for being on the line.
- **Don't Hesitate to Apologies:** If someone is irritated and even it's not your mistake, Don't argue first apologize and accept the responsibility on behalf of organization. After that politely you can explain the matter.
- **Conflict Management:** Unhappy clients have been known to take out their frustrations on the first person they encounter when they call to complain about a product or service. The

key to maintaining excellent customer service is to refrain from responding in-kind to a rude customer.

- **Call Closing:** Pleasant call closing like:
  - o Is there anything else I may assist you with
  - o Thanks for calling and have a nice day.
  - o Kindly call back for any further help on this.

Various Stages and associated Objectives for Inbound Calls

Stages of received calls	Objective of Counseling
Pre form filling	Encourage to fill the form
Post form filling	Guide, motivate and follow up to appear for the entrance exam
Before fees payment	Highlight key strengths of the university and program so that student pays the fee
After fees payment	Student Retention

Records: (i) Daily Call report maintained and sends to Director Admission (Annexure -III)
(ii) User wise report maintained & follow up done, extending the report format as per annexure - III by adding additional follow- up columns

- A Consolidated and user wise daily call report is to be generated for records and follow-up
- A daily call drop report, user wise, to be prepared for analysis and follow-up on day to day basis
- All calls received on mobile and city office also to be reported in the daily call report
- A regular follow-up on incoming calls to be made by the counselors and detail report to be kept for record, analysis and follow-up

5. **(b) Outbound Calls**

The procedure deals with enhancing connect with the prospective candidates/students through information sharing/communicating, counseling, motivating, converting leads into admission and achieving high enrollment of students

Categories of outbound calls that we make and their objectives:

Types of Calling	Objective of Calling
Acknowledgment Call	To inform application form has been received and micro site procedure to be explained in detail.
Entrance test Call	To inform about test date, venue, transport details, duration of the test, things to carry on the day of the entrance test, explain procedure to select test date on student micro site and format of the entrance test.
Result Call	To inform about selection, explain in detail to download the admission letter from micro site, fee payment modes, session commencement date and last date of fee payment.

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Amity University Haryana
Manesar Gurgaon-122413

Fee Follow-up	To remind student about last date and assist them if any problem is being faced in fees submission like Last date extension etc.
Absentee Calling	Calls made to the candidates who failed to attend previous test and to inform about next test date.
Online Leads	Calls to prospective candidates explaining key strengths of the university and the program and to motivate them to fill-up the application form
Follow-up on Inbound	Calls made to the candidates/ parents/ guardians who called to inquire, to check if their query is resolved or not, to help them take a decision in enrolling in AUH
Follow-up of Walk-ins	Calls made to the candidates/ parents/ guardians who visited campus to inquire, to help them wherever they are stuck and guide them to complete the admission procedure.
LSAT Calling	Calls made to candidates who appeared / cleared the Law School admission test, to encourage them to fill the application form by highlighting key strengths of Law School AUH
MAT Calling	Calls made to candidates who appeared / cleared the Management Aptitude test, to encourage them to fill the application form by highlighting key strengths of Amity Business School, AUH
Education Fair	Calls made to candidates who visited Amity's kiosk at various locations to encourage them to fill the application form by highlighting key strengths AUH
Any other leads/data	Calls to prospective candidates explaining key strengths of the university and the program and to motivate them to fill-up the application form

Soft Skills

- Likewise inbound calls, soft skills are required while making calls also.
- Call opening: Call opening sets 40% of call. Always start with warm greetings along with introduction.
- Language: Change language from English to Hindi as per comfort zone of the client.
- Courtesy: Also show Courtesy and thank for their time.
- Call Closing: With a positive attitude and same energy level like call opening.

Timelines for Outbound Calls

Type of Calls	1st Follow-up	2nd Follow-up	3rd Follow-up
Walk-ins	After 3 Days of Visit	after 2 days of 1st follow-up	After a week of 2nd follow-up
Inbound	After 2 days	After 3 days of 1st follow-up	After a week of 2nd follow-up
Fees	2 days after last date	After 7 days of 1st follow-up	As per requirement
Test Calling, Result Calling and Absente Calling	When provided	Next day On NR Numbers	Next day On NR Numbers

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Other (LSAT, MAT and Online)	When provided	2 days after 1st follow-up	2 days after 2nd follow-up

Records: User wise record maintained for various outbound calls and follow- up done accordingly.(Annexure – IV)

- Outbound calls to be distributed to all counselors by the coordinator, after specified coding, mentioning the target date of completion.(Annexure-V)
- Each counselor is required to maintain complete records of various types of outbound calls distributed as per the annexure-V .The call summary and follow-up summary to be maintained with proper remarks.
- On outbound leads – at least three follow-ups are required.
- On test calling – Each counselor to keep detailed records of the data given. They are required to update the data after each test and filter them in two categories viz., appeared and not appeared.
    - Each counselor to submit test wise report on the data given with respect to appeared and not-appeared candidates to the coordinator (Annexure -VI)
    - Absentees to be further called and followed-up for the next test.
    - Selected candidates to be further followed –up by the respective counselor for submission of fees.
- Consolidated report prepared by co-coordinator before test after confirmation received from candidates appearing for test.(Annexure- VII)
- Consolidated report to be prepared by the coordinator after test about the overall status of appeared and not-appeared and identify the reasons for the gaps.(Annexure – VIII)
- Fee follow-ups: Fee follow-ups to be made at two levels, i) by respective counselor for the candidates alloted to them and ii) by the designated counselor(s) to whom task will be given. The fee follow-up to be initiated immediately after two days of expiry of last date of fee given to the candidates of particular batch.
- Result Calling: as per the allocation of duty and calls
    - Leads: A detailed report to be prepared. At least three follow-ups are required. Candidates to be encouraged for filling-up the application form and subsequently for admission procedure and submission of fee, in case of final selection. A final output sheet to be prepared to analyse the outcome. (Leads to walk-ins to form submission)

Data Management at Individual Level

- Apart from maintaining about records/reports each counselor is required to maintain the data in the suitable format(s), as desired, to ensure complete control on data.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

A M I T Y   U N I V E R S I T Y
H A R Y A N A

(Annexure - I)

ADMISSION ENQUIRY FORM

Date: __ / __ /

Personal Details

Name of the Candidate...

Father's Name………

Date of Birth…………………………………………………………………………………………………

Contact Number…………………………………………………………………………………………….

Email ID...

Address...

....

Nationality ....

Educational Details

10th (%)		12th (%)	Graduation (%)	Post Graduation (%)	NATA/MAT/CAT/GMAT/LSAT Score	Others
		PCM/PCB				

Program Interested for……

Source

1. How did you get information about us?

☐ **Newspapers / Advt.**   ☐ **Friends & Relatives**   ☐ **Hoardings**   ☐ **Others**

2. Do you know anyone in Amity University?

If Student,   Name…………………………………….., **Course**………………………………..**Year**………………………

If Faculty,   Name……………………………………………, **Dept**………………………………………………………………

For Office Use :-

Category:…………………………………………………………………………………………

Application Form No:……………………………………………………………………..

Remarks:……………………………………………………………………………………..

Admission Team Member:………………………………………………………………

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Guidelines for Invigilator and Interview Board Members

For Invigilator:

- All invigilators to report at 9:30 AM in the respective examination control room Block A108A & Block B–409.
- Invigilators to collect the Question Papers and OMR sheets from control room.
- Invigilator is required to be present in the allotted room till the completion of complete examination process of the candidates.Once written test is over, respective invigilator is required to coordinate for the interview process of the candidates in coordination with support staff.
- No tea break and lunch break is allowed during the admission procedure.

For Interview Board:

- To verify the photograph of candidate from the admission application form. Photo pasted on admission application form is to be sign by the interview board member.
- One candidate to be interviewed at a particular time by the board.
- All columns in the assessment to be filled clearly, the sheet should be sign by the concerned board member bearing full names of the member.
- In case of a rejection of a candidate, a clear reason to be mentioned in the evaluation sheet.
- Assessment to be filled with blue pen and no cutting and overwriting is allowed.
- No interview to be conducted without the admission application formof the candidate attached with the personal interview assessment.
- Interview board is required to spend adequate time (at least 8-10 min) to assess the potential of the candidate based on various parameters mentioned in the personal interview assessment sheet.
- Interview board is also expected to counsel & motivate the student by highlighting strength of the School/University.
- Interview board is responsible for the safe custody of the application form and confidentiality of the assessment.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Self Learning Manual for Admissions Interview Board

Admissions Office

Amity University, Gurgaon

Self Learning Manual for Admissions Interview Board

An Overview

Interview process is very important and integral part of admission procedure which provides a platform to interact with the prospective students and thus gives an opportunity to understand the overall potential and suitability of candidates for a particular programme. It also gives an opportunity to faculty/Interview board to counsel the candidate about the key strengths of the academic programme and to highlight the differentiators of Amity.

Since a series of admission tests are conducted during the admission period, a large number of faculty members participate in the interview process. Although guidelines were issued from the office of 'Director Admissions' to include only senior faculty members from the department(s) who can represent their institution/department well and project a favorable image of their institution to the prospective students, yet keeping in view the large requirement of Interview Boards during the peak period, it becomes inevitable to tap the larger talent pool, that, in the absence of specific parameters may lead to inconsistencies and subjective evaluation.

This document endeavors to share good practices and lay down specific guidelines to make the 'admissions interview' process fair, objective, efficient and effective. .

This booklet is laid out in the following sequence:

1.   Amplification of the Admission Assessment Sheet
2.   Desired Interviewing Skills
3.   Aid Memoire for Interview Boards; Before/During/After Interview
4.   Guidelines for Invigilators and Interviewing

Interview Assessment Sheet- Performance in Personal Interview

The 'Interview Assessment Sheet' to evaluate performance in Personal Interview is filled independently by the Chairperson and Member, and is based on the following Attributes:

- Fluency in English
- Confidence/Presentability
- Academic Intelligence
- Past Leadership/Activities

- Positive Attitude
- General Awareness

Comments: The six attributes listed above are considered adequate for the assessment of a candidate for attitude, aptitude, academics and learning potential. While the first two attributes of Fluency in English and Confidence will get manifested through the answers during the interview, there is a need to design specific questions for the remaining parameters. In order to avoid biased recommendations on the selection of the student in admission process quantitative evaluation parameter for poor, borderline, good and excellent is proposed to be clearly mentioned in the new form.

Ratings

0-12 - Poor

13-17 -Border Line

18-23-Good

24-30-Excellent

Sno	Current Evaluation Parameters	Proposed Evaluation Parameters
1	Fluency in English	Communication Skills
2	Confidence	Presentable Traits
3	Academic	Academic Indicators
4	Past Leadership Activities	Extra Curricular Activities
5	General Awareness & General Knowledge	General Awareness
6	Positive Attitude	Overall perspective of the candidate during the interview process

Students overall communication skill should be evaluated(Focus on English is essential from management programs)

Interviewing Skills

Desired Competencies- Interviewer

(a) Good Communication Skills (Listening/Speaking/Non Verbal)

(b) Good Observation

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Amity University Haryana
Manesar Gurgaon-122413

(c)   Knowledge- General & Subject specific

(d)   Maturity (respect individual)

(e)   A good Brand Ambassador

Structure of an Interview

(a)   Opening- Make the candidate comfortable with small talk (peruse documents before candidate enters

(b)   Body- Obtain required evidence about candidate's suitability

(c)   Close- Give opportunity and time to ask any questions they may have. Also inform of timelines and methods of notifying them of the outcome. Thank the candidate.

Questioning Techniques

(a)   Encourage candidates to speak 70-80% times

(b)   Open ended questions are better

(c)   Less communicative students may be asked leading questions

(d)   Avoid multiple questions

(e)   Listening is the key as the interviewer needs to recall information, relate it to key skill areas and check for inconsistencies. Good listening skills include:

- Identifying feelings and intentions behind words
- Probing answers with further questions
- Clarifying and summarizing
- Evaluating the quality of answers

Aid Memoire

Before the Interview

- Personal Grooming (**Dress code Gents:** Lounge suit/ Shirt, Tie, Trouser with laced up shoes- **Dress code Ladies:** Saree/Western Formal)
- Board to be well equipped with all the information pertaining to the academic program(s) viz., program structure, faculty, academic resources, labs, placement etc.
- Read the booklet for choosing relevant questions and recap additional information a candidate may ask
- Coordinate with the other member of the board
- Peruse the form before the candidate enters the interview room

During the Interview

- Make the candidate comfortable

- Stick to the time range of 8-12 minutes per candidate

- Do not leave the room during the interview to take a call or for any other purpose

- Range of questions should cater for assessing the candidate in all attributes as given in the form. However additional time may be allocated for probing certain aspects.

- Maintain composure throughout irrespective of the performance of the individual

- Have a good understanding with co-interviewer, the difference of opinion, if any, can be resolved later

- Have adequate knowledge of other courses but do not try to unduly influence the candidate to choose an alternative stream

- Give a chance to the candidate to ask any question

- No negative remarks about any of the program of the University

- If not sure about a fact, do not give the information. Refer to the counselor or to the concerned department

- Spend last one minute to highlight the key strengths of the program and differentiaters of the University.

- End on a positive note

After the Interview

- Complete the form in all respects

- Be objective in marking

- Grading must conform to the marks as explained in earlier pages

- Make best use of space for 'comments', wherein, instead of repeating the obvious, highlight traits which aid the decision making by the final authority

- Prepare for the next candidate

Guidelines for Invigilator and Interview Board Members

For Invigilator:

➢ All invigilators to report at 9:30 AM in the respective examination control room

➢ Invigilators to collect the Question Papers and OMR sheets from control room.

➢ Invigilator is required to be present in the allotted room till the completion of complete examination process of the candidates. Once written test is over, respective invigilator is required to coordinate for the interview process of the candidates in coordination with support staff.

➢ No tea break and lunch break is allowed during the admission procedure.

For Interview Board:

➢ To verify the identity of the candidate from the photograph of candidate pasted/visible on the admission application form. The photo on admission application form to be cross signed by the Chairman of interview board. In case, candidate photo visible on the application form does not match with candidate, then candidate's photo-id to be taken and a copy to be attached with the application form verifying the identity and it should be duly signed by the Chairman of the interview board.

➢ One candidate to be interviewed at a particular time by the board.

➢ All columns in the assessment to be filled clearly, the sheet should be sign by the concerned board member bearing full names of the member.

➢ In case of a rejection of a candidate, a clear reason to be mentioned in the evaluation sheet.

➢ Assessment to be filled with blue pen and no cutting and overwriting is allowed.

➢ No interview to be conducted without the admission application form of the candidate attached with the personal interview assessment.

➢ Interview board is required to spend adequate time (at least 8-12 min) to assess the potential of the candidate based on various parameters mentioned in the personal interview assessment sheet.

➢ Interview board is also expected to counsel & motivate the student by highlighting strength of the School/University.

➢ Interview board is responsible for the safe custody of the application form and confidentiality of the assessment.

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Amity University Haryana
Manesar Gurgaon-122413

Amitranet Manual

[A state-of-the-art web based solution to automate admission application process.]

Introduction:

Amitranet is a powerful web platform that revolutionizes the way Amity works. This is an electronic mechanism which converts the traditional office paper processes into electronic processes. It creates a paperless system which is done in web based system. It is a great communication tool between students and admission office that focuses on streamlining, optimizing and automating the entire admission process right from receiving of the application form to publishing of admission offer letters. It independent of any specific individual and hence confirms the ethics of transparency. The admission process would become more robust, faster and more efficient. This is an Internet Communication tool, which would improve the performance in admission in Amity University Haryana.

This manual gives step by step details of the admission processes to be followed by the amitranet users.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

INDEX

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Registrar
Amity University Haryana
Manesar Gurgaon-122413

1. Module Home

URL: https://admissionnew.amizone.net/AdmissionIntranet/

Login with username, password and secret answer.

In case of forget password, Click on "Get Password". For this user is required to update his/her profile on Amizone. Once the profile is updated, "Get Password" sends the password to the registered email id.
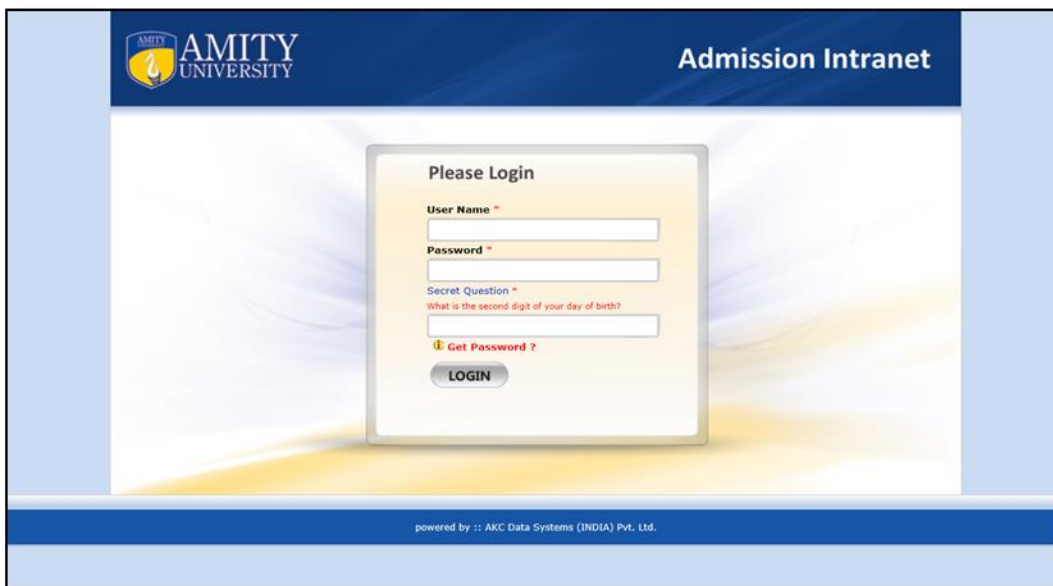
1.1 Welcome Screen

This is the Home screen in which modules displayed varies from user to user. The complete rights lie with Head Admissions. The rights to each module are given as per the requirement of each user.
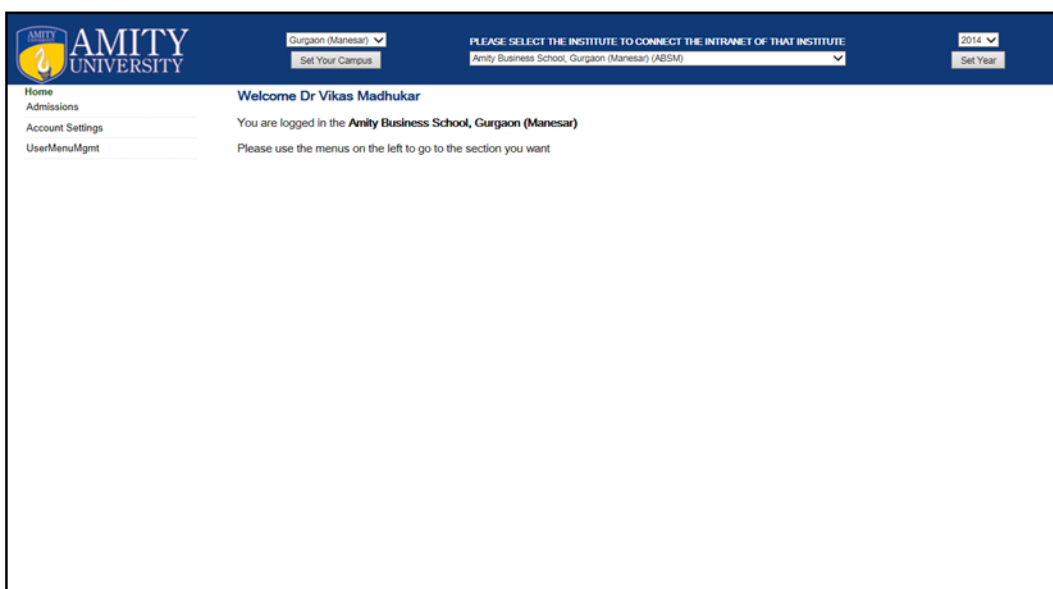
The modules displayed here are Admissions, Account settings and User Menu Mgmt.

Module Admissions: This module covers all the various sub modules starting from receiving of application form to any changes to be done once the student is enrolled.

Module Accounts Settings: This covers sub modules Change Password and Logout. The users are advised to change the passwords frequently for security purposes. However, the system is designed in such a way that users are bound to change passwords fortnightly.

Module UserMenumgmt: This module is active only at the Head Admissions level wherein a new user can be created and rights can be allocated.

2. Module Admissions

This module covers all the various sub modules starting from receiving of application form to any changes to be done once the student is enrolled.

2.1 Form Track

2.1.1 Paid Forms

As the name suggests, "Form Track", is created to maintain record of the sale of blank application forms to avoid any discrepancy in the forms sold at the end of every admission session. A Counselor is required to enter all the details of the application form sold in the sub module "Paid Forms", on a regular basis.

2.1.2 Report

2.1.2.1 For Sale: This sub module again has three sub modules Form sale, Paid form (All) and Form download Online. A detailed report of the application forms sold month and year wise can be generated. In addition to this, the details of various types of forms received can be generated, be it cash form, online form and downloaded form.

2.1.2.2 Paid Form All

2.1.2.3 Form Download Online

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2.1.3 Option

2.1.3.1 Edit form received: This sub module helps to modify any mistake in the mode of payment of form. The various modes of payment are payment made in cash, payment made through Demand draft and credit card/online payment.

2.2 Applications

The uploading of application form begins in this module.

2.2.1 Form Receipt: After receipt of hard copy of an application form, the form is received in "Form Receipt" sub module of applications. The form number is required to be entered and depending on the type of application, a window pops up. In case of a cash and online form, no details are required to be entered. The detail of downloaded form, in which the payment is made through a Demand Draft, is entered. The mandatory fields are DD number, Name of the bank and receipt number which is usually marked "-".

2.2.2 Form Receipt Details: A detailed report of the all the forms received can be generated.

2.2.3 Online form Receipts: The application forms submitted online are visible in this module. Once we port all the application forms, they move directly to the "List Applicants" module.

2.2.4 Form Receipts Check: The user wise application forms received are stored at the backend. In case any discrepancy arrives, the user's name and date of receipt can be retrieved.
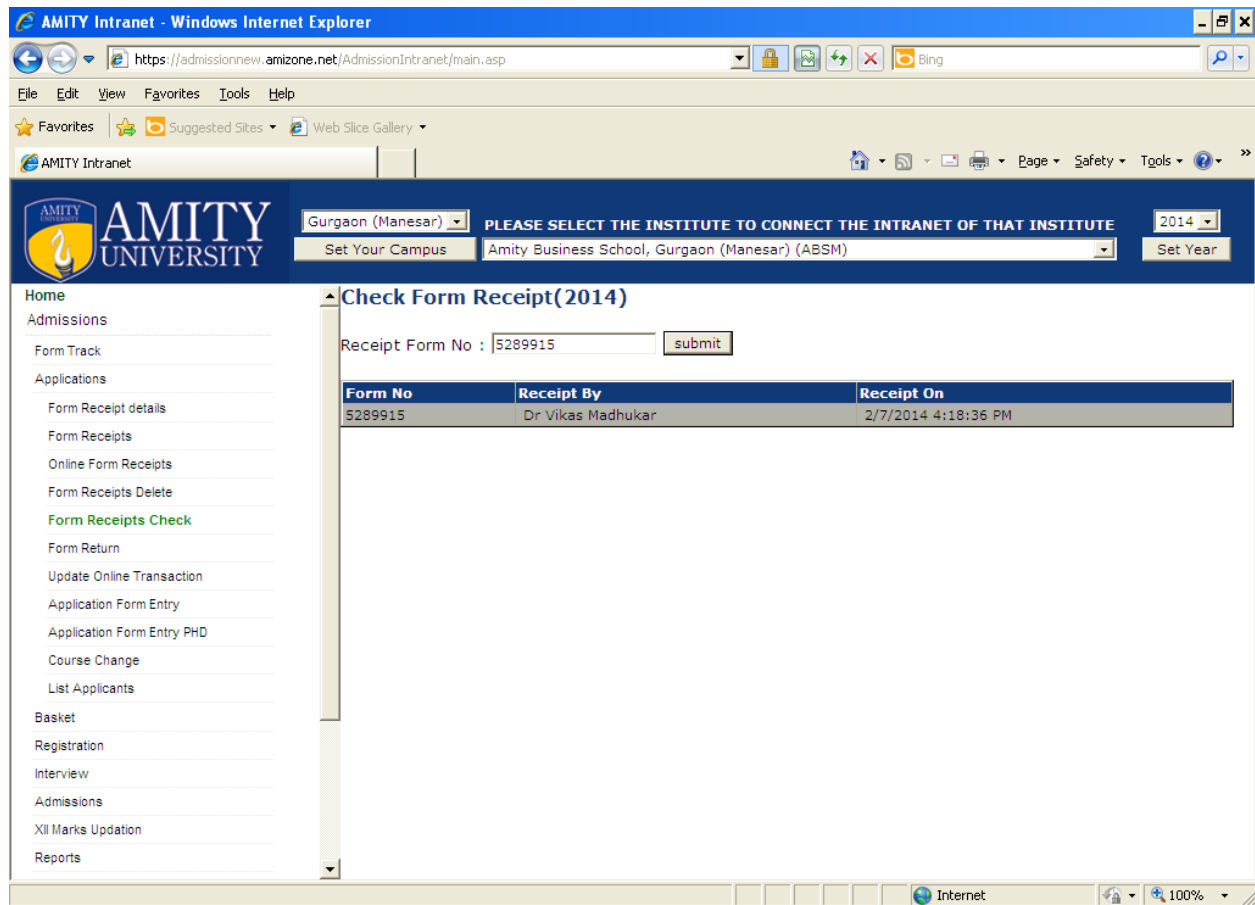
2.2.5 Form Return: On receipt of hard copy of the application form, it is duly scrutinized and all the important fields like Program code, payment mode details, date of birth, email id, contact number, photograph and marks etc. in case of any discrepancy, enter the form number in this sub module. The required details are Form number, reason and remarks. A message is flashed on student micro site that the form has been returned along with the reason of return. Send the application form back to the student.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2.2.6 Update Online transaction: This module is useful especially for downloaded/ online forms. At times, while downloading an application form, the payment details does not get updated leaving the student in a fix. Whether the payment is deducted or not, can be known from this module. The required fields are Form Number, Transaction number and receipt number. Once submitted, the details can be known and the payment if made already gets automatically updated.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2.2.7 Application form entry: This is the next step after "Form Receipt". This module is a replica of the hard copy of the application form. The user fills in complete details of the student and submits.

2.2.8 Application Form Entry Ph.D: The procedure of admission to Ph.D program is different from that of the regular programs; hence a separate module is provided altogether.

2.2.9 Course Change: The module deals with student's request pertaining to change of stream/ program prior to the registration of the application form. This module also deals with student's request pertaining to change of campus. However, for campus change request, a formal permission is to be sought from the respective campus. The changes are then reflected on student micro site.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2.2.10 List Applicants: The application forms once uploaded, move to the List Applicants module., where after verifying the details, are finally registered. A unique registration number is then generated. This module has following sub modules:

2.2.10.1 List of Applicants: This module contains, program and course wise application forms which are yet to be registered. Once registered, they move to the Registered list.
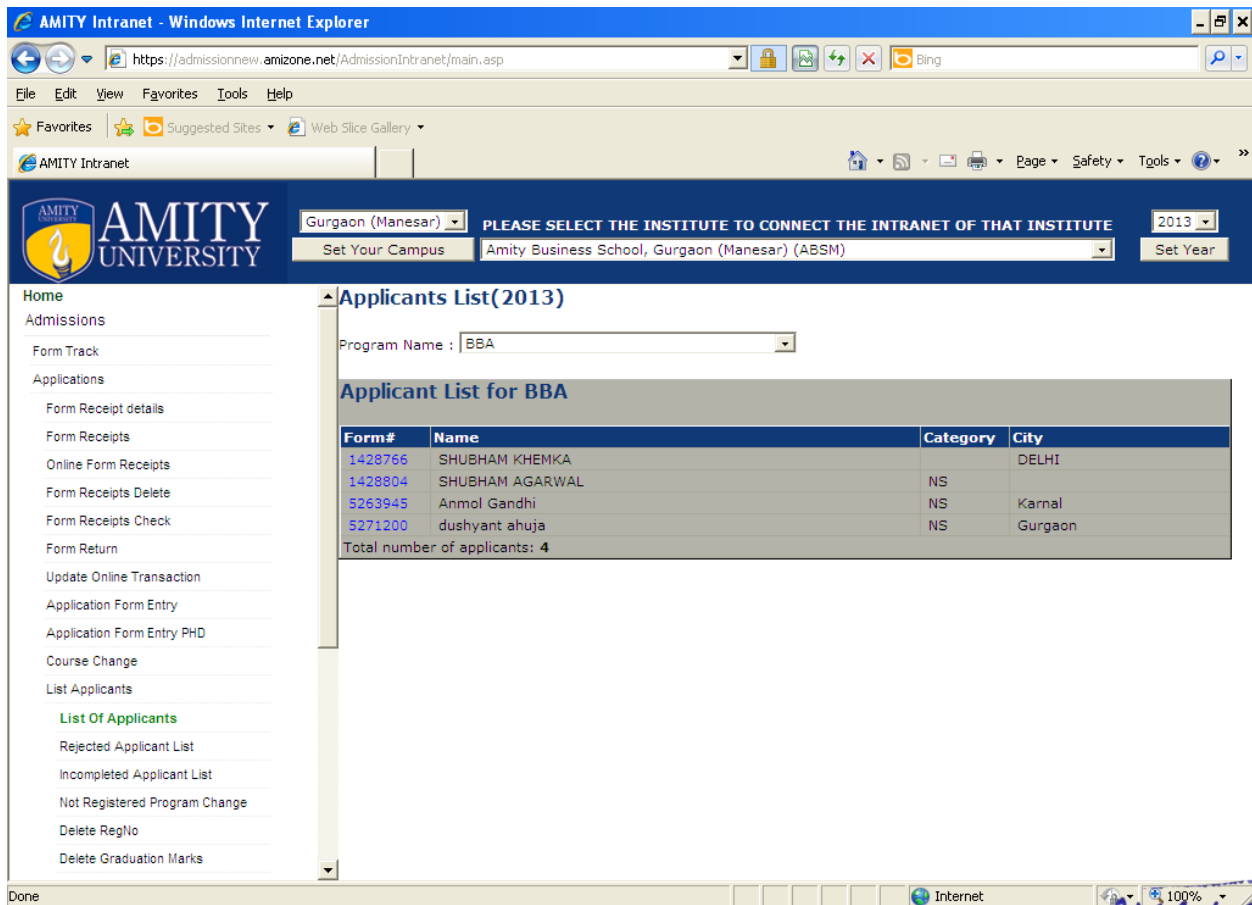
2.2.10.2 Rejected Applicant List: As the name suggests, this module has the application forms rejected due to eligibility reasons.

2.2.10.3 Incompleted Applicant List: The user is required to verify all the details of the student while registering the application form. If eligibility documents and/or photograph is missing then the form should be marked Incomplete. A message then flashes on student's micro site for the student to do the needful.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2.2.10.4 Not registered Program change: This sub module is same as Course change with only difference that the campus cannot be changed.
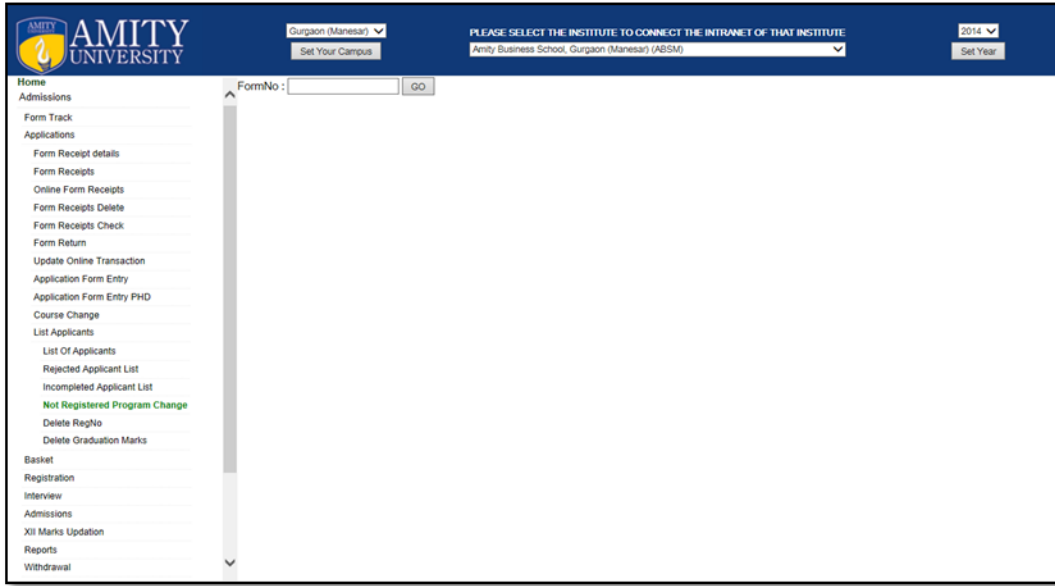
2.2.10.5 Delete Registration No: In case the student is not eligible or has been registered for the incorrect program, this sub module can be used. Keeping in mind the sensitivity, the access to this sub module is restricted.
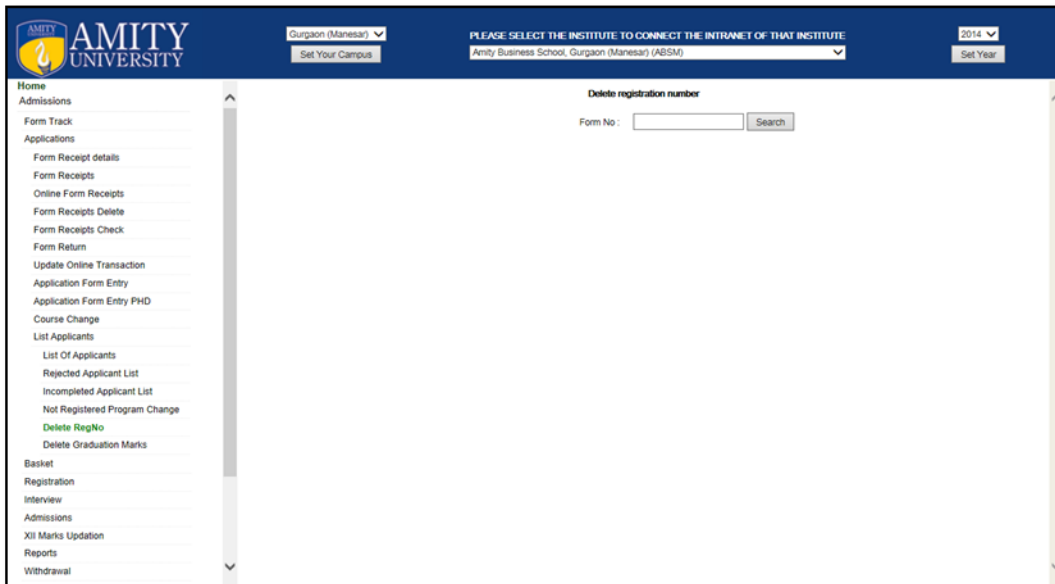
2.2.10.6 Delete Graduation Marks: In case the marks entered are incorrect then this module can be used.

Registrar
Amity University Haryana
Manesar Gurgaon-122413
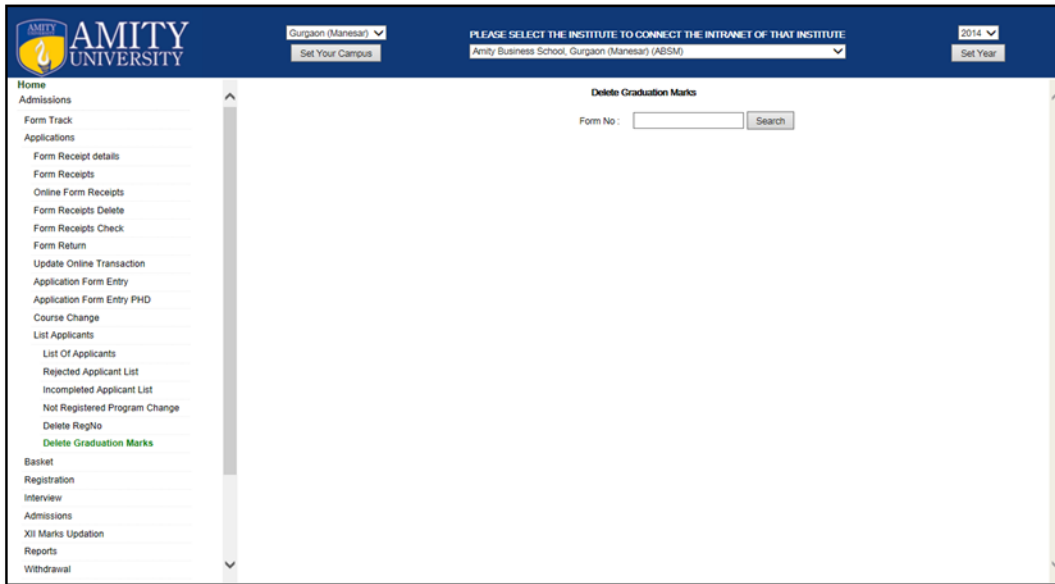
2.3 Basket

Keeping in mind the sensitivity of a student's career, various course change options are offered to the non eligible students in this module. The name of basket is usually the original program or the program with higher eligibility criteria.

2.3.1 Define
2.3.1.1 Not Eligible/ Rejected: As the name suggests, this module is used to define the Basket Name. The user is required to Add Basket Name and Submit.
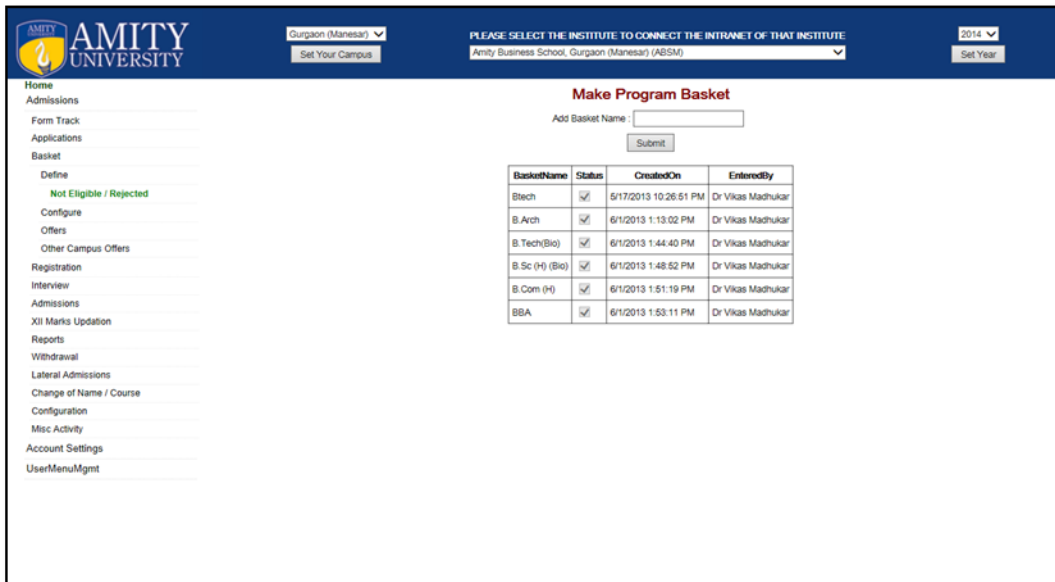
The sub modules are explained below:

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2.3.2 Configure: The next step is to configure the baskets. The procedure is to add almost all the programs with lower eligibility criteria, which a student can choose from. The idea is to give a greater flexibility to the student from the wide range of programs offered.
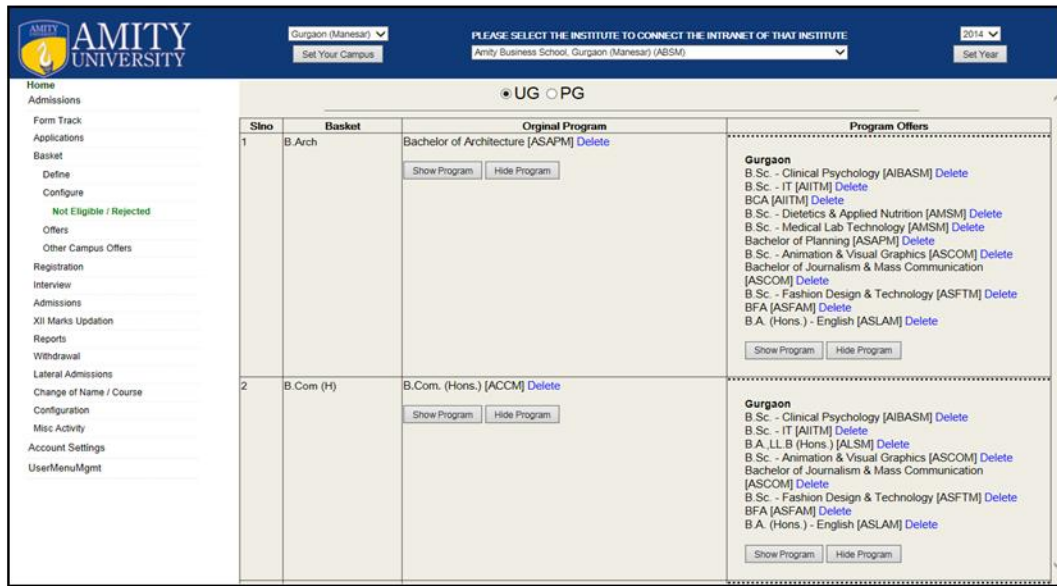
2.3.2.1 Not Eligible/ Rejected: The options included here are Basket offered not processed, Basket opted to be processed, Basket open, Basket denied, Basket Expired and Basket not eligible. The Basket offered is valid for 15 days. A message flashes on the micro site of the student once basket is offered. The user enters the form number of the student and the details can be pulled out.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2.4 Registration

This module deals with the generation of unique identifying registration number for each and every student.

2.4.1 Registration Change: Change Registration: This module is same as the Course change.

2.4.1.1 Change History: This module is used to check the details of a particular student who applied for a course change. The details can be pulled out and escalation can be handled.

2.4.1.2 Change Registration Report

A detailed report of the registration numbers changed program wise can be viewed. The report contains S.No, Name of the student, current Registration number, previous registration number, remarks and user's id.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2.4.2 Registered Applicants
2.4.2.1 Registered List:
This module is same as the List of Applicants. This module has program wise details of the students registered along with the user's id. The sub modules are Registered list, Search Form Number and Ph.D registered List.

2.4.2.2 Search Form No:

This sub module is used to change the XII marks, entered incorrectly or after declaration of Board exams results, of the student. This helps to identify and verify the eligibility of the student for the program applied.
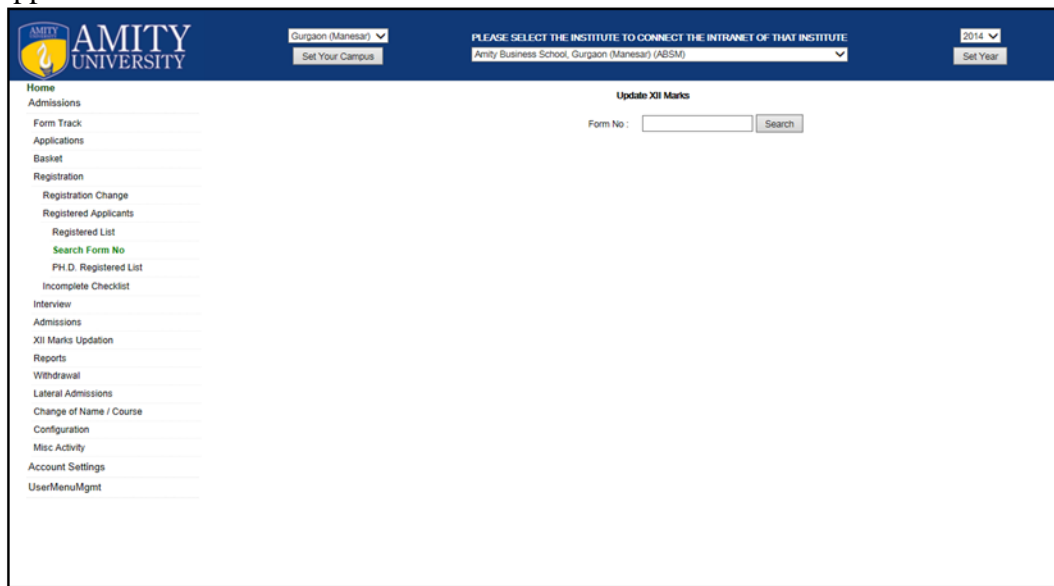
2.4.2.3 PH.D Registration List:

This module is specifically used for registration of Ph.D application forms.
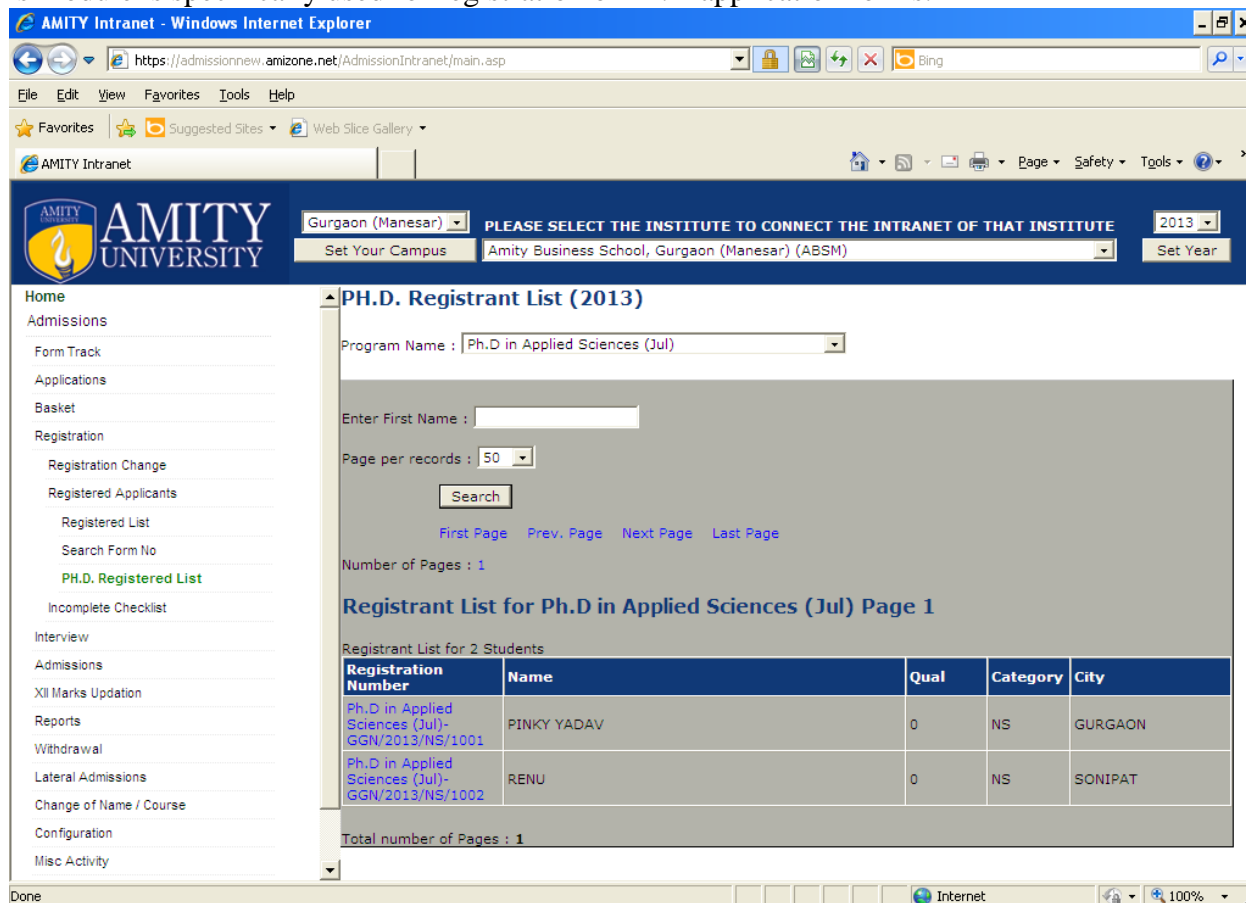
2.4.3 Incomplete checklist: Registered Incomplete Checklist:

If the eligibility documents, photograph etc are missing in any application form, they must be marked as incomplete so that they can be retrieved from this module, once the details are complete.
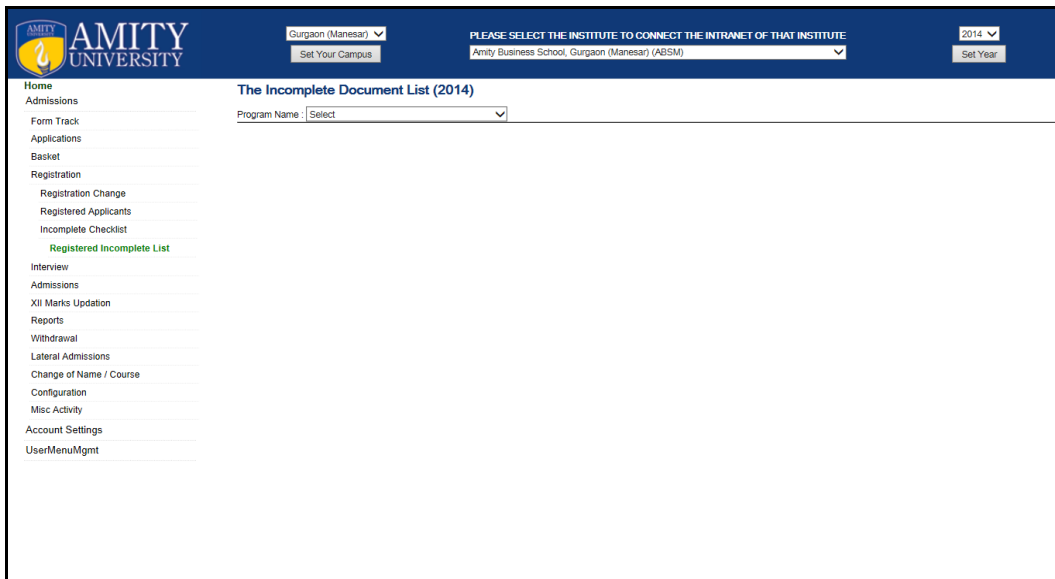
2.5 Interview:

Interview module is an integral part of Amitranet, as without appearing for the interview, students cannot take admission to the university. This module is used to release interview test date, making interview groups, interview panels, venues, marking attendance and entering interview marks of the student.

2.5.1 New Applicants- List course wise: This module is used in exceptional cases when the student is found not eligible initially however later on either after submitting the eligibility documents or through approval from higher authority, is eligible to apply. The applicant details lies in Interview- Non eligible list and is then moved to the new applicants list and manually the interview cut off is run.
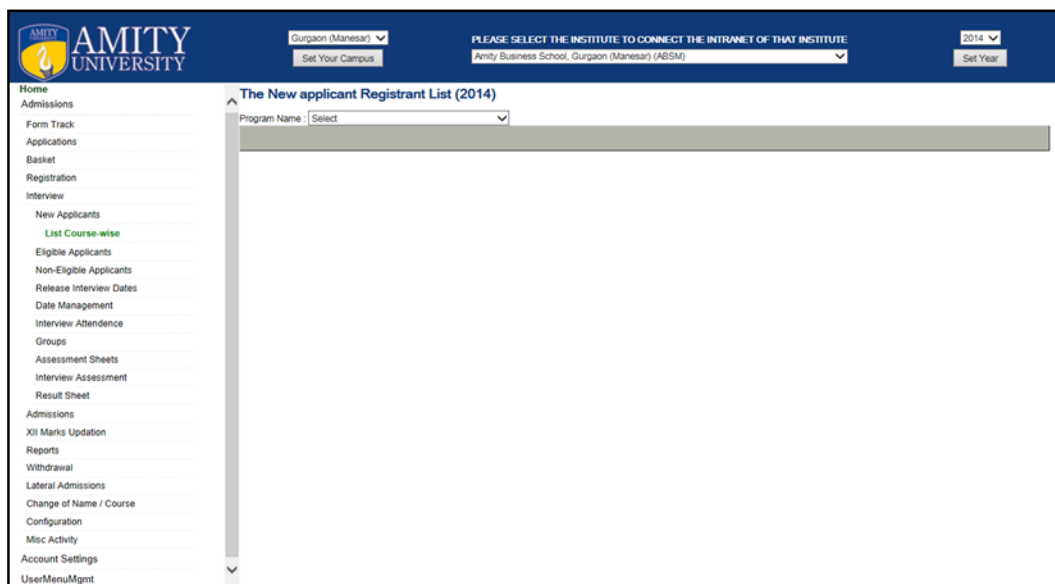
2.5.2 Eligible Applicant – List Course Wise:

This module contains program wise, list of all the applicants who are eligible to sit for the entrance test.

Registrar
Amity University Haryana
Manesar Gurgaon-122413
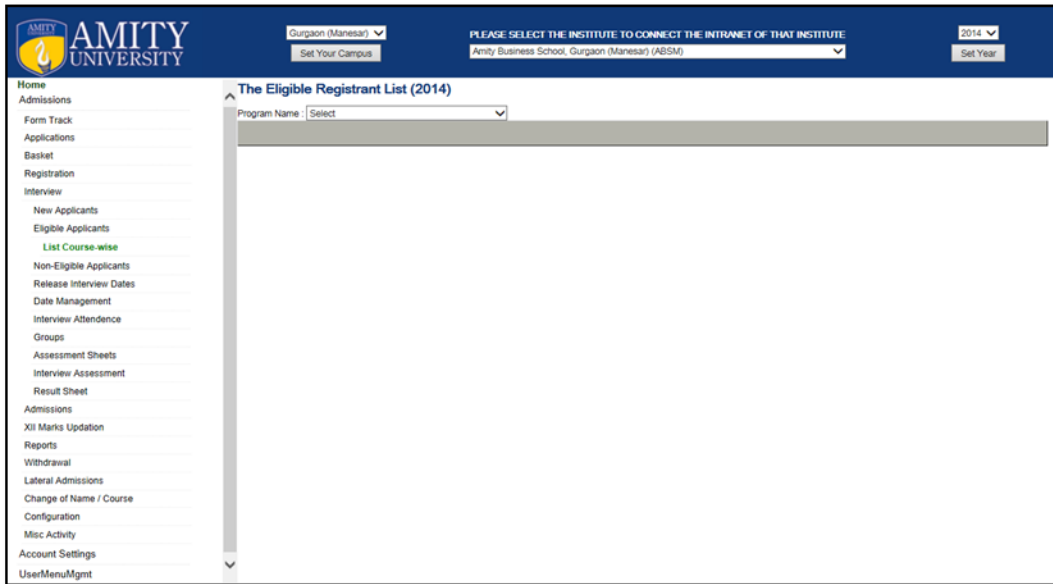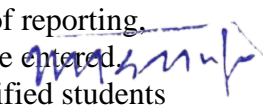
2.5.3 Non Eligible Applicants: List Course wise:

This module contains, program wise, list of students who are not eligible to sit for the entrance tests
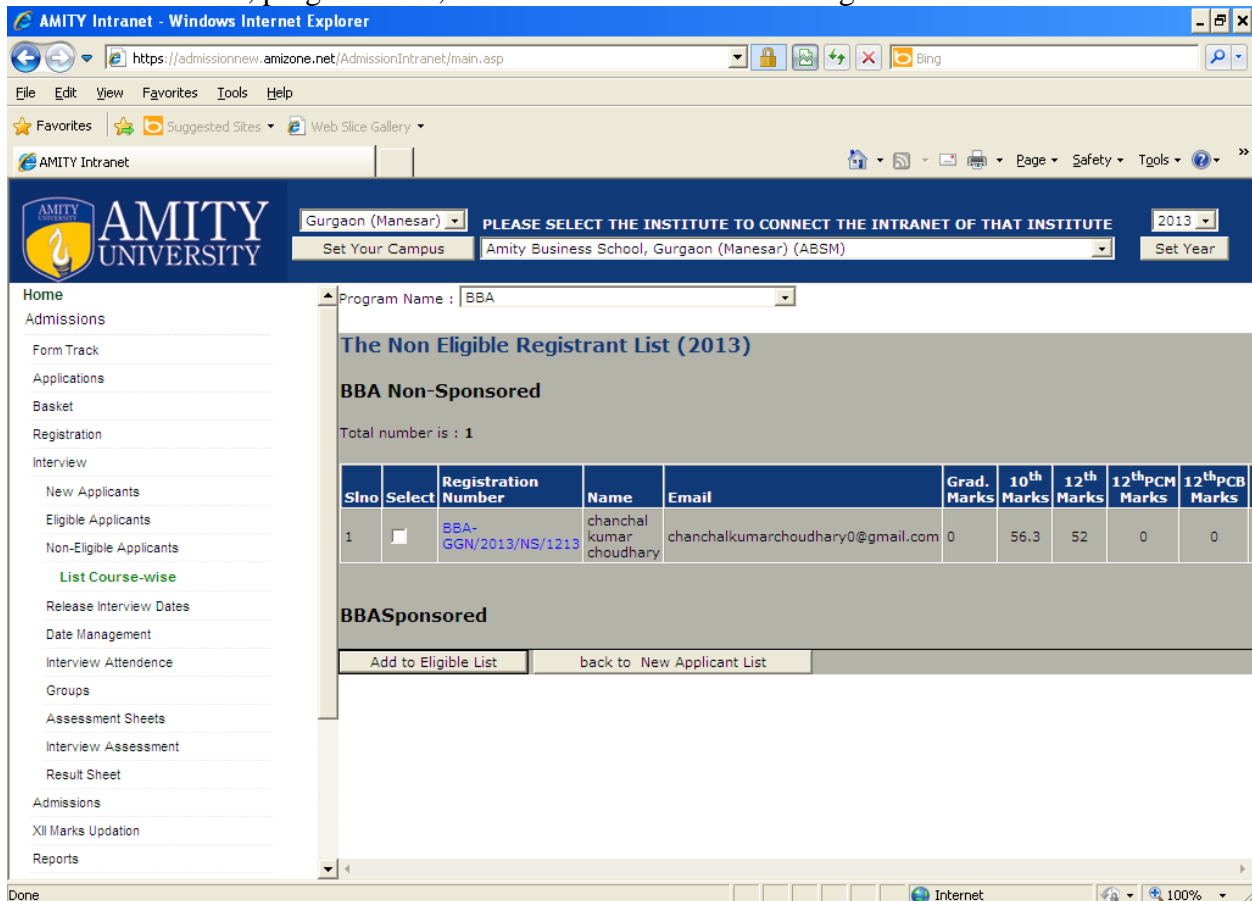
2.5.4 Release Interview date: This module is used to release the interview test date. The details required to enter are test date and campus. A window then pops up, in which the time of reporting, venue of the interview and program wise number of students taking the entrance test are entered. Kindly note that separate seats are to be entered for MAT qualified and MAT non qualified students should be entered.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

The details of the interview then flashes on the student's micro site. The student then selects the test date and submits.

2.5.5 Date Management:
2.5.5.1 Add interview date:
This module is used if the student does not select the interview date flashed on his micro site but appears for the interview. The user manually selects the interview date for the student to proceed further.

2.5.5.2 Import Interview date:
This module contains list of all the applicants who are eligible to sit for the entrance test and also list of applicants who have chosen/submitted the interview date.
The procedure is to select the list and sync with the web that gives an idea on the number of students appearing for the entrance test.

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Manesar Gurgaon-122413

2.5.6 Interview Attendance:

This module, as the name suggests, is used to mark program wise and interview date wise, attendance of all the students. The procedure is to select the interview date and name of the program. A check box is provided against each applicant for whom the attendance needs to be marked.

2.5.7 Groups:
 This sub module is divided into two sub modules: Course wise groups and interview panel.
The programs of almost similar eligibility are grouped together and the interview panel is created. The
user is required to select the interview date, the number of groups depending of the number of students
appearing for the interview, Chairperson and Members in the interview group. The right to this sub
module lies with the Head, Admissions

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Manesar Gurgaon-122413

2.6 Admissions:

The Admission module is used after the interview assessment is done. This module is used to upload the result of selected students, generating offer letters etc.

2.6.1 New Applicants (Interview Complete): List course wise:
This module contains the list of all the applicants eligible for interview.

2.6.2 Merit List:
2.6.2.1 Course Wise List:
Once the applicant appears for the interview and admission cut off is run, their details are visible in Admissions- Merit list. Based on their performance, they are marked selected or rejected. This module is extremely crucial as whatever the user selects, a message is sent to the applicant's micro site and cannot be reversed.
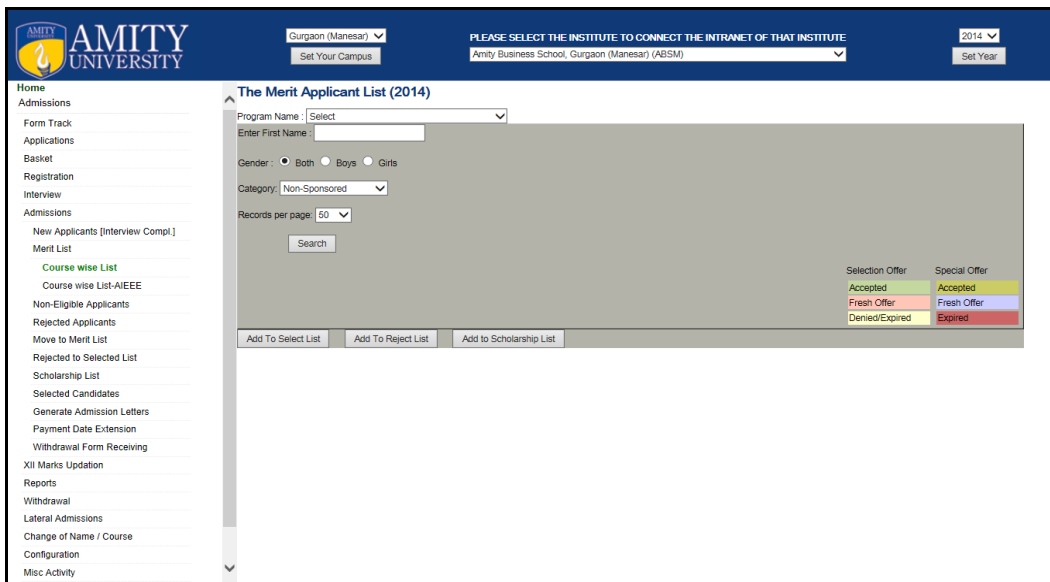
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Manesar Gurgaon-122413

2.6.2.2 Course Wise List AIEEE:

Amity participates in JEE MAINS spot round counseling for the students, interested to take admissions, as per the guidelines laid down by Central Counseling Board. All these students are not required to purchase the admission brochure of Amity. Hence a separate Institute and separate program code is created on Amitranet. Since these students are enrolled directly, hence the forms once registered and admission cut off is run, are moved to Course wise List AIEEE sub module of Admissions.
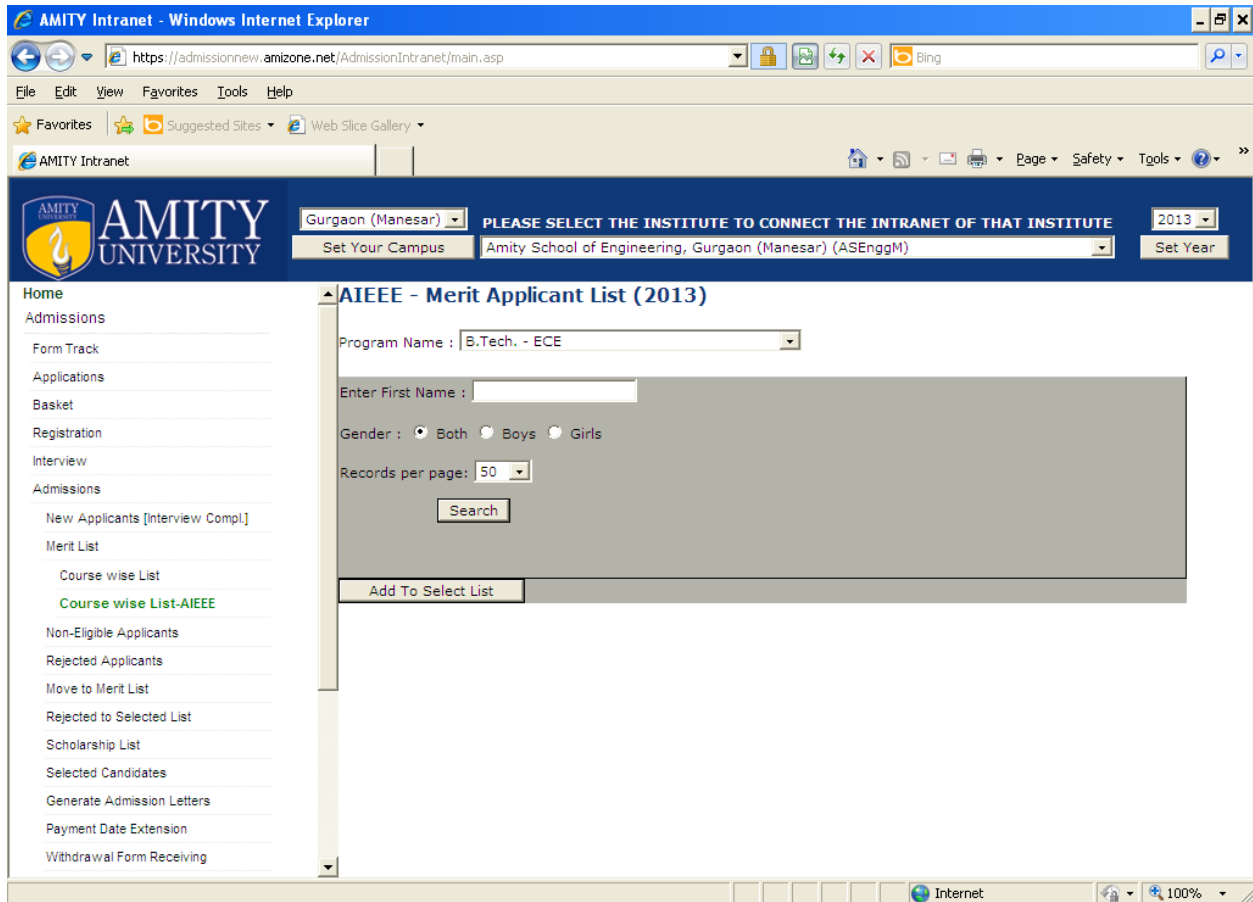
2.6.3 Non Eligible Applicants:

This sub module contains list of all the non eligible applicants, who were unable to clear the entrance test. They can be moved to merit list only after approval from Head office or for Head Admissions.

2.6.4 Rejected Applicants:

As the name suggests, this module contains list of finally rejected applicants who were unable to secure a seat in the merit list.

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Amity University Haryana
Manesar Gurgaon-122413

2.6.5 Move to Merit List: Move- Merit list:

The right to this module lies with Head Admissions. This module is accessed only in extreme and exceptional cases. The user is required to enter the last four digits of the Registration number along with detailed remarks pertaining to the change of status from rejected to selected. The applicant details directly move to the merit list and then marked selected.

2.6.6 Rejected to Selected List: Rejected-Selected List:

This module contains course wise list of applicants who were moved from rejected to selected list.

2.6.7 Scholarship List:

At Amity, we believe in rewarding the hard work and excellence achieved by meritorious students in their academic endeavors. The Amity Scholarships have been initiated to encourage the talents of such students, thereby strengthening the roots of our future generation. This module contains list of all the students who are eligible for various scholarships

2.6.8 Selected Candidates:
This module is used once the admission procedure is complete.
2.6.8.1 Course wise List with paging: This module contains program wise details of all the students.
The changes in hostel and/or scholarship can be done here even after the applicant is selected.

2.6.8.2 Edit detail (After selection): Any change in the personal details of the students can be done in this module.

2.6.9 Generate Admission Letters:

This module deals with maintaining accuracy in issuing admission offer letters to the selected candidates. The sub modules are Course wise list, Course wise list Ph.D, Scholar's Fast track and Admission Letter Publish.

2.6.9.1 Course wise List:

The course wise list contains list of selected students selected course wise. There are 2 tabs "To be Generated" and "Already Sent". To generate a new admission letter, click on To be generated radio button, select the name of the student(s) for whom the letter is to be generated, select the fee submission date and click on "Update Fee Submission Date". Select the same student(s) name and click print.

2.6.9.2 Course wise list Ph.D

Again, there is a separate sub module for generating admission offer letters for Ph.D students.
The course wise list contains list of selected students selected course wise. There are 2 tabs "To be Generated" and "Already Sent" . To generate a new admission letter, click on To be generated radio button, select the name of the student(s) for whom the letter is to be generated, select the type of student like Self financed / Amity employee etc, select the fee submission date and click on "Update Fee Submission Date". Select the same student(s) name and click print.

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Manesar Gurgaon-122413
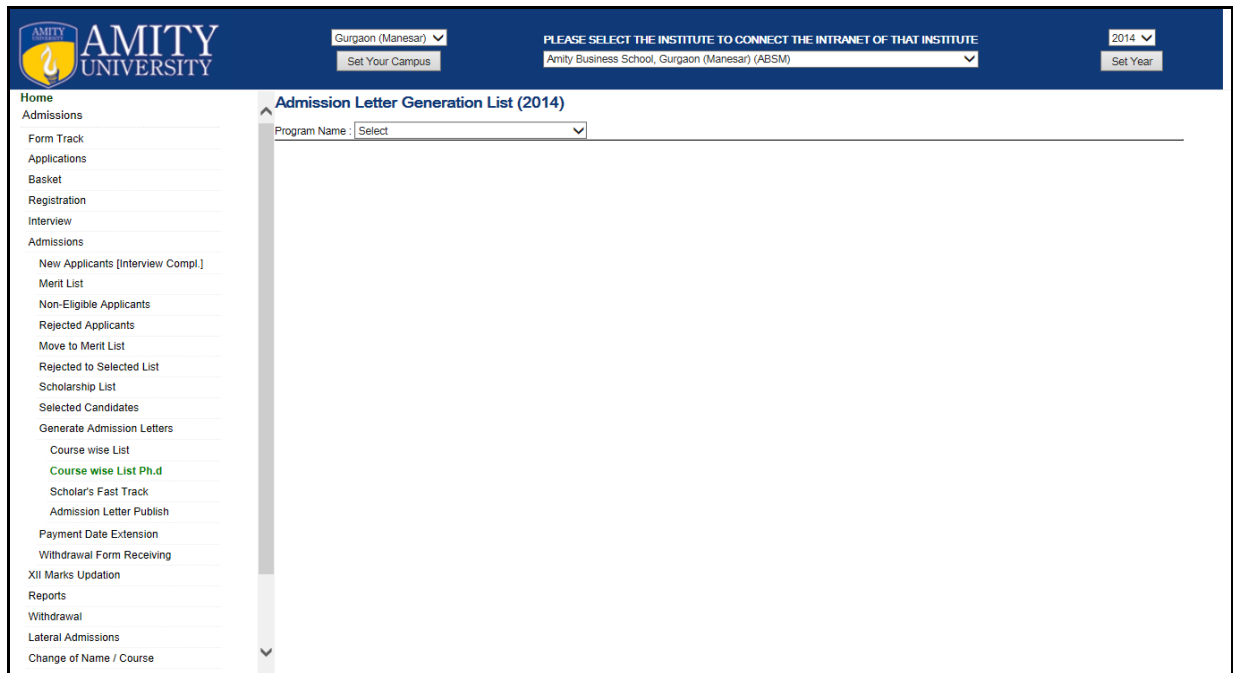
2.6.9.3 Scholar's Fast Track:

The scholarship admission letters are generated in this module.
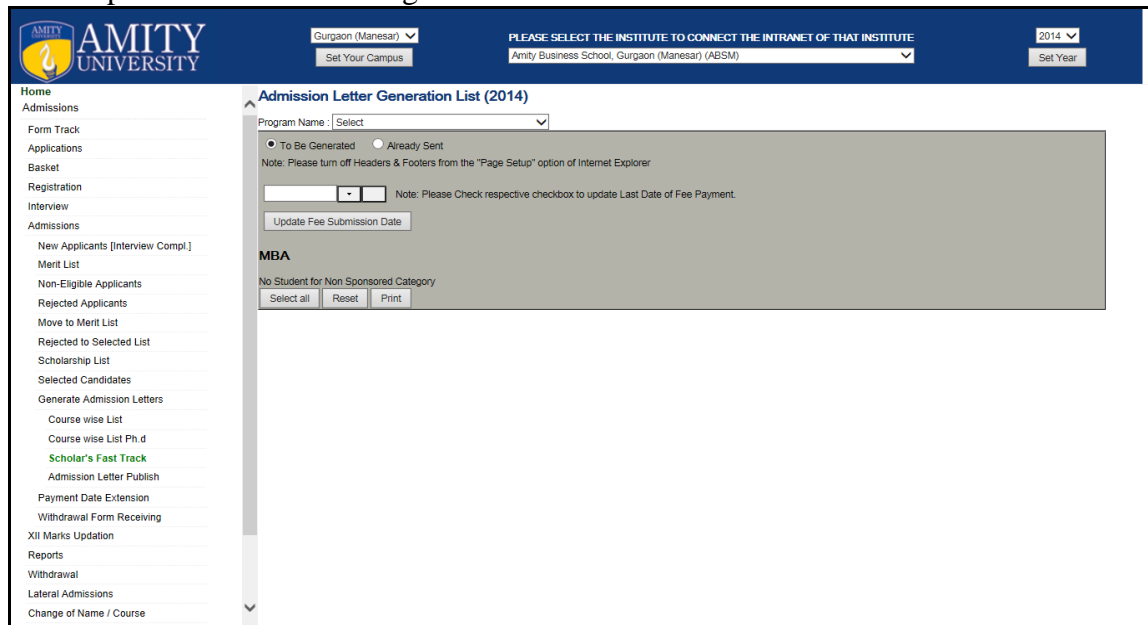
2.6.9.4 Admission Letter Publish:

This module is accessed to publish admission letters on student's micro site. The user is required to select the Institute, program and radio button Not Yet Published. Once search is selected, list of students for whom the letter needs to be published, and pops up. Select the students(s) and click Publish. The admission letter is now available on student micro site.

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Amity University Haryana
Manesar Gurgaon-122413

2.6.10 Payment Date Extension:
2.6.10.1 Extention Entry

This module is accessed to extend the fee payment date entered while generating the admission letter. This module is especially useful for Accounts. The user is required to enter either the form number or the registration number. The extended date is to be selected and remarks are duly noted.

2.6.10.2 Extension report:

This module is used to generate a detailed program wise report of the dates extended.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2.6.11 Withdrawal Form Receiving:

This module is accessed for a detailed status of the students who have withdrawn from a particular program.

2.7 XII Marks updation:

The students of Class XII are enrolled/ admitted provisionally until their board examination results are declared. Their marks need to be updated and hence this module is used. The right to this module lies with the Head, Admissions.

Enter the form number and press Get Details. Once the marks are entered, click submit.

2.8 Reports:

This module is used to generate Institute and program wise reports of all types.

2.8.1 Hostel details: This module shows the capacity in the hostel, number of hostel seats granted, number of students who paid fee for the hostel and the number of seats left in the hostel. This report gives separate report for boys and girls. The number of seats granted means the number of students who have been selected and who have paid the fees.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2.8.2 User wise form entry:

The performance of users can be monitored through this module. This module gives a month wise report of application forms entered by all the users.

2.8.3 User wise Registrations:

This module gives a month wise report of application forms registered by all the users.

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Manesar Gurgaon-122413

2.8.4 Download Form not received:

This module gives a comprehensive view of the forms which were downloaded however were not received at our end.

2.8.5 Cross Section Cons Report (A):

A consolidated report for last 3 years admission can be generated in this module. This report is generated Institute and program wise. It shows number of application forms registered, number of students appeared for the interview , number of students selected, number of students who have paid the fee and number of students who have withdrawn from a program. This helps in a detailed analysis and takes effective measures to increase the number of admissions.

2.8.6 Consolidated hostel count:

Gender wise details of occupants in the hostel can be generated from this module. This also shows number of students who were granted hostel however they did not pay the fee.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2.8.7 Hostel List:
This module helps in finding out program wise details of students residing in the hostel at one glance.

2.8.8 Full Academic fee Paid:
This module gives program wise details of the students who have paid full academic fee. This list does not include withdrawals if any

2.8.9 Partial Academic fee Paid:
This module gives program wise details of the students who have paid partial academic fee. This list does not include withdrawals if any. We accept partial fee only after approval from Head, Admissions however the details in this module are mostly of those students who applied for a course change and haven't paid their dues.

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Manesar Gurgaon-122413

2.8.10 Complete Scholarship List:

This module gives a complete list of students eligible for scholarship along with their fee status. The report can be generated on the basis of scholarship granted, fee paid and summary of granted- fee paid students.

2.8.11 Registration Analysis:

This sub module helps in analyzing the program wise registrations done. The fields in the report are S.No, Program name, commencement date, Academic fee fully paid, profile entered, registered, fully paid but not registered and enrolled students.

2.8.12 Enrolled- Course Change:

This module gives complete details of students who applied for course change and their requests were approved. The remarks are extremely important while changing a course to avoid any discrepancy in later stages.

2.8.13 Enrolled- Name change:

This module gives a complete history of changes made in the name of students. The changes are done only when there is a typing mistake after seeking approval from Head, Admissions. No changes are made if the mistake is not from user end.

2.8.14 State Analysis:

This module, gives a detailed report of fee paid students state wise. This helps in knowing the weak and the target states, to get more and more admissions.

2.8.15 Cast wise Report:

This module helps in generating cast wise report of the students who have paid the fee. This list also excludes withdrawals. These reports can be utilized in case of inspections from various governing bodies like UGC, NAAC etc.

2.8.16 Marks Analysis:

This sub module generates institute wise report for analysis of marks of the students admitted in a particular program. A range has to be defined and report has to be generated. This report is also helpful for inspections from various governing bodies like UGC, NAAC etc.

Use of this sub module (add slide): Select the institute, admission year, student status, UG/PG, category and the range of marks.

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Amity University Haryana
Manesar Gurgaon-122413

2.8.17 Consolidated Lateral Report:

This module gives a consolidated report on the lateral admissions.

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2.9 Withdrawal:
This module deals with refunds/withdrawals.

2.9.1Withdraw Entry: The user is required select the Institute name for which withdrawal needs to be processed. Then enter detail(s) of the student for whom the withdrawal is to be processed. The user is can either enter Enrollment number or registration number or form number. Once the details are entered, click Find. (add example slide)

Registrar
Amity University Haryana
Manesar Gurgaon-122413

A window pops up in which the date of withdrawal (usually the current date) and detailed remarks are entered. Click withdrawal. The name of the student moves to the withdrawal letter.

2.9.2 Withdrawal list (New Adm): This module contains institute wise list of students withdrawn from a program.

2.9.3 Withdrawal Letter (Change Slide): Once a student is withdrawn from the program, a letter is to be generated. This letter has the detailed rules/policies required to process a withdrawal. The letter is addressed to the respective Director/HOI/ Program Coordinator, Registrar and Head, Admissions. Take a print of the letter; get it duly signed by the above mentioned authorities and file.

Once a student is withdrawn from a program, all the details are removed from the system and cannot be restored. Hence, ensure the name of the student before proceeding withdrawal.

2.10 Lateral Admissions: Amity offers great opportunity to students to transfer into the Third/Fifth semester of few programs. The website is www.amity.edu/lateral

For all migration/lateral admissions, a separate series of application forms is used and so is the module.

2.10.1 List of Applicants: Choose the admission year, click add more and click submit. Fill in all the details and click submit.

2.10.2 Lateral Admission Details: This module gives year wise, comprehensive view of all the lateral applicants.

2.10.3 Lateral Downloads details: This module gives details of all the application forms that have been downloaded for lateral admissions.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Lateral Download Details 2014

2.11 Change of Name/Course:

The sub modules are student name change and student course change.

2.11.1 Student Name Change:

This sub module deals with change of name of the student after selection. The changes are done only when there is a typing mistake after seeking approval from Head, Admissions. No changes are made if the mistake is not from user end.

Student Name Change

2.11.2 Student Course Change:

This module deals with course change of students after selection and also for year back students.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2.12 Configuration: The way amitranet is set up, or the assortment of sub modules that make up amitranet is defined in configuration module like scholar cut off, interview cut off, admission cut off, academic fee, hostel fee etc.

2.12.1 Scholar cut off: This module is defined to set scholarship percentages both for under graduate as well as post graduate programs in which scholarship is offered. Once the cut off is run, all the applicants eligible for scholarship move to Scholarship List module explained above.

2.12.2 Interview Cut off: This module is defined at the beginning of every admission year. The interview cut off is set keeping in mind the eligibility criterion for each program. For example, the eligibility criteria for B.Tech ECE is PCM min 60% at 10+2 level however no criteria for Class X is

defined. So Class X percentage can be set as 40, keeping in mind, the average students and for Class XII is 60%. Once the interview cut for B.Tech ECE is run, all the applicants qualifying the above criteria, becomes eligible to sit for the entrance test while others can be offered basket courses.

2.12.3 Admission Fees (Academic): This module defines the breakup of the academic fee of all program, for the defined tenure. The fee entered here is linked directly with the admission offer letter published on student micro site.

2.12.4 Admission Fees (Hostel) (Change Slide): The hostel fee is defined in this module which again is linked directly with the admission letter published on the student micro site.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2.12.5 Admission cut off: This module is defined to set the cut off after the applicant completes the interview process. The criterion set is based on the average marks scored so that more and more applicants get through. In case of MBA programs, GD marks are also taken into consideration.

2.12.6 Admission Call Letter: This module is used to configure the admission letter to be sent to the selected students. The letter is to be created separately for all the programs.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2.12.7 Add a New Course:

This module is used to add new courses for respective institutes.

2.12.8 Add cut off subject:

This module is used to define cut off for programs in which the eligibility is subject oriented.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2.12.9 Check list:

This module is a check list of documents to be verified at the time of registration of the application form.

2.13 Misc Activity:

This module, as the name suggests, covers all the miscellaneous activities required during the admission procedure.

2.13.1 View Interview cut off:
This sub module displays the details of the interview cut offs for all the programs at a glance. This also gives an overview of the eligibility details so that discrepancies, if any, can be taken care of.
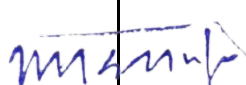
2.13.2 Registration change paid students:
This module is useful when a student applies for a course change after the payment of first installment of academic fee and the application is accepted. The user is required to enter form number, new program along with the correct institute and detailed remarks for reason of change. The changes directly reflect on Amizone.

2.13.3 Online payment transfer:

This sub module is used to check the online payment details against the application forms.
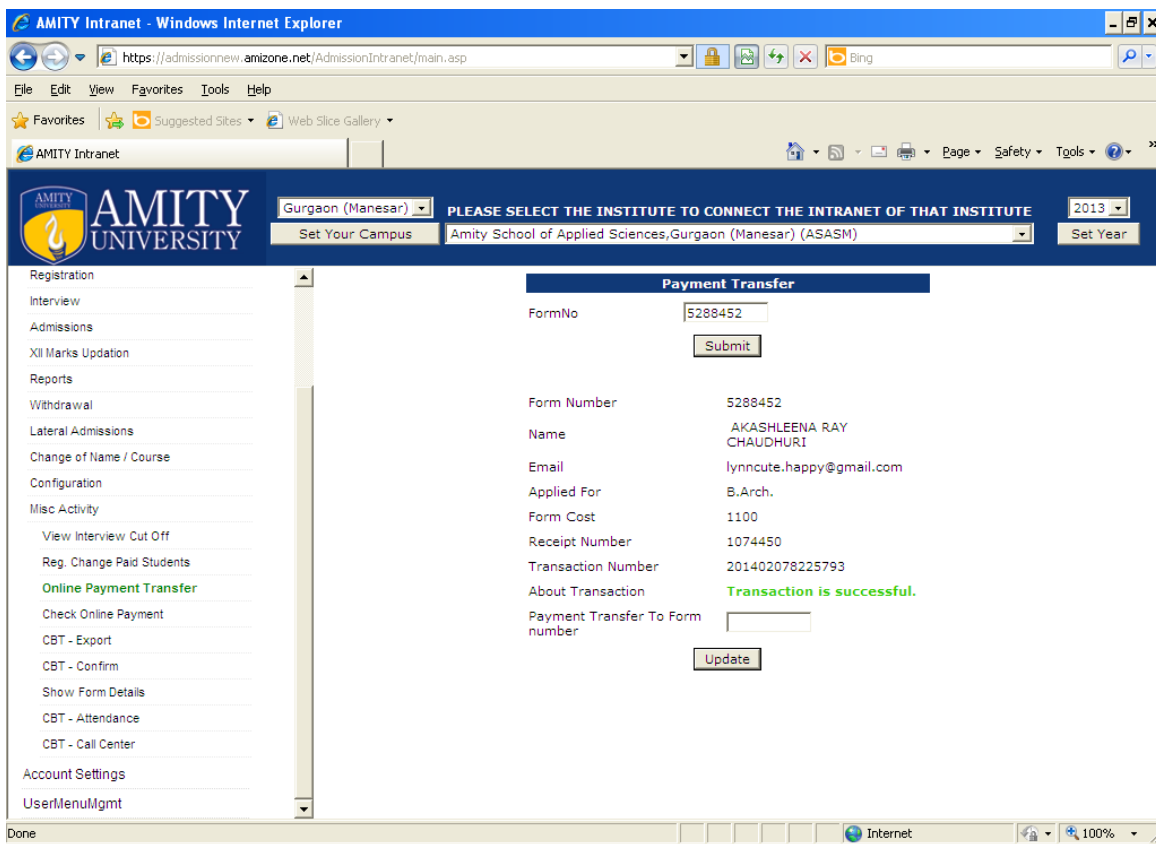
2.13.4 Check Online Payment:

This sub module is used to check the status of online payment of application forms. The dialog box, gives the receipt number, transaction number, status of the payment, date and time of transaction. If the payment is successful and not updated at student's end, then it can be done using sub module online transaction of Admissions module.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2.13.5 CBT Export:

This module has list of all the applicants who have chosen to appear for CBT. This command auto creates a file with 9 fields and is normally saved in .CSV format and sent to Head office. They send the file to ATTEST Mumbai for opening the CBT scheduler access and the confirmation is sent back to AUH from Head office.

2.13.6 CBT- Confirm:

This module confirms the status of CBT applicants. Upon confirmation, CBT scheduler Link automatically appears, on the micro site of the aspirants pertaining to a batch. The aspirant to click this link, access the CBT Scheduler and book Test Venue, Date and Time.

2.13.7 Show Form details:

2.13.8 CBT- Attendance: (slide to be taken from mail):

This module gives details of students who appeared for CBT at their respective test centres.

2.13.9 CBT-Call center:

A few enhancements were made in the functionality of Amitranet/ micro site to facilitate the CBT Process.

This module has exactly the same data as the CBT Export file for ATTEST, PLUS all contact information fields, to enable Call Centre follow-up for the CBT Slot Bookings with students.

The user is required to click on this icon and the CBT opted cases get populated, in an excel file, with contact details of the candidate. The the Call Centre follow-up on each and every case, and generate a status report.
(Add screen shot from mail).

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Gurgaon (Manesar) ▾
Set Your Campus

PLEASE SELECT THE INSTITUTE TO CONNECT THE INTRANET OF THAT INSTITUTE
Amity Business School, Gurgaon (Manesar) (ABSM) ▾

2014 ▾
Set Year

- Home
- Admissions
  - Form Track
  - Applications
  - Basket
  - Registration
  - Interview
  - Admissions
  - XII Marks Updation
  - Reports
  - Withdrawal
  - Lateral Admissions
  - Change of Name / Course
  - Configuration
  - Misc Activity
    - View Interview Cut Off
    - Reg. Change Paid Students
    - Online Payment Transfer
    - Check Online Payment
    - CBT - Export
    - CBT - Confirm
    - Show Form Details
    - CBT - Attendance
    - CBT - Call Center
  - Account Settings
- UserMenuMgmt

CBT Processing : Data for Call Center

Created Batch   Gurgaon (Manesar)20130926T161252723 ▾

Search Result

Registrar
Amity University Haryana
Manesar Gurgaon-122413

3. Account Settings:

Registrar
Amity University Haryana
Manesar Gurgaon-122413

4. UserMenumgmt:

This module is used by Head, Admissions to create new user and configure user access for the corresponding module.

Procedure of Admission at AUH

1. Submission of Application forms:
   a. Duly filled in application forms are submitted either in campus or in city office or online.
   b. The application forms are scrutinized to check the eligibility
2. Processing of application forms
   a. The completed application forms are then registered and incomplete forms are sent for calling.
   b. The students are counseled for change of program if candidates are found not eligible.
   c. The list of eligible candidates is shared with the counselors who then inform about to download the admit card and procedure of selection.
   d. An sms is also sent to all the eligible candidates
3. Interview date
   a. The interview date is then released and students are informed to choose the date and download the admit card
4. Interview Set up
   a. The requirement of faculty members is assessed as per the number of application forms received and the same is sent to the Head of the Institute.
   b. The interview board members names once received are added and program groups are created.
   c. The floor wise interview coordinators are assigned.
   d. The floor wise plan is also prepared in excel sheet to make seating arrangements and interview rooms.
   e. On the day of the entrance test, all parents and students are guided by admission team members and faculty members on duty with the help of Marshals are guided to be seated in Auditorium
   f. The session begins with brief presentation about Amity group and AUH by Director Admissions followed by address of Pro Vice Chancellor, Vice Chancellor, Maj Gen G S Bal, Dr Gunjan M Sanjeev and Mr Ankur Gupta explaining in detail about security, SAP and over view of placement respectively.
   g. On the day of the admission test, the data of the students who have selected the interview date are ported and attendance is marked.
   h. Once the attendance is marked, Group for group discussion is created
   i. The Chairperson and interview board member enters the marks.
   j. The interview coordinators assigns the interview panel
   k. The interview panel verifies and asses the candidate.
   l. The OMR sheets are evaluated and marks of the written test are uploaded as per the given format.
5. Result
   a. Once results are approved by Chancellor, the choice of hostel is marked as per the application form of the candidate and admission letters are published on student's micro site.
   b. The list of selected candidates is shared with the counselors who then inform about selection and modes of fee payment.
   c. The hard copy of the application form is dispatched to each candidate.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

```
                    ┌─────────────────────────────┐
                    │  Application form received  │
                    └──────────────┬──────────────┘
                                   │            ◄──────────────┐
                                   ▼                           │
              Yes        ◇ Complete ◇        No                │
          ┌──────────────────────────────────┐                │
          ▼                                   ▼                │
   ┌──────────────┐              ┌─────────────────────┐       │
   │ Form receipt │              │  Called for form    │──────▶┘
   └──────┬───────┘              │   Completion        │
          │                      └─────────────────────┘
          ▼
   ┌──────────────────────────┐
   │ Form entry(Downloaded    │
   │ and ICR forms)           │
   └──────────┬───────────────┘
              ▼
   ┌──────────────────┐
   │  Applicant list  │
   └────────┬─────────┘
            ▼
   Yes    ◇ Eligible ◇    No
  ┌──────────────────────────────┐
  ▼                              ▼
┌──────────┐            ┌─────────────────┐
│ Register │◄───────────│  Basket Course  │
└────┬─────┘            └─────────────────┘
     ▼
   ( A )
```

Application form received

Complete — Yes → Form receipt ; No → Called for form Completion

Form receipt → Form entry(Downloaded and ICR forms) → Applicant list → Eligible

Eligible — Yes → Register ; No → Basket Course → Register → A
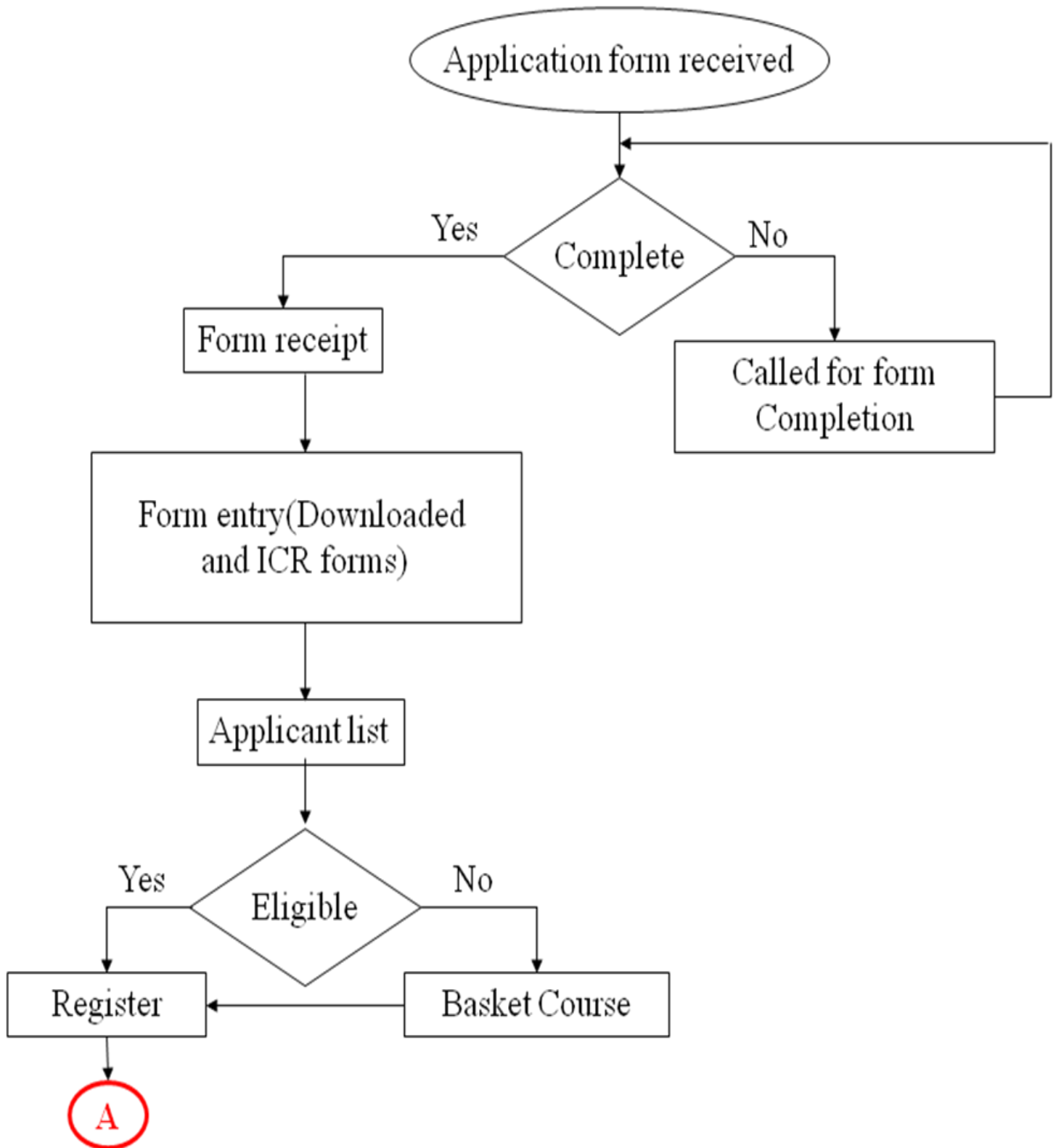
```
                              ( A )

                    Release of interview date

          Configure Board members & interview coordinators

                          Import Data

                        Mark Attendance

               Board members enter interview marks

                    Written test marks upload

                      Approval by CVI Sir

                  Generation of Admission Letters

                    Publish Admission Letters

                  Dispatch of admission letters
```

Registrar
Amity University Haryana
Manesar Gurgaon-122413

AMITY UNIVERSITY
HARYANA

FACULTY GOVERNANCE & ACADEMIC FREEDOM POLICY

FACULTY GOVERNANCE & ACADEMIC FREEDOM POLICY

1. The Academic Philosophy of Amity University has **five** important guiding principles: [1]
   a. Nurture Talent
   b. Encourage Innovation
   c. Blend Tradition with Modernity
   d. Let the Onus of learning lie with students
   e. Contribute to Nation building

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[1] Guideline approved vide XXth Executive Council meeting held on YY[th] ZZZZ 201W (Item No. AA.BB)

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2. With these principles, Amity University seeks to foster in its students maturity and independence of mind, and this twin-purposes cannot be achieved unless faculty and students freely express the widest range of viewpoints on diverse aspect of course within the classroom'

ACADEMIC FREEDOM: POLICY STATEMENT

Amity University Haryana will ensure a teaching and learning environment that supports academic freedom. The faculty and students have rights and privileges to engage in independent thinking and expression without any hindrance or without facing any non-academic constraint to pursue avenues of suggestion for academic enrichment and to engage in full and unrestricted consideration of any opinion or line of research. These rights, however, also entail that they have the duty and responsibility to use that freedom in a way that is consistent with the scholarly pursuit for truth, knowledge and understanding. These rights and privileges must be used as per University policies & law of the land.

Academic freedom includes the right(s) to:

- o Be free in teaching and discussion;
- o Have freedom in carrying out research without commercial or political interference; freedom to disseminate and publish one's research findings;
- o Have freedom from institutional censorship, including the right to express one's opinion publicly about the institution or the education system in which one works; and also
- o Have freedom to participate in professional and representative academic bodies the right to contribute to social change through free expression of opinion on matters of public interest

ACADEMIC RESPONSIBILITY

1. Academic freedom requires the development of open, democratic and collegial forms of institutional governance, including access to proper whistle blowing procedures. Academic freedom also comes with the responsibility to respect the democratic rights and freedom of others. In particular, AUH expects all its teaching and non-teaching staff to respect national laws and university regulations, guidelines and rules formulated from time to time.

2. The guarantee of academic freedom for an Academic Faculty member must be accompanied by an equal acceptance of responsibility.

   a. The basic responsibility of a Faculty member as a teacher and scholar is to maintain professional competence as demonstrated in teaching, research, lectures, discussions, and publications, institutional development or other professional activities.
   b. A Faculty member should refrain from using controversial material which

2

has no relation to his/her subject / area.

c. A Faculty member should recognize that the public may judge his/her profession and his/her university/institution by his/her statements and his/her actions. Therefore, he/she should strive to be accurate, exercise appropriate restraint, respect those with differing views, and to avoid creating the impression when he/she speaks or acts as a private person that he/she is speaking or acting for AUH.

d. As a matter of professional self-discipline, tenured members of the faculty are responsible to themselves and to their colleagues for continuing to meet all reasonable expectations of academic performance. The department is the primary locus of this responsibility, although it may not be exclusive.

e. Each Institution will conduct a Institutional level self-study every year, including an evaluation of all members of the Institution to encourage individual and an assessment of institutional excellence. Further, each institution will engage in an annual planning exercise for each faculty and staff and for organizational excellence.

3. AUH believes that academic faculty and academic-support staff must play an important role in reviewing the course curriculum, benchmarking, learning outcomes, assessment tools, standards and research priorities. Academic freedom means that faculty also has opportunities to represent in various academic bodies (AC, BOM, DRC, BOS etc.) within their institution or university as per the AUH Act, Statutes, Ordinances and Regulations. Institutional decision-making should encompass decisions regarding curricula, research, administration, outreach and community work, the allocation of resources and other related activities.

4. Academic and academic-related staff must be free to criticize and publish without fear for their jobs. Academic freedom, therefore, is dependent upon proper employment conditions for faculty and staff as stated in the University Service Regulations.

3

Regulations

Conduct of Examinations
Scheme of Evaluation and
Discipline among Students in Examinations
(as approved on 25 Nov 2010 by Board of Management, AUH)

AMITY UNIVERSITY HARYANA
MANESAR

Registrar
Amity University Haryana
Manesar Gurgaon-122413

CONTENTS

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Registrar
Amity University Haryana
Manesar Gurgaon-122413

A M I T Y   U N I V E R S I T Y
─── HARYANA ───

Regulations on Conduct of Examinations, Scheme of Evaluation of Student Performance and Discipline among Students in relation to University Examinations

1. DEFINITIONS:

(1) In these Regulations, unless the context otherwise requires -

1. "**Academic Year**" is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.

2. "**Amity Common Admission Test (AMCAT)**" shall mean the Common Admission Test conducted by the University for admission to Academic Programmes of the University.

3. "**Annual Grade Point Average(AGPA)**" means the Annual Grade Poit Average under Annual Examination system.

4. "**Answer Book**" means the document containing the answer or answers as given by a candidate during examination to the question or questions contained in the question paper meant for the said examination and include a part of an answer book.

5. "**Audit Course**" shall mean a Course Unit opted by a student out of Course Units for which the student is not awarded grades and does not earn credits.

6. "**Board of Examiners**" shall mean a Board constituted with the approval of the Vice Chancellor for the conduct of practical examinations, workshops, viva-voce examination and evaluation of student performance at the Departments and Constituent Units of the University.

7. **Common Admission Test (CAT)** shall mean the Common Admission Test conducted for admission to Academic Programmes of the University.

8. "**Course Unit**" is a component of an Academic Programme for which a syllabus and required number of contact hours per week are specified

9. "**Course Code**" shall mean a curricular component identified by a designated code number normally consisting of a string of alphanumeric characters.

10. "**Course Credits**" shall mean an integer number indicating the weightage assigned to a Course Unit, project, research work or any other academic component,on the basis of contact hours per week on all learning activities.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

11 **"CGPA"** shall mean the cumulative grade point average of a student.

12 **"End Term Examination"** means an examination conducted by the Amity University Haryana at the end of year/semester/trimester as prescribed in Scheme of Evaluation of a programme.

13 **"Examination Centre"** means any institution, or part thereof, or any other place, fixed by the University for the purpose of holding its examinations and includes the entire premises attached thereto.

14 **"Examination Committee"** means the Examination Committee constituted by the Academic Council to devise detailed procedure for an efficient, transparent and fair evaluation of students, including coordination of activities relating to conduct of examinations.

15 **"Examination Discipline Committee"** shall mean the Committee constituted by the Vice Chancellor at the University to consider and decide the cases relating to the acts of misconduct, misbehaviour, indiscipline and/or use of unfair means by the students in the examinations.

16 **"External Examiner"** shall mean a person who is not in the employment of the Amity University Haryana or its Constituent Units and is appointed as an Examiner.

17 **"Examination Sub- Committee"** shall mean a Sub- Committee constituted at each Constituent Unit by the University

18 **"Internal Examiner"** shall mean an Examiner for practical, viva-voce, workshop practice, seminars etc. including a paper setter and evaluator who is a teacher of the University and its Constituent Units.

19 **"Invigilator"** means a person who assists the Superintendent of the Examination Centre in conducting and supervising an examination at a center.

20 **"Maximum Registration Period"** shall mean the maximum period specified in the Scheme of Teaching and Evaluation for a degree, diploma and certificate programme for which a candidate may be registered.

21 **"Minimum Registration Period"** shall mean the minimum period specified in the Scheme of Teaching and Evaluation of a degree, diploma and certificate programme for which a candidate may be registered.

22 **"Ordinances"** shall mean the Ordinances of Amity University Haryana

23 **"PG Diploma"** shall mean the Post Graduate Diploma in areas approved by the Executive Council.

24 **"Question Paper"** means a document containing the question(s) to be administered at an examination to be answered by a candidate.

25 **"Results Moderation Committee"** shall mean the Committee appointed by the University to moderate grades/ marks awarded by the Evaluators in different course units at a given level of a curriculum.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

26 **"Scheme of Teaching and Examination"** shall mean the scheme of teaching and examination for a programme as approved by the Academic Council.

27 **"Scrutinizer"** means a person engaged to check the compilation of the result by comparison of award lists and the result sheets prepared by the office.

28 "**Semester System**" means a modus operandi of teaching/learning/evaluation of student performance in an academic programme of the University and its Constituent Units in segments in an Academic Year.

29 **"SGPA"** shall mean the Semester Grade Point Average.

30 **"Statutes"** shall mean the Statutes of Amity University Haryana

31 **"Superintendent of an Examination Centre"** means a person appointed by the University to conduct and supervise its examinations held or to be held at a centre, and includes an Additional Superintendent or Associate Superintendent of such centre.

32 "**Tabulator**" means a person, specially engaged for tabulating the result from award lists and the result sheets prepared by the Office.

33 **"Teaching Experience"** denotes teaching experience in the subject in an institution recognized by the University.

34 **"Trimester Grade Point Average (TGPA)"** means the Trimester Grade Point Average in trimester examinations of the programmes where trimester system is followed.

35 "**Year**" means the academic year.

(2) Definitions specified in the Act, the Statutes and the Ordinances shall apply unless the context requires otherwise.

(3) "He" & "His" imply "he"/"she" and "His"/ "Her" respectively.

(4) Wherever Trimester or annual system is followed, TGPA and AGPA shall be assessed in the same manner as SGPA and regulations for promotion etc. will apply accordingly.

2. EXAMINATION COMMITTEE

(1) There shall be an Examination Committee at the University level constituted by the Academic Council.

(2) The composition of the Examination Committee shall be as under:

   (i)   Pro-Vice Chancellor - Chairperson

   (ii)   Deans of Faculties/ Heads of Constituent Units not exceeding eight nominated by the Vice Chancellor

Registrar
Amity University Haryana
Manesar Gurgaon-122413

(iii)   Controller of Examinations   - Member Secretary

The tenure of the Examination Committee shall be two years.   Two third members will form the quorum of the meeting.   There will be at least one meeting of the Examination Committee in each semester. The decisions of the Examination Committee shall be placed before the Academic Council.

(3)   Functions of the Examination Committee shall be :

(a)   To frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of students performance and conduct of examinations as well as   for tabulators/programmers for preparing the results of the examinations.

(b)   To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.

(c)   To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.

(d)   To make recommendations to the Academic Council for the improvement of the examination system.

(e)   To appoint such number of sub-committees as it may think fit, and in particular,   may delegate to any one or more persons or subcommittee(s), its powers to deal with examination matters.

(f)   To consider the complaints received against Officers and Staff engaged for conduct of examinations and recommend to the Vice Chancellor about the   action to be taken against the concerned person(s).

(g)   To consider and recommend the rates of remuneration for the Examiners, Superintendents of Examination Centres and other staff engaged on examination duty, Tabulators and Collators etc associated with the examination duty.

(h)   To consider any written   report/ representation/complaints received within seven days after completion of the examination regarding setting   up   of   question   paper etc. along   with   specific recommendations   of   the   Examination   Sub-Committees   of Departments/Constituent Units and to recommend for consideration of the Vice Chancellor the action to be taken against any examiner/ paper-setter/Moderator in cases of mistakes/ omissions/ negligence/ leakage in paper-setting/ moderation/ evaluation etc,

(l)   To investigate the cases of understandable divergence in the results of any Course Unit. For this purpose, the Examination Committee may itself scrutinize the answer books or may order their scrutiny by other person(s), and may also call an explanation from the examiner concerned for the divergence of marks.   If after the investigation, the Committee   is of the opinion that such divergence is   due to leakage of paper, personal favouritism or animosity, it may recommend to the Vice Chancellor such action as it may deem fit such as debar the examiner / evaluator from

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Examiner ship permanently or for a specified period, a revaluation of the answer books etc.

3. EXAMINATION SUB - COMMITTEE

(1) Each Department/Constituent Unit will constitute an Examination Sub Committee to oversee the examinations at the concerned Department/Constituent Unit. The composition of the Sub-Committee shall be as under:

    (i)   Head of Institute   Chairperson

    (ii)   Two senior faculty members of the Institute   Members

(2) *Functions of Examination Sub - Committee*

The Examination Sub - Committee shall have the following major functions:

(a) Prepare tentative Examination Schedule and submit the same to the Controller of Examinations for approval and notification.

(b) Prepare panels of paper setters, examiners, evaluators and submit the same to the Controller of Examinations for approval by the Vice Chancellor. It will also suggest the names of external experts for moderation of question papers.

(c) Make arrangements for printing of Question Papers for internal class tests and other components of internal assessment.

(d) Keep the Question Papers received from the Controller of Examinations in safe custody and keep proper record of the used and unused question papers.

(e) Arrange printing of Answer Books on standard format provided by the University and maintain record of used and unused answer books.

(f) Scrutinize the examination forms of the students and determine eligibility of students for taking examination. In case any student is found ineligible, it will record reasons of ineligibility against each student.

(g) Ensure compliance of provisions of Regulations and Guidelines relating to conduct of examinations.

(h) Make all necessary arrangements for conduct of Examinations including display of examinations schedule, seating arrangements, security arrangements, if required, and for recording attendance of students.

(i) Appoint amanuensis for visually handicapped and disabled students who are unable to write with their own hands.

(j) Appoint Invigilators (minimum two in a room) and other supporting staff; and supervise their functioning.

(k) Ensure smooth conduct of Examination.

(l) Report immediately cases of use of unfair means by the students in the examinations, if any, to the Controller of Examinations for consideration by the Examination Discipline Committee of the University.

(m) Arrange spot evaluation of answer books from the Evaluators approved by the Vice Chancellor, if desired by the University.

4. MODERATION BOARD FOR MODERATION OF QUESTION PAPERS

(1) There shall be a Moderation Board constituted by the Vice Chancellor as under for one or more courses:

(a) Head of Department/ Centre /Institution		Chairperson
(b) Senior most Professor/ senior most teacher and the teaching faculty of the discipline concerned.		Member
(c) Two experts in the discipline/specialization of whom one shall be external		Members
(d) Controller of Examinations		Member Secretary

The Heads of Institutes may co-opt other experts not exceeding two, if required.

(2) Three members shall constitute the quorum for meetings.

(3) The tenure of the Moderation Board shall be two years.

(4) Functions of the Moderation Board shall be:

(a) To ensure that question papers are strictly in accordance with the course contents and the instructions, if any;

(b) To remove ambiguity in the language of questions, if any;

(c) To moderate/reframe the questions so as to give opportunities to students of varying abilities;

(d) To ensure proper coverage of course contents and indicate weightage/ marks for each question or part/parts thereof, time prescribed and to correct errors, if any.

5. EXAMINATION DISCIPLINE COMMITTEE

(1) There shall be an Examination Discipline Committee at the University level constituted by the Vice Chancellor to consider the cases of misconduct, misbehaviour of students and their use of unfair means in examinations and disorderly conduct of examinations.

(2) The constitution of the Examination Discipline Committee will be as under:

(i) Pro-Vice Chancellor	Chairperson
(ii) Two Heads of Institutes.	Member
(iii) One Senior Officer of the University	Member
(iv) Controller of Examinations	Member Secretary

The Chairperson may co-opt any Head of Department / Constituent Unit for particular

meeting of the Examination Discipline Committee.

(3) The tenure of the nominated members of the Committee shall be two years.
(4) A member shall be eligible for re-appointment.
(5) Three members present shall constitute the quorum

6. RESULTS MODERATION COMMITTEE

(1) The University will constitute a Results Moderation Committee for each Programme/course as under:

   (i)   Pro-Vice Chancellor   -   Chairperson
   (ii) Head of Department/Constituent Unit
   (iii) One Senior Faculty member from each broad discipline
   (iv) Controller of Examinations

(2) The functions of Results Moderation Committee are as under:

   (i) The Committee shall scrutinize the statistics of results prepared by the Controller of Examinations and if need be, moderate the same after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards before declaration of results.

   (ii) The Committee shall bring to the notice of the Vice Chancellor lapse or omission on the part of the paper setter and/or the examiners, if any. It will also suggest steps to be taken by the University to rectify the same as well as the action to be taken in any case where the result is unbalanced.

(3) The provision of moderation of marks (up to maximum of 5 marks per semester but not more than 3 marks in a course) shall be permissible in borderline cases for upgrading "C" grade to "C+" Grade, for improvement of SGPA, CGPA and also the Division.

(4) Considering the time requirement for moderation of large number of programmes and Students, on approval from Vice Chancellor, where 5 marks are to be awarded in borderline cases, the results may be moderated by Controller of Examinations and approved by the Chairperson Moderation Committee.

(5) Moderation of promotion of students to next year is permissible under following criteria.

   (i) Students moving from 2nd year to 3rd year : Any one of the SGPA is less than 3.5 and CGPA is greater than or equal to 3.5

   Students fulfilling above moderation criteria will be promoted to next year and will be place under "Promoted with Academic Warning" category.

(6) The Vice Chancellor has the authority to revise the promotion moderation criteria and rules from time to time for welfare of the students.

(7) The recommendations of the Moderation Committee shall be placed before the Vice Chancellor for approval.

7. CONTROLLER OF EXAMINATIONS

(1) The Controller of Examinations shall be a whole time Officer of the University

(2) The Controller of Examinations shall perform the following functions:

Registrar
Amity University Haryana
Manesar Gurgaon-122413

(a) Subject to the superintendence of the Examination Committee, and Examination Sub-Committees, he shall conduct all the examinations of the University and shall make all other arrangements therefor and be responsible for the due execution of all processes connected therewith.

(b) He shall be ex-officio Member Secretary of the Examination Committee and such other Committee(s) as may be constituted by the University, but he shall not, by virtue of this sub-section, be entitled to vote. He shall be bound to place before such Committee(s) all such information as may be necessary for transaction of its business.

(c) He shall be responsible for the due custody of the records pertaining to evaluation, examinations and related activities.

(d) He shall collect information from the Departments/ Constituent Units of the University, as may be necessary, for the discharge of his duties.

(e) He shall also perform such other duties as may be prescribed in the Guidelines on Conduct of Examinations and Evaluation of Students Performance from time to time, by the Executive Council or Academic Council or other authorities of the University.

(f) While he, for any reason, is unable to act or the office of the Controller of Examinations falls vacant, all the duties of the Office shall be performed by such person as may be appointed by the Vice Chancellor, until the Controller of Examinations resumes his duties or the vacancy is filled.

8.   COURSE EVALUATION

(1)   The Course structures, and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/ Annual system for specified programmes.

(2)   In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussion/ presentation/ analysis, practical, home work assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structures of each course shall be prescribed by the Board of Studies and approved by the Academic Council.

(3)   Each course shall have a number of credits assigned to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/or self study. The credits for the project and the dissertation shall be based on the quantum of work expected.

(4)   Depending upon the nature of the programme, the components of internal assessment may vary. However, the following suggestive table indicates the distribution of marks for various components in a semester:

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Component of evaluation	Frequency	Code	Weightage(%)
Case Discussion/Presentation/Analysis	1-3	C	10-15
Home Assignment	1-3	H	5-10
Project	1	P	10-15
Seminar	1-2	S	5-10
Viva – Voce	1-2	V	5-10
Quiz	1-3	Q	5-10
Class Test (s)	1-2	CT	10-15
Term Paper	1	TP	10-15
End – Semester Examination	1	EE	70
Total			**100**

The above components for continuous evaluation, in addition to the class test(s) and their weightage shall be selected so as to have a combined weightage of 30 marks. The total number of components for continuous evaluation, including class test(s) should be 3-4. The distribution of weightage for each internal assessment component shall be decided by the concerned Board of Studies and approved by the Academic Council ensuring that the weightage of all components of internal assessment does not exceed 30% and term end examinations carry weightage of not less than 70%.
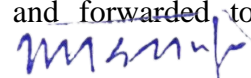
(5)   The project and dissertation shall be evaluated by Board of Examiners through seminar(s), presentation(s), report submission(s) and the viva-voce examination.

9.   AUDIT COURSE

A student who registers for audit course(s) shall be eligible to take examinations provided the attendance requirement of the course unit is duly certified by the Head of Department/Constituent Unit to have been met. The audit course(s) shall be shown in the final Grade sheets /Marks sheets under a distinct head of "Audit Course(s)". However, a student shall neither be entitled to any credits for such course(s), nor these shall be considered for the purpose of declaration of results.

10.   ATTENDANCE

(a)   Students are expected to have 100% attendance.

(b)   Relaxation of maximum 25% may be allowed to cater for sichness or other valid reasons beyond the control of the students for which written permission of HoI/HoD is mandatory.

(c)   A student whose attendance is less than 75%, **whatever may be the reason for shortfall,** will not be permitted to appear in the End Semester Examination (ESE).

(d)   Under extreme special circumstances, Vice Chancellor/Pro Vice Chanellor may condone attendance upto 5% below 75% on the recommendation of HoI. In such cases students will be awarded with appropriate letter grade not exceeding B+.

(e)   Every teaching faculty handling a class will take attendance till the last day of the class. The percentage of attendance upto this day will be calculated and forwarded to Examination Department by HoI for issue of Admit Cards.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

(f)   If a student is continuously absent for a period of one week without permission, a notice will be sent to the student and to his parents/guardian with intimation to Registrar.

(g)   If student remains absent continuously for 30 days without permission, his name will be struck off. Such a student may apply for re-admission. The HoI will examine his performance in all semesters and back log of papers and forward recommendation to Pro VC(A)'s office to decide as to whether he should be given re admission or not. Based on the recommendations, decision for re admission and the semester in which re-admission will be required to pay the prescribed re admission fee and will be governed by Academic Regulations given above. The attendance will be calculated from the commencement date of the semester and not from the date of re-admission.

Action in Cases of Shortfall of Attendance

(a)   A student, whose attendance is below 75%, will not be permitted to appear in the ESE and will be awarded 'DE'(F) grade in that paper and treated as Fail in that subject.

(b)   'DE'(F)/F grade students (Debarred due to shortage of attendance or Fail in a course unit) are required to repeat the course unit in the next corresponding semester and reappear in the normal schedule of ESE of that paper i.e. 'F' grade student of 3rd semester may reappear in that course unit in the 5th semester.

(c)   'DE'(F) grade students will have to apply to the HoI for re-appearing within the first week of the commencement of the corresponding semester. The HoI will assign Guided Self Study Courses & assignments under the faculty for the concerned subjects, of which, regular assessment records will be put up by the faculty to the HoI. HoI will forward the recommendations to Pro VC for grant of permission to re-appear in that course unit. Only on grant of permission by Pro VC, a student will be allowed to re-appear.

(d)   A student whose attendance is 75% or above but is unable to appear in a paper / papers due to valid unavoidable reasons and with proper written permission from HoI will be awarded 'I' grade. Students absent without valid reasons will be marked 'AB'.

(e)   'I' grade students other than those of Final Semester should apply to the HoI within seven days after the last paper for re-appearing for which the examination will be held within 30 days of the last paper and 'I' grade will be converted to appropriate letter grade not exceeding B+.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

(f) The final year students who have obtained 'DE'(F) grade may apply to **re-appear in those Courses of final two semesters only** in the Special Supplementary Examinations to be held within 30 days of the declaration of Results.

(g) The final year students who have obtained 'I' grade may apply to **re-appear in the subjects of Final Semester only** in the Special Supplementary Examination to be held within 30 days of the declaration of Results.

(h) In all cases of re-appearing (I & F grade students), the marks obtained by the students who have re-appeared will be **converted to the appropriate letter grade not exceeding B+.**

(i) **The 'I' and** 'DE'(F) & F **grade students are allowed only one chance to re-appear.**

(j) **A student who has qualified in a course unit is not allowed to re-appear in that course unit subject to conditions as given in para 20 (4)**

11.   COMPUTATION OF ATTENDANCE

(1) Attendance at lectures, tutorials, practicals, clinicals, sessionals, if any, held during the academic session shall be counted.

(2) Attendance at NCC/NSS camp, Amity Cadet Corps/ Amity Military Training Camp, seminars/workshops organized by other Institutions/Universities as approved by the University or any such other training organized by the University during the session shall be taken as full attendance at lectures/ practicals/ tutorials on each such day of camp/ training and the days of journey to such camp/ training (excluding the period of holidays/vacations) .

(3) Participation as a member of the University/ Constituent Unit team in any inter-University competition games & sports and/or other extra curricular activities shall be taken as full attendance on the days of such competition and the days of journey for participating therein.

(4) Participation as a member of a recognized/approved team in any Competition shall be taken as full attendance. The period will also include the days of actual coaching, competition and the days of journey for participating therein.

(5) In determining the exact number of minimum requisite attendance in lectures, tutorials, seminars, moots, practicals, sessionals etc. fraction shall be ignored.

(6) For re-admission of a student whose name was struck off from the rolls due to continuous absence from the classes without information, attendance in lectures, tutorials, practicals etc. in that semester/trimester/year prior to re-admission shall be counted.

12.   MAKE-UP OF DEFICIENCY IN ATTENDANCE

(1) Each   Department/Constituent   Unit   of   the   University   will   prescribe **" Guided Self Study Course"** for the course units in which the students failed or are detained due to shortage of attendance in a semester and arrange counseling

sessions for the students on week ends and holidays in the same odd or even semesters.

(2) The students who are detained due to shortage of attendance in any subject of a semester shall register with their Department/Constituent Unit for **guided self study course** in the beginning of next semester/trimester/year scheduled for next batch of students. They will be required to pay a fee per subject as prescribed by the Department/Constituent units.

(3) Such students will have to attend contact classes as and when scheduled by the Department/Constituent Unit on week ends / holidays in the relevant semester to complete the package of study for the course designed by the Department/Constituent Unit.

(4) The Departments/Constituent Units may prescribe term papers/home Assignments which the students will submit to their teachers subject-wise within the due dates.

(5) The regularity in attending the classes and prompt submission of assignments by due date will determine whether a debarred or detained candidate is permitted to take the re-examination or not. The schedule for regular collection and submission of term paper/ home assignments will be announced by the Department/ Constituent Unit.

(6) Only those students who register for **Guided Self Study Course (GSSC)** and complete the requirements as prescribed by the Department/Constituent Units will be permitted to take the examination in the respective subject when the examinations of such Course Units are conducted in normal schedule along with the next batch of students. The scheme of re-examination will be announced by the University on receipt of report from the Department/Constituent Unit.
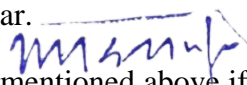
13. MINIMUM & MAXIMUM DURATION OF ACADEMIC PROGRAMMES

(1) The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.

(2) The maximum permissible period for completing a programme upto two academic years shall be **n+1** year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be **n+2** academic years (four semesters), where "**n**" represents the minimum duration of the programme.

14. EXAMINATION FEES

(1) The examination fees, if any, approved by the Finance Committee shall be payable by the students of Departments/ Constituent Units for various examinations.

(2) A student, who, due to sickness or otherwise is unable to present himself at an examination, shall not be entitled to receive a refund of his fee. Provided the Vice Chancellor, if satisfied about the genuineness, or merit of it, may order for adjustment of fee towards the immediate next examination.

(3) Application for such adjustment from a candidate shall be accompanied by a Medical Certificate of illness, if applicable, not later than ten days from the date of commencement of the examination at which the candidate was to appear.

A candidate shall not be entitled to the adjustment of examination fee mentioned above if he changes the faculty or his course unit in case of any examination.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

(4) Examination and other fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid in University account, may be refunded after a deduction of a sum as specified by the University. Examination fee of a candidate who dies before appearing in the examination shall be refunded in full to his guardian or his successor.

(5) The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars, or is debarred/ detained from taking examination due to shortage of attendance or otherwise shall stand forfeited.

15. GRADING SYSTEM

(1) The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per **Table –A**

TABLE -A

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Above Average	6
B-	Average	5
C+	Satisfactory	4
C	Border Line	3
F	Fail	0

(2) General guidelines for award of Grades are:

(i) Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks.
(ii) The marks of different components viz., internal continuous assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of examination of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades in 10 point scale.
(iii)A Normal Class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades.
(iv)Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end term examination.
(v) In a class of students up to 30, the absolute grading will be used, the minimum cut off for various grades shall be assessed as given in Table C . Absolute grading will be used to all NTCC subjects (e.g. Dissertation / Project / Seminar etc) irrespective of students' strength in a class.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

(vi) If the marks obtained by the students of a class of more than 30 students are close to perfectly normal distribution curve, the marks awarded to a student in a course unit shall be transformed into normal distribution curve by using statistical method in accordance with Table B to ensure the uniformity in spread of scores regardless of the nature of curricular areas.

(vii) The minimum percentage of marks for award of an A+ grade will not be normally less than 80%

(viii) For award of C+ grade, the minimum percentage of marks shall not be less than 40% in the case of Post Graduate and Integrated level programmes and 35% in Under Graduate level programmes. The higher score for Grade C+ should not be more than 49%

(ix) In case the evaluation of a course unit is very skewed, the following action shall be taken:

(aa) The extreme aberrations in the distribution of marks resulting in close clusters on either side will be ignored while calculating the standard deviation and the mean.

(ab) The close clusters, if any on either side, the bands for awards on grades will be decided manually.

(ac) The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the various grades.

(x) **C** grade shall be decided on a case to case basis keeping in view the consistency of performance, progressive improvement, exceptionally good performance in semester examination, regularity in attendance which may be upgraded to C+ or down graded to F grade.

1. The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.
2. The procedure for evaluation and award of grades for Project/Training/Seminar/Comprehensive viva-voce shall be such as may be decided by the respective Board of Studies

(3) **Conversion of numerical marks into letter grades**

(a) In order to arrive at the letter grades based on relative performance, the total marks in a particular course for all the students in the class of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). The performance of the class shall be analysed in terms of average, highest and the lowest marks and dividing lines between the clusters of students. Gaps and dips between the clusters and the nature of the clusters will guide in drawing the dividing lines between the Grades. B and B- bands usually indicate the average mark.

(b) If the marks obtained by a student of a class of more than 30 students are not close to normal distribution curve, the marks awarded to a student in a Course Unit shall be transformed into a normal distribution curve by using Statistical Method in accordance with **Table B** to ensure the uniformity in spread of scores regardless of the nature of curricular areas.

Lower Range of Marks	Grade	Upper Range of Marks
$\geq x^- + 1.5\,\sigma$ but not < 80	A+	100
$\geq x^- + 0.75\,\sigma$	A	$< x^- + 1.5\,\sigma$
$\geq x^-$	A-	$< x^- + 0.75\,\sigma$
$\geq x^- - 0.75\,\sigma <$	B+	$< x^-$
$\geq x^- - 1.5\,\sigma <$	B	$< x^- - 0.75\,\sigma$
$\geq x^- - 2.25\,\sigma <$	B-	$< x^- - 1.5\,\sigma$
	C+	$< x^- - 2.25\,\sigma$ but not < 40 for PG and 35 for UG
	F	$< x^- - 2.25\,\sigma$ and/or < 40 for PG and 35 for UG

The mean (x^-)The mean (x^-) and the standard deviation (σ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per **table B.**

(c) In a class of student up to 30, the minimum cut off for various grades shall be assessed as given in Table C.

TABLE - C

Grade	Qualitative Value of Grade	Minimum Percentage of marks for letter Grade for PG Programmes.	Minimum Percentage of marks for letter Grade for UG Programmes.
A+	Outstanding	80	80
A	Excellent	75	70
A-	Very Good	68	65
B+	Good	60	55
B	Above Average	52	50
B-	Average	45	45
C+	Satisfactory	40	35
C	Border Line	35	30
F	Fail	Less than 35	Less than 30

(d) In the case of non-credit and Audit Courses which are not reckoned for assessment of SGPA and CGPA, the students shall be awarded "S" Grade for satisfactory performance and "U" Grade for unsatisfactory performance.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

(4) The Semester performance of a student will be indicated as "Semester Grade PointAverage (SGPA). The SGPA will be weighted average of Grade Points of all letter grades received by a student for all the Course units in the semester. The formula for Computing SGPA is given below:

$$SGPA = \frac{U_1 G_1 + U_2 G_2 + U_3 G_3 + \text{-----------------}}{U_1 + U_2 + U_3 + \text{-----------------------------}}$$

Where U1, U2, U3 denote credits associated with courses taken by the Student and G1,G2,G3 are the Grade Point of the letter grades awarded in the respective Course. An example of these calculations is given below:

I Semester

Course code	Associated Course Unit Credits	Grade Awarded	Credits earned	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C(+)	5	4	20
CSL 102	4	C	4	3	12
PHP 103	4	A	4	9	36
PHL 104	3	B	3	6	18
MEL 105	4	F	0	0	0
AML 106	4	B(-)	4	5	20
Total	**24**		**16**		**106**

Total associated credits in the semester (total of column 2) = 24
Earned credits in the semester (total of column 4) = 16
Points secured in this semester (total of column 6) = 106

$$\textbf{SGPA} = \frac{\text{Points secured in the semester}}{\text{Credit Units in Courses appeared}} = \frac{106}{24} = 4.42$$

CGPA is not applicable in first semester

II Semester

Course code	Associated Course credits	Grade Awarded	Earned credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A(+)	5	10	50
EEL 202	5	B(+)	5	7	35
CYL 203	5	C(+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	0
Total	**31**		**23**	**39**	**180**

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Associated Credit Units   in the semester (total of column 2) = 31

Earned Units in the semester (total of column 4) = 23

Cumulative associated credit Units (in previous semesters 24 and current semester 31) = 55.   Points Secured in II semester (total of column 6) = 180

Cumulative points secured (total of points secured in 1st semester 106   and in II semester 180) =286

$$\textbf{SGPA} = \frac{\text{Points secured in II semester   (180)}}{\text{Credit Units of appeared courses in II semester 31}} = 5.806$$

$$\textbf{CGPA} = \frac{\text{Cumulative points secured in all passed course in I \& II Sem (286)}}{\text{Cumulative Associated Credit Units in I \& II semesters   55}} = 5.20$$

(5)   In the case of Trimester or Annual system of evaluation of students performance, trimester grade point average (TGPA) or Annual Grade Point Average (AGPA)   shall be assessed as per above guidelines.

(6)   In final Grade Card will indicate Cumulative Grade Point Average (CGPA) which shall be calculated as in Para 15(4) and shall be based only on Grade Points obtained in courses for which units have been earned.

(7)   Conversion from Grade Point Averages to percentages of marks do not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.

(8)   In the case of those students who appear/re-appear/repeat course units with the next batch of students or in supplementary examination, the conversion of numerical marks into grades shall be done with reference to the histogram drawn for their original examination and not with reference to the histogram drawn for   the students of next batch.

(9)   The successful candidates shall be placed in Divisions as below:

CGPA	EQUIVALENT DIVISION
8.5 and above	First class with Distinction
6.5 but less than 8.5	First Division
5.0 but less than 6.5 for UG programmes	Second Division
6.00 but less than 6.5 for PG programmes	Second Division
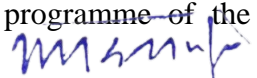
16.   PASSING CRITERIA

A student has to fulfill the following conditions to pass any academic programme of the University:

(1) A student who has earned minimum number of credits prescribed for the concerned programme as per the Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:

	Minimum (Average per semester)	Maximum (Average per semester)
(a) Under Graduate Programmes	25	30
(b) Post Graduate Programmes	30	35
(c) Integrated Programmes	30	35

(2) **Internal Assessment Evaluation**

(a) The weightage of End Semester Examination (ESE) to Internal Assessment Evaluation (IAE) is 70% to 30%.

(b) The condition for qualifying separately in IAE is waived off.

(c) A student is required to secure minimum 30% marks to pass in ESE and minimum aggregate marks of 35% in UG and 40% in PG Courses to be considered 'PASS' in each course unit.

(d) **The internal assessment will be completed within the semester and the result will be forwarded to Examination Branch latest by three days prior to the last day of class. Students who have missed the IAE/assignments/tests will be awarded '0' marks.**

(e) There will be no provision for re-appearing in any component of Internal Assessment in subsequent semesters. HoIs may conduct make up tests, if required, due to valid reasons, within the same semester.

(f) The students who are already qualified in internal assessment of all components as prescribed in the Scheme of Teaching and Evaluation, will not be eligible to re-appear for improvement of qualifying score of internal assessment

(g) In Internal Assessment, five marks are allotted to attendance as under:-

Percentage of Attendance (%)	Marks
More than 95	5
More than 90 and upto 95	4
More than 85 and upto 90	3
More than 80 and upto 85	2

Registrar
Amity University Haryana
Manesar Gurgaon-122413

More than 75 and upto 80		1
Upto 75		0

There will be no negative marking for attendance below 75%.

(3)   Students of both UG and PG programmes should also pass in each term/ semester separately by securing a minimum Semester Grade Point Average (SGPA) of 4.5 for UG and 5.0 for PG on a 10 point scale.

(4)   For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 5.0 at the end of final year of an Under Graduate programme and of 6.0 at the end of final year of Post Graduate Programme/Integrated Programme.

(5)   A student who has reappeared/repeated the examination of course unit(s), the best of the two scores obtained shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree.

(6)   A student registered for an audit course may be awarded "S" grade for his satisfactory performance if his minimum score in audit course is 40% in Post Graduate and Integrated Programmes and 35% in Under Graduate Programmes. A "U" (unsatisfactory) Grade will be awarded for his unsatisfactory performance i.e. if the score is less than 40% in PG/Integrated programmes and 35% in UG programmes by the concerned teacher. Such audit course(s) shall be shown in the final Grade Card under a distinct head of the "Audit Course(s)" However, a student shall neither be entitled to any credits for such course(s), nor shall these be considered for the purpose of declaration of results.
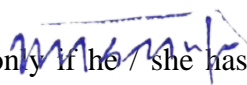
17.   PROMOTION TO NEXT SEMESTER/YEAR

Promotion will be considered at the end of each academic year.

(a) A student will be eligible for promotion from 1st year to 2nd year, 2nd year to 3rd year and so on provided he has minimum SGPA and CGPA as under:

	UG Programmes	PG & Integrated Programmes
SGPA / AGPA	3.5	4.5
CGPA	4.5	5

(b)   **Promotion from 1st year to 2nd year** : If a student does not fulfill the above criteria may be promoted to 2nd year on the recommendation of HoI and he/she will be placed on **"Academic Probation"** provided he/ she has cleared at least 60% of number of Courses/ Credit units.

(c)   **Promotion from 2nd year to 3rd year and subsequent years**:

(i)   A student will be promoted from second year to third year only if he / she has secured the **passing criteria** of SGPA and CGPA in both semesters of the first
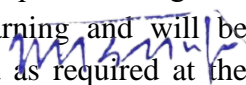
year i.e. qualified in first year and minimum SGPA and CGPA of **Promotion Criteria** in the second year.

(ii)   Similarly, he/she will be promoted from third year to fourth year if he / she has secured qualifying minimum S G P A and C G P A (passing criteria) for the previous semesters upto second year and minimum SGPA and CGPA of promotion criteria in the third year.

(iii)   Promotions to subsequent years will also be based on the same criteria as above.

(d)   Student who is promoted to next year by meeting the promotion criteria as given in para 17 (a) above but is not meeting qualifying criteria (passing criteria) for award of degree as given in para 16 (3) & (4) above, will be placed on **Academic Probation** for one year to improve his/her SGPA/CGPA.

(e)   A student who is not eligible for promotion will have the option to Repeat the Year/ take Academic Break/ Repeat a Semester or Withdraw from the programme for which he/ she will apply to the HoI. The decision will be taken by Pro Vice Chancellor based on the performance of the student and recommendations of the HoI.

18.   ACADEMIC PROBATION

(a)   Students who fail to clear **Promotion Criteria** as given in Para 17 (a) above but are promoted to next Academic Year (cases as given in Para 17 (b) & (c)) or not meeting qualifying criteria as given in Para 16 (3) & (4) above for award of Degree will be placed on **Academic Probation** for one year.

(b)   The student who does not clear the **Passing Criteria** at the end of the **Academic Probation** will not be eligible for promotion to the subsequent years. He/ she will have the option as given in Para 17 (e) above i.e. either to **Repeat the Year** or take **Academic Break** for one year.

(c)   **Promotion with Academic Warning**
Students who fail to get promoted under Academic Probation as given in Para 17 above may be promoted to next Academic year under following conditions:-

(i) if a student meets passing/promotion SGPA/CGPA criteria but has back papers in any of previous semesters
(ii) if the student has scored Passing Criteria of SGPA in all semesters except one, in which he/she has Promotion Criteria of SGPA of previous year(s) and also has Promotion Criteria of SGPA/CGPA in current year.

All students who are promoted to next year under 'Promoted with Academic Probation'/'Promoted with Academic Warning' category will be required to sign an Undertaking stating that they are under Academic Probation/ Warning and will be required to score minimum passing/promotion SGPA/CGPA criteria as required at the end of Academic Probation/ Warning Period.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

(d) A student who takes **Academic Break** has to makeup through **self guided studies and assignments** for all the previous years and secure the passing criteria by reappearing in the course units in which he/she has obtained 'F' of 'I' grade. However, the total period to qualify the course will not exceed the prescribed n + 2 years. It implies that a student can take two **Academic Breaks** of one year each.

19. ACADEMIC BREAK

(a) On the recommendations of the Head/s of Institutions and for justifiable reasons to be recorded, a student can be granted academic break of one year to the students of two years course and two academic breaks of one year each to students of three years and above course, if approved by the Vice Chancellor, under the following circumstances:

   (i) The performance of the student is very poor.

   (ii) The student has been continuously ill.

   (iii) Any other specified reasons.

(b) However the total period to qualify the course will not exceed the prescribed N+2 years.

(c) The student who is granted academic break shall be required to pay only Examination Fee of those papers in which he/she is reappearing and will reappear as Ex-Student.

(d) Students who **Repeat** the year will be required to pay the prescribed Academic Fee of the Year.

20. RE-APPEARING

(1) A student who has fulfilled the attendance requirements and is eligible to appear in an Examination, fails to appear in the examination shall be required to subsequently appear in the examination when scheduled for next batch of students on payment of prescribed fee.

(2) A student who has not fulfilled the minimum attendance requirement in any Course Unit(s) shall not be allowed to appear in the end term Examination of that Course Unit but shall be allowed to subsequently appear in the examination when scheduled for the next batch of students, on payment of prescribed examination fee and fulfillment of such eligibility conditions as prescribed in the Regulations.

(3) A student who fails to secure minimum C+ Grade (Grade Point 4) in a course unit shall be eligible to re-appear / repeat the examination of such course units with a view to secure minimum qualifying score.

(4) A student, who has failed to secure the required passing SGPA i.e.4.5 for UG and 5.0 for PG Courses shall, in order to secure a passing SGPA, apart from fulfilling the requirements of Para 17 above, has the option to reappear in the end term examinations also of the Course Units of the concerned term in which he desires to improve his performance, when these examinations are held on normal schedule.

(5) A student who has scored C+ in all the courses and required SGPA / CGPA or already awarded a Degree/Diploma by the AUH shall not be eligible to re-appear /repeat course unit examinations with a view to improve the over-all CGPA.

(6) A student who has to reappear/repeat in an end term examination in terms of provisions made above shall be examined as per the syllabus in the Scheme of Teaching & Examination and syllabus applicable at the time of joining the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course(s), and the HOD of the concerned Department/Institution so certifies, the examination may be held in accordance with the revised syllabus.

(7) Students who are eligible to re-appear in an examination, or are repeating the course(s) shall have to apply to the Controller of Examinations to be allowed to reappear in an examination or to repeat the course(s), and pay the fees prescribed by the University.

(8) The Departments/Constituent Units may, at their discretion, arrange for additional teaching for students repeating the examination of course(s) during the breaks. The modus operandi of such instructions shall be as notified by the Department/Constituent Unit. Extra fee shall be charged from such students.

21. IMPROVEMENT OF SCORE

(1) If a student has poor performance in a number of courses in a particular term, he may at his option, take an academic break for one year, and re-register for both the semesters of that academic year in the next academic year. Such a student may have the option of repeating any or all of the courses in the semester(s) and retain the credits already earned by him in other course(s).

(2) A student shall be allowed only one chance to improve his SGPA and CGPA by repeating the Semester Examination(s) in the Course Units of his choice when these examinations are held in normal schedule or in supplementary examination, if any, when scheduled, in which case his internal evaluations shall be carried forward. He can alternatively be allowed to do so by repeating the Course Unit(s) of his choice when they are offered. The best of the two scores shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree.

(3) Improvement in the score of courses completed by a student prior to his lateral entry in the University shall not be allowed.

22. PROGRAMMES COVERED UNDER STATUTORY BODIES

Registrar
Amity University Haryana
Manesar Gurgaon-122413

In case of the programmes approved by Statutory Bodies such as AICTE, Council of Architecture, RCI, BCI, NCTE, PCI etc., the examination and evaluation criteria, will be followed as per their laid down provisions.

23. **APPOINTMENT OF PAPER SETTERS, EXAMINERS &   EVALUATORS**

(1) On the recommendations of the Examination Sub-Committee, the Head of Department/Constituent Units shall forward to the Controller of Examinations the panels of internal and external paper setters, examiners for practical examinations, viva-voce examinations, workshops, etc., evaluators of answer books, head examiners, external experts for moderation of question papers.

(2) The Controller of Examinations shall prepare a consolidated panel of paper setters, examiners, evaluators, moderators, head examiners on the basis of names received from the Examination Sub- Committees. He may at his discretion add or delete the name(s) from the panel recommended by the Examination Sub-Committees.

(3) The Vice Chancellor on the recommendations of the Controller of Examinations shall approve the panel of paper setters, examiners, evaluators, Head Examiners, moderators ordinarily from amongst persons recommended by the Controller of Examinations. He may, however, appoint a person whose name is not included in the panel recommended by the Controller of Examinations, if he is satisfied that the person in question possesses the minimum qualifications and experience as prescribed in these regulations.

(4) The qualifications of the paper-setter/ Examiners/Evaluators shall be as follows;

S. No.	Examination	Qualifications
1	Post Graduate Examinations in all faculties other than Law	Experience of teaching the subject at the post graduate level for at least five years; OR Experience of teaching the subjects at the under graduate level for at least seven years together with research / teaching experience at the degree and/post graduate level or seven years of industry experience
2	LLM	Master's or higher degree in law and teaching experience at LL.M level for at least five years , ORExperience as High Court Judge. OR Standing of at least ten years at the Bar.
3	Degree examination in all faculties other than Engg. Technology, Law, Medicine etc.	Teaching the subject at Under Graduate and/or Post Graduate level for at least five years in relevant field.
4	Degree examination in faculties of Engineering & Technology	Teaching experience at UG/Post Graduate level and or Professional experience of at least five years, or seven years professional experience in relevant area.

5	Degree examination in the faculty of Medicine	Teaching experience in the subject at the degree and/or post graduate level for at least five years.
6	LLB	Teaching experience of LLB and/or LLM classes for at least five years

		OR
		Judicial experience as District Judge for at least five years
		OR
		Standing Council at Bar for at least ten years.
7	Diploma examination in all faculties other than those in Medicine, and Post Graduate Diploma examination in Business Administration	Teaching experience of at least five years of Degree or Diploma or above classes.
8	Diploma examination in the faculty of Medicine/ Pharmacy/ Nursing	A Doctor's or Master's Degree or a post graduate Diploma of a recognized University or equivalent qualification in the subject and at least five years teaching experience in the subject in any University or College recognized by the Medical Council of India/Pharmacy Council of India/Nursing Council of India
9	Post Graduate Diploma in Business Administration and equivalent	Master's Degree with at least five years teaching experience at the degree level or post graduate classes in the subject.
10	Degree in Architecture/ Planning	Masters Degree with five years teaching experience in the relevant area.

(5) The appointment of Paper Setters/ Examiners for practicals/Viva-voce and Evaluators of answer books and Head Examiners etc., shall be made as per Guidelines on Conduct of Examinations and Evaluation of Student Performance.

(6) A viva-voce examination prescribed in a programme shall be conducted by a board of two examiners of whom one shall be an external examiner and the other internal examiner.

(7) In case of practical and Viva-Voce examinations at the post graduate level, external examiner shall be a person not below the rank of an Assistant Professor and shall not ordinarily be a teacher of the Department/Constituent Unit. In case of practical and Viva-Voce examination at the under graduate programmes, the external examiner shall be a teacher of the subject with not less than three years experience of teaching the subject at the degree and/or post graduate level.

(8) The internal examiners in case of practical examinations both at the UG degree and the PG degree level shall be appointed from amongst the teachers of the University and its Constituent Units whose candidates are to be examined on the recommendation of the Examination Sub-Committee.

(9) Ordinarily at least three Paper-setters shall be appointed for every subject. They shall normally belong to different Departments/Constituent Units.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

(10) No one who is a Paper-setter at any post-graduation examination shall be appointed as an external Viva-Voce examiner at the examination.

(11) No external examiner shall ordinarily be given examiner ship for more than two external practicals. however, the Controller of Examination may relax the condition.

(12) In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 students.

(13) In case of written examinations an examiner shall not ordinarily evaluate / value more than 250 scripts.

(14) Any person who has acted as an examiner /paper-setter for three consecutive years, shall ordinarily not be eligible for re-appointment until a period of one year has elapsed between the year in which he last acted as an examiner and the year in which he is re-appointed.

Such gap will not be necessary in case of internal examiners if the number of available eligible examiners in the subject concerned is less than the   number of internal examiners required

On the recommendation of the Examination Sub-Committee, a specialist   or   expert   may   be continued for two more years after the expiry of the three   years period without a gap.

(15) An examiner may be discontinued any time even before the expiry of the three year period if in the opinion of the Controller of Examinations his work is found to be unsatisfactory.

(16) An examiner's work shall be deemed to be unsatisfactory if

    (i)   Mistakes of such a nature are found in his work in the course of checking and scrutiny that affect the result OR

    (ii)   He is found to have delayed the work without good cause OR
        a. He has an adverse report from the Head Examiner, OR
        b. In the opinion of the Examination Committee and or the Controller of Examinations or any Authority of the University, there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations and
        c. If there are serious complaints against his paper e.g. that the paper was much above or below the standard or contained questions outside the prescribed course or the breach of any such condition.

(17) The paper-setter, while setting the question papers, shall draw a memorandum of instructions for the guidance of the examiners/ evaluators so that the evaluation of answer books may be in conformity/uniformity with the standard of the paper setter.

(18) In the case of programmes where thesis is permissible in lieu of a paper or a project, there shall be a Board of two examiners for evaluation of the thesis/ project. The maximum number of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the evaluation of these two examiners differs by 20%, the project report/ thesis shall be referred to the third examiner, (other than a teacher of the University). The average of two (of the three) awards nearest to each other and to the best advantage of the candidate shall be taken as the correct evaluation.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

(19) No person shall act as a paper-setter or examiner or moderator either in theory, viva-voce or practical examination, if any of his relations is taking the examination. However, this provision shall not debar a person from acting as an

examiner for practical examination at a centre other than that at which his relation is appearing.
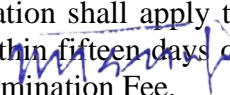
(20) No person shall act as tabulator for any examination, if any of his relations is appearing or has appeared at that examination.

24. SETTING OF QUESTION PAPERS

(1) The syllabus in each paper shall be demarcated into well-defined units/areas of content along with a topic-wise breakdown. The Units shall be numbered.

(2) The question papers for the end term examinations shall be set in such a manner as to ensure that they cover the entire syllabus of the concerned course unit.

(3) The tests and examinations shall aim at evaluating not only the student's ability to recall information, which he had memorized, but also his understanding of the subject and ability to synthesize scattered bits of information into a meaningful whole. Some of the questions shall be analytical and invite original thinking or application of theory.

(4) The Examiners shall be free to repeat questions set in previous examinations. This is necessary in order to ensure that students do not leave out important portions of the syllabus. Suitable instructions should be given to paper setters in this regard.

(5) The paper setters should give wider choice to the students for answering questions, by providing alternate questions in each of the syllabus. The total option in a question paper should not be more than 30% of the total marks assigned to a question paper.

25. SUPPLEMENTARY EXAMINATIONS

(1) For the final year students, supplementary examinations for those who have not secured passing grades, or were debarred/detained from appearing in any examination and they made up the deficiency in attendance as per provisions of these Regulations, will normally be held within thirty days after the declaration of results of the final Semester Examinations. For this purpose, the students of one year courses shall be deemed as final year students. The eligible students will get one time chance for internal assessment improvement. Such students will have to appear in supplementary external examinations as well.

(2) A student who fails to appear or qualify in Supplementary Examinations shall reappear in the examinations when scheduled for the next batch of students within the time span prescribed for the programme.

(3) A student wishing to appear/reappear in the Supplementary Examination shall apply to the Head of Department/Constituent Units on the prescribed form within fifteen days of the date of declaration of result enclosing therewith the prescribed Examination Fee.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

(4)   The eligibility of a student for appearing in the Supplementary examination shall be verified by the Head of Department/Constituent Unit and a list of eligible students containing the details of Course Units in which the students are recommended for appearing in the supplementary examination shall be forwarded to the Controller of Examinations within one week along with prescribed fee payment receipts, within two days after the last date for submission of examination forms.

(5)   Better of two scores obtained after Supplementary Examination in repeat course unit(s) shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree/diploma.

(6)   "Pre-final year students appearing in Supplementary Examination may be promoted to next semester under Provisionally Promoted category. They will be required to sign an Undertaking stating that if the student after result of Supplementary examination fail to score minimum passing/promotion criteria to become eligible for promotion to next semester/year, he/she will either Repeat the Year or take Academic Break or Withdraw from the Programme. However, students with '0' SGPA or debarred in majority of the courses in the last semester may not be allowed to appear in Supplementary Examination and will not be promoted to next semester/year.

26.   EXAMINATION ADMIT CARD

(1) Students who are eligible for any end semester examination/supplementary examination will be issued Admit Card by the Examination Department.

(2) Students appearing in any of the University Examination will fill up the Examination Form either "Online" on AMIZONE or/and in a form given at Performa attached at Annexure I.

(3) In case of **form filled on AMIZONE Software**

     (a) Student shall fill up the examination form online. Examination fees paid along with details of payment for back papers shall be entered by the student.

     (b) Head of Institutions/Department or officer nominated by him shall verify the attendance percentage and status of the student in respect of permitted/debarred. Fees paid for back papers if any shall also be authenticated by the HoI/HoD.

     (c) Controller of Examination or an officer authorised by him /her shall take the printout of Examination Admit Card from AMIZONE and check the eligibility of students. The Examination Admit Cards shall be forwarded to the Institution/ Department for verifying and handing over to the students after HoI/HoD's signature.

(4) In case of **forms filled on hard copy**

     (a) Students shall fill up all details clearly with blue/black ink and sign. The Head of Institution/ Department or an officer nominated by him shall verify the eligibility of the student.

     (b) Examination form duly signed by Head of Institution/Department along with proof of fees paid (in original) shall be forwarded to Controller of Examination.

     (c) Controller of Examination or an officer authorised by him shall verify and authenticate eligibility of the student to appear in the course units. Thereafter Examination Admit Card portion be detached and forwarded to Institution/ Department for handing over to the students.

(5) Passed out student may request for deduction of examination fees from Academic Security Deposit in the form. Students shall fill up the undertaking form and submit it to Finance Department for their documentation. Only after authentication by Finance Department on

Registrar
Amity University Haryana
Manesar Gurgaon-122413

undertaking, Head of Institution or officer nominated by him shall sign on Examination Form and submit to Controller of Examination.

(6) Examination Superintendents /Invigilator/Supervisory staff at examination centers shall ensure that **no student is permitted to write any examination paper without Admit Card.**

(7) If a student looses Examination Admit Card before completion of examinations, he may apply to the Controller of Examination through his/her HoI/HoD. He/She will be required to pay fees as approved by the Finance Committee for issue of duplicate Examination Admit Card.

27. CONDUCT OF EXAMINATIONS

(1) The examinations shall be held for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding degree, diploma, certificates, as per the prescribed Schemes of Teaching & Examinations and Syllabi as approved by the Academic Council

(2) Examinations shall be open to regular students i.e. candidates who have undergone a course of study in the Departments / Constituent Units and those registered under distance learning mode for a specified period of that programme of study in the Scheme of Teaching & Examination and Syllabi.
The Academic Council may allow any other category of candidates to take the University Examination for any specified academic programme subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time.

(3) The last date for receipt of examination forms and fees shall be notified by the Controller of Examinations. The schedule of end term examinations including practical will be notified by him through the Departments/Constituent Units.

(4) A student may not be admitted into the examination hall, if he fails to present to the Examination Centre Superintendent/Invigilator of the examination his admit card or fails to satisfy the officer that it will be produced within a reasonable time.

(5) The Centre Superintendent shall have the power to call upon any student appearing at an examination to give a specimen signature for purpose of identification.

(6) Permission to appear/ re-appear at a University examination may be withdrawn before or during the course of the examination which, in the opinion of the Vice Chancellor, justifies the student's expulsion..

(7) Notwithstanding anything contrary to these Regulations, no student who is undergoing any restriction at the time of submitting the application form or during the period of examination or who was expelled during the academic year just preceding the date of examination at which he intends to appear shall be admitted to the examination.

(8) Detailed Guidelines relating to the conduct of examinations such as dates for submission of examination forms, issue of examination admit cards, issue of duplicate certificates, instructions to examiners, examination centre superintendents, invigilators, other members of staff engaged in examination duty shall be approved by the Vice Chancellor. The Examination Centres shall be advised through Guidelines to take all steps for proper conduct of examinations such as proper supervision and invigilation, effective security cordoning off of the examination centers from the range of loudspeakers and other interference and taking stern action in all cases involving copying and use of unfair means, misbehaviour or misconduct of students during examinations.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

28. APPOINTMENT OF AMANUENSIS FOR WRITING EXAMINATION

(1) Amanuensis shall be provided on request made by the student to the Head of Department/Constituent Unit on the recommendations of Examination Sub-Committee well in advance duly supported by a Medical Certificate from authorized Medical Officer under the following cases:

(a) candidates having impairment of movement in arms and hands, can read independently but have problem in writing .
(b) locomotors impaired and cerebral palsy students
(c) sudden illness rendering the candidate unable to write.
(d) an accident involving injury rendering the candidate unable to write

(2) The amanuensis must be a student of at least one lower grade of education than that of the candidate.

(3) The Examination Sub- Committee shall select suitable amanuensis from an institution as far as possible and forward to the Controller of Examinations, the details of the person appointed as amanuensis and of the candidate for whom amanuensis has been appointed.

(4) A separate room for such disabled candidate and one separate Invigilator to supervise his examination shall be provided.

(5) The amanuensis shall be paid an honorarium as prescribed by the University from time to time.

(6) No extra fee shall be charged from the student for providing the facility of amanuensis.

(7) For a written examination of duration of one hour, twenty minutes extra time shall be provided. Similarly, for written examination involving more than one or less than one hour extra time shall be worked out on the basis of twenty minutes per one hour criteria.

29 DISCIPLINARY CONTROL OF STUDENTS IN RELATION TO UNIVERSITY EXAMINATIONS

(1) During examinations, the candidates shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the Centre, he may be expelled from the examination for that session. The Examination Centre Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice Chancellor.

(2) The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

(3) **ACTS OF DISORDERLY CONDUCT IN THE EXAMINATION**

Acts of disorderly conduct in a practical or oral examination include:

Registrar
Amity University Haryana
Manesar Gurgaon-122413

(a)   Misbehaviour in the examination hall with the Centre Superintendent, the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the University or the other staff working at the Examination Centre, or with any other Candidate, in or around the examination centre, or threat to life of these examination staff, observers, members of flying squads etc. before, during or after the examination hour.

(b)   Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination;

(c)   Causing damage to laboratory equipments, books in library and other properties.

(d)   Disturbing or disrupting or instigating others to disturb/disrupt the examination.

(e)   Instigating others to leave the examination room.

(f)   Carrying any weapons into the examination centre.

(g)   Non-surrender of previous Grade sheets as required under Para 31(5)

(h)   Any act not specified above as determined by the Academic Council.

(4)   **ACTS OF UNFAIR MEANS**

The following shall be deemed to be the act of unfair means:

(a)   Talking to another candidate or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff;

(b)   Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the Invigilator or Supervisor concerned or Centre Superintendent or the concerned authorized officer of the University deputed to the examination centre, and taking away, tearing off or otherwise disposing off the same or any part thereof;

(c)   Writing matter connected with or relating to a question or solving a question on any thing (such as piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet, any other response sheet specifically provided by the University to the candidate.

(d)   Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.

(e)   Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.

(f)   Making appeal to the Examiner/Evaluator soliciting favour through the answer book or through any other mode.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

(g)   Possession by a Candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.

(h)   Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to

be used by a student for assistance or help in answering a question or a part thereof.

(i)   Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other Candidate or to any person;

(j)   Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.

(k)   Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.

(l)   Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who;

    (i) abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so;

    (ii) abuses, insults, intimidates, assaults any other candidate or threatens to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and the inspecting staff within the meaning of this para.

(m)   Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things;

(n)   Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for other candidate at the examination.

(o)   Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.

(p) Any other act of omission or commission declared by the Academic Council/Executive Council to be unfair means in respect of any or all the examinations.

(5) **REPORTING OF CASES OF UNFAIR MEANS, MISBEHAVIOUR, MISCONDUCT OR DISORDERLY CONDUCT OF EXAMINATIONS**:

(a) A candidate who is suspected to have used unfair means or misbehaved or commits any of the acts mentioned in Paras 29(3) & 29(4) above during the course of the examinations is expected to give a statement about the facts of the incident. He shall, however, not be forced to give a statement, but the fact of his having refused to make a statement shall be recorded by the Invigilator and the Centre Superintendent which shall be witnessed in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident

(b) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, on a separate answer book in the remaining duration of the examination. The answer book in which the use of unfair means is suspected shall be seized by the Invigilator or Centre Superintendent, who shall send both the answer books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations

(c) All the cases relating to disorderly conduct of examinations, misbehaviour/ misconduct of students and their use of unfair means in the examinations and mass copying shall be reported by the concerned invigilator through the Centre Superintendent/ Examination Sub-Committee or by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examinations as the case may be, with all the relevant material. The Controller of Examinations shall place before the Examination Discipline Committee all those cases for consideration and decision in each individual case. The Committee shall recommend penalties, if any.

(d) If a candidate possesses a mobile phone in the examination centre, the paper of the concerned student stands cancelled and the candidate has to re-appear in that subject as per examination rules.

(6) **DISCIPLINARY PROCEEDINGS**

(a) The Controller of Examinations or any person authorized by him in this behalf shall communicate to the candidate, in respect of whom a report has been received pursuant to Para 29(5), the precise nature of allegations against him and shall require him to furnish his written explanation within a stipulated period under intimation to the Head of Department/Constituent Unit.

(b) On receipt of the explanation from the candidate through the Head of Department/ Constituent Unit or on the expiry of the period stipulated for submitting explanation, if no explanation is received from the candidate, the Controller of Examinations shall submit the case before the Examination Discipline Committee for consideration and make recommendations to the Vice Chancellor.

(c) After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Discipline Committee, if satisfied that the candidate is guilty of the use of dishonest or unfair means or disorderly conduct in the examination, will take a decision in each case and recommend to the Vice

Chancellor the punishment that may be imposed on the candidate according to the nature of the offence.

(d)   Ordinarily, all decisions shall be taken by the Examination Discipline Committee by simple majority. If the members are equally divided, the case shall be referred to the Vice Chancellor, whose decision shall be final

(e)   All decisions of the Examination Discipline Committee as approved by the Vice Chancellor shall be communicated to the student through the Head of Department/Constituent Unit by the Controller of Examinations.

(f)   Notwithstanding anything contained expressly or impliedly in these Regulations, the Vice Chancellor may, on being satisfied after such enquiry as he may deem fit for the following contingencies, withdraw retrospectively, prior to the publication of the final results of a student in a course, the permission granted to such candidate to pursue that course or to appear at a University examination in relation thereto:

(i)   the student was ineligible for admission to the course but was wrongly admitted, or

(ii) the student was ineligible to take the examination on account of shortage of attendance but was permitted to do so by some mistake or some other unavoidable reason, or

(iii) a discrepancy was found in the attendance record on account of which the candidate who had taken the examination was in fact ineligible, or

(iv) a discrepancy was discovered in the award of marks etc. which rendered that result of the student liable to be cancelled to his disadvantage.

Provided, that no such action shall be taken by the Vice Chancellor without giving an opportunity to the concerned student to show cause against the proposed action and provided further that such action shall require the confirmation of the Academic Council.

(g)   If a student is found guilty of having impersonated for any candidate not otherwise covered by these provisions or of having got the answer book written by any one outside the examination hall and his answer book is smuggled into the examination hall for his benefit, or of having managed otherwise to replace the answer book or its any page of the candidate after the examination, disciplinary proceedings shall be instituted against the student and the candidate in the manner prescribed.

(7)   MASS SCALE COPYING OR USE OF UNFAIR MEANS

(a)   If the Invigilator in charge is satisfied that 33% or more students were involved in using unfair means or copying in a particular examination/hall, it shall be deemed to be a case of mass copying. A report to this effect shall be sent to the Controller of Examinations by the Superintendent of the examination centre without any delay and on the day of the occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate(s) concerned, if any, on the prescribed form supplied by the University for the purpose;

Registrar
Amity University Haryana
Manesar Gurgaon-122413

(b) Where the Evaluator/Examiner is satisfied that 33% or more of the answer books evaluated by him have identical response in a particular Examination, it shall be deemed to be a case of mass copying and a detailed report to this effect with documentary evidence shall be prepared by the concerned Evaluator/Examiner and sent to the Controller of Examinations separately in sealed cover. The answer books of copying cases shall be separately sealed before transmission to the Controller of Examinations;

(c) If the Vice Chancellor is satisfied that there has been a mass-scale copying or use of unfair means at a particular centre(s), he may cancel the examination of all the candidates concerned and order re-examination.

(8) **PENALTIES**
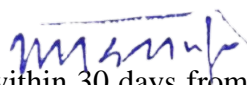
(A) The Examination Discipline Committee may recommend penalties as under:

S.No.	Sub-para of Regulation 29(3), 29(4) & 29(5) for Acts of Students	Penalties to be recommended by Examination Discipline Committee
1	29(3)	The entire examinations of the Candidate in respect of which he is found to have committed an act of disorder during conduct of examination be cancelled.
2	29(4)(a) & (b)	The examination for the session or course unit in respect of which a candidate is found to have used unfair means be cancelled.
3	29(4)(c),(d),(e) &(f)	The examination for the session or course unit or the entire examination of a candidate in respect of which he is found to have used unfair means be cancelled
4	29(4)(g), (h), (i), (j), (k), (l), (m), (n), (o), &(p)	The entire examination of the candidate in respect of which he is found to have used unfair means be cancelled and he shall further be disqualified from appearing at any University examination for a period to be specified by the Committee.

(B) A candidate against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means, or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That subsequent examination will stand cancelled and his result thereof shall not be declared if on account of the punishment imposed on him as a result of the said enquiry or action, he would not have been entitled to take that examination but for his provisional admission thereto.

(9) APPEALS AND REVIEW

(a) A student on whom any punishment has been imposed may, within 30 days from the date of the receipt of the communication in that behalf, make a representation

Registrar
Amity University Haryana
Manesar Gurgaon-122413

to the Vice Chancellor for review of his case. The Vice Chancellor, if he deems it necessary, refers it back to Examination Discipline Committee for review. The recommendations of the Examination Discipline Committee on the Appeal shall be placed before the Vice Chancellor who will thereupon review the case and pass such orders as he may consider fit or refer it to the Academic Council for advice.

(b) In the case of a candidate who has been expelled from the University in terms of provisions of these Regulations, the Academic Council on the recommendation of the Vice Chancellor, on the expiry of three years or such period as specified after such expulsion exempt a candidate from further operation of the punishment awarded.

(c) If within four months of the publication of the results, it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these regulations shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic Council.

30. INSPECTION OF EXAMINATION CENTRE

(1) Every examination centre shall be open to inspection by the Chancellor, Vice Chancellor, Pro-Vice Chancellor or Controller of Examinations and such other officers so authorized by the Vice Chancellor or Controller of Examinations in his behalf.

(2) There shall be the Observers/Flying Squads who shall be required to visit centers allotted to them during the course of examination and check that the examinations are being conducted properly according to the Regulations. Every Observer/member of Flying Squad shall submit his inspection report on the same day to the Controller of Examinations by name.

31. RE-EXAMINATION/QUASHING/REVISION OF RESULTS

(1) If the Vice Chancellor is satisfied that a situation did arise or has arisen which calls for re-examination in particular course units, he may issue necessary directions to that effect.

(2) Notwithstanding any thing contrary to these Regulations, the Vice Chancellor shall have the powers to:

(a) order for holding a special examination for any reason;

(b) cancel the paper/entire examination(s) held at a particular examination centre/all examination centers, if he is satisfied that the examination has not been held under proper conditions and make necessary arrangements of affected candidates in the same year or when it deems fit.

(3) The Vice Chancellor shall have the powers to quash the result of a candidate wholly or partially after it has been declared, if :

(a) any error (such as error in recording of score in result, ineligibility of student for admission due to falsification of documents etc) or mistake is found in his result;

(b) it is found that he was not eligible to appear in the examination;

(c)   there is any other reason which may be determined by the Vice Chancellor.

(4)   If in quashing the result, a candidate is declared as failed who was previously declared to have passed in an examination, the University may, after considering the circumstances of the case give to the candidate the benefit of any privilege which he may have acquired by studying in the next higher class in a

Department/Constituent Unit or taking an examination conducted by the University.

(5)   The University shall have the powers to revise the result of the candidate(s) in a particular subject(s), if it is satisfied that a malafide has been shown by the examiner or any other concerned person. In such a case the revision will be made on the recommendations of the examiner/examiners appointed by the Vice Chancellor for this purpose.

32.   LOSS OF ANSWER BOOK(S)

(1)   If any answer book of student(s) is lost at the Examination Centre after having been received by the Centre Superintendent of the examination or by any of the invigilators or during transmission to concerned person and if he passes in all other subjects of the examination, he may be required to re- appear in that particular paper in which the answer book was lost, on a date fixed by the Vice Chancellor and if he obtains pass marks, he shall be deemed to have passed the examination.

(2)   If an answer book of a student received by the Controller of Examinations or the Officer authorized in his behalf or by an examiner is lost, the Vice Chancellor shall have the power to decide:

(a) whether the student be given in missing paper, the average of marks earned by him in other papers as per formula given in para 32(3) below;

(b) whether the student be required to appear again in that paper on a date to be fixed by the Vice Chancellor.

(3)   The following formula shall be applicable for determining the average of missing paper(s)

(a) Compulsory paper(s): Average of other Compulsory Papers
(b) Elective Paper(s): Average of other Elective Papers
(c) Practical Paper(s): Average of other Practical Papers

(4)   In case of loss of Project Report/Summer Placement Report/ Dissertation of a student, the student will be required to submit duplicate copy thereof

(5)   In case of a dispute whether answer book(s) of students was/were duly received or not, the decision of the Vice Chancellor shall be final.

33.   ISSUE OF GRADE SHEETS

(1)   In the Grade Sheets, the marks of internal continuous evaluation and end term examination shall be shown separately. The total marks obtained in internal continuous evaluation and end term examination of a course unit shall be converted into letter grades as per Para 15(3). The letter Grade so assessed shall also be shown along with its
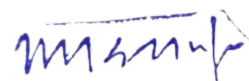
equivalent grade point in the Grade Sheets. An over-all AGPA/SGPA/TGPA and CGPA shall also be shown.

(2)   Duplicate grade sheet shall be issued against payment of fee as may be prescribed.

34.   RECHECKING/RE-EVALUATION OF ANSWER BOOKS/PROJECT REPORTS AND EXAMINATION RESULTS

(1)   The answer book of a student in any examination shall not be reassessed under any circumstances. However, after the publication of the results of the University examinations, if a candidate, whether passed or failed, has strong grounds and belief that some mistake has been made in connection with his results, he may apply to the Controller of Examinations through HOD on prescribed application form along with attested copy of his Grade sheet for re-checking of his answer book in one or more papers as the case may be on payment of prescribed fee within two weeks of the date of declaration of results.

(2)   The Controller of Examinations may accept the application for rechecking of answer books upto 15 days from the expiry of the date in exceptional cases.

(3)   Whereas, the re-checking does not mean reassessment or re-evaluation of the answer book, the Controller of Examination may appoint any Officer to see that:

(a)   there is no mistake in the grand total on the title page of the answer book
(b)   the total of various parts of a question has been correctly made at the end of each question;
(c)   all totals have been correctly brought forward on the title page of the answer book;
(d)   no portion of any answer has been left un-evaluated;
(e)   total marks in the answer book tally with the marks sheet;
(f)   the answer book or any part thereof has not been changed/detached;
(g)   the handwriting of the candidate in supplementary answer sheet tallies with the main answer book.

(4)   In the event of detection of any omission or mistake in the script or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations who will get the omission rectified by referring the answer book to the concerned examiner. .

(5)   If the re-checking revealed, subject to the provisions made under Para 31 (4) above, any discrepancy by virtue of which the marks of the student are revised, the record shall be corrected accordingly and revised grade sheet shall be issued after the previous grade sheet is surrendered.

(6)   If any such student refuses to surrender his previous grade sheet required under Para 31 (5) above shall be treated to have misbehaved and shall be dealt with by the Examination Discipline Committee under the relevant provisions of these Regulations.

(7)   The Vice Chancellor shall also have the powers to affect the recovery of the Grade Sheet by force through any of the law enforcing agencies.

35.   REFUND OF EXAMINATION FEE

Registrar
Amity University Haryana
Manesar Gurgaon-122413

(1) Examination fee, if any, once paid shall not be refunded or transferred to a subsequent examination even if the candidate fails to present himself for the examination, except in the following cases:

(a) If the name of the candidate has been submitted by the Head of department/Constituent Unit but later on his attendance is found to be short of the required percentage and his name has been withdrawn at least 10 days before the commencement of examination, 90% of the fee so deposited will be refunded.

(b) If a student is declared pass in the subject(s) and on rechecking resulted into correction in result (even enrolment is allotted), 90% of the fee deposited meant for examination shall be refunded.

(c) If the student expires before appearing in the examination, 100% of the fee shall be refunded to the legal heirs.

(2) The claim for refund of any fee, if admissible under these regulations, must be made within one year after the fee is deposited. No claim shall be entertained thereafter.

36. REMUNERATION TO THE EXAMINERS, MODERATORS, INVIGILATORS, TABULATORS AND OTHER STAFF ENGAGED ON EXAMINATION DUTY (Section 28(n) of the Act, Article 6(3)(b(ix) of the First Statutes and Clause 17 of the First Ordinances)

The examiners, evaluators, moderators, external experts invited for Examination work, Centre Superintendent, Invigilators, Observers, members of flying squads, examination staff shall be paid remuneration as recommended by the Finance Committee and approved by the Academic Council/ Executive Council from time to time.

37. AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER   ACADEMIC DISTINCTIONS

(1) The text and the format of the degrees and diploma documents, certificates, citations and other documents of academic distinctions shall be as approved by the Academic Council. The nomenclature of Degree, Diploma, and Certificate etc. shall be same as specified by the UGC, AICTE, COA, INC, NCTE, MCI, RCI, Pharmacy Council of India and such other Statutory Bodies.

(2) The degrees, diplomas, certificates, citations and other documents relating to other academic distinctions shall be signed by the Registrar and countersigned by the Vice Chancellor. Provisional Certificates shall be signed by the Controller of Examinations.

(3) A student shall be awarded a degree/diploma, if:

(a) he has registered himself, undergone the course of studies, completed the project report/dissertation / training report as specified in the curriculum of his programme within the stipulated time, and secured the minimum Grades prescribed for award of the concerned degree/diploma/certificate;

(b) there are no dues outstanding in his/her name to the University/Department/Constituent Unit; and

(c) no disciplinary action is pending against him..

(4) The Registrar shall place the particulars of all the successful and eligible students for the award of certificate, diploma, or degree before the Academic Council after declaration of results.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

(5)	Approval accorded by the Academic Council for award of the respective degrees, diplomas, certificates etc. shall be placed before the Executive Council for its concurrence. On being concurred by the Executive Council, the degree shall be awarded to the successful candidates at convocation.

(6)	In extreme emergency, the degrees, diplomas, certificates shall be awarded to the successful students before the Convocation with the approval of Vice Chancellor and the matter be reported to the Academic Council.

38. WITHHOLDING CONFERMENT OF ANY DEGREE/DIPLOMA OR AWARD OF ANY CERTIFICATE

Notwithstanding anything contained in these regulations or in any other Statute, Ordinance or regulations, the Academic Council may, on the recommendations of the Vice – Chancellor, withhold for such period as they may deem fit, conferment of any Degree/Diploma or Award of any certificate to any successful candidate at an examination of the University, for reasons, which, in their opinion, justify such withholding e.g. unruly or disorderly conduct, or violence on the campus or in a Constituent Unit or conviction for an offence involving violence or moral turpitude.

39. WITHDRAWAL OF DEGREES, DIPLOMAS AND OTHER ACADEMIC DISTINCTIONS

(1)	If any student has secured admission by falsification of documents or concealment of material facts or conviction for an offence involving violence and moral turpitude, or for such other serious offence, the degree/diploma/certificate/other academic distinction awarded to him shall be withdrawn by the University with the approval of the Executive Council.

(2)	In order to take action under Section 27 of the Act for the withdrawal of any degree/diploma/certificate/other academic distinction conferred or granted by the University, the Registrar shall frame charges against the person concerned which shall be approved by the Vice Chancellor. The charge sheet along with the list of witnesses and documents on the basis of which the charges are relied upon shall be communicated by him by registered post or by hand. The person concerned shall be required to submit his explanation of the charges within a period of fifteen days or such time as may be granted in the notice of the receipt of charges.

(3)	If the concerned person fails to submit his reply within the stipulated time, the matter shall be placed before the Vice Chancellor for a decision on the basis of facts and documents on record. If the concerned person submits his reply to the charges, the same shall be considered by the Executive Council.

(4)	Every proposal for the withdrawal of an honorary degree shall require prior approval of the Chancellor.

40. OFFICIAL TRANSCRIPTS TO STUDENTS

The University will issue Official Transcript to a student for seeking admission to pursue higher studies in foreign universities/institutions as per the guidelines.

41. RESIDUAL PROVISIONS

(1)	The Academic Council may, in exceptional cases, grant exemption from the operation of any of the Regulations governing migration, the courses to be pursued by the students, attendance at lectures or sessional or other work or the examination of candidates and authorize what is proper to be done instead in such cases, provided that no such exemption and authority shall be deemed to have been granted unless not less than two

Registrar
University Haryana
Manesar Gurgaon-122413

thirds of the members of the Academic Council present voted in favour of the motion for such exemption and authority made by, or with the written authority of the Vice Chancellor;

(2) Notwithstanding anything stated in these Regulations, for any unforeseen issues arising, or not covered by these Regulations or in the event of differences of interpretation, the Vice-Chancellor may take a decision, with the approval of the Founder President of the Foundation.

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AMITY
INNOVATION
INCUBATOR

VIRTUAL INCUBATION
A MANUAL FOR MANAGERS

Registrar
Amity University Haryana
Manesar Gurgaon-122413

INDEX

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Amity Innovation Incubator is one of India's leading destinations for business incubation. It has been designed to accelerate the successful development of entrepreneurial companies through an array of business support, resources and services developed and organized by incubator management and offered both in the incubator and through its network of contacts.

Amity Innovation Incubator is a registered 'not for profit' society supported by a distinguished advisory body consisting of industrialists, venture capitalists, technical specialists and managers which has helped many entrepreneurs realize their business dreams through a range of infrastructure, business advisory, mentoring and financial services.

The core team of the Incubator has decades of experience in assisting entrepreneurs through Incubation and Venture Capital Funding. Amity Innovation Incubator offers a range of services to nourish entrepreneurial talent such as - business planning, company formation, legal and IPR assistance, managerial and the technology support.

Virtual Incubation Programme is an endeavour by Amity to support geographically dispersed innovative start-ups via the virtual incubation support system.

The programme provides a wide array of remote services that include:

- **Patent consulting and database access** including access to leading team of IPR professionals for legal and patent advisory services, support in strategically creating an IP and its due protection, access to crucial databases like Indian patents database, US patents database, European patents database.

WHAT IS A PATENT & WHY IT IS IMPORTANT FOR A START-UP?

A patent is a statutory right for an invention granted for a limited period of time to the patentee by the Government, in exchange of full disclosure of his invention.

This prohibits others, from making, using, selling and importing the patented product or process for producing that product for those purposes without his consent.

DOES PATENT GIVE PROTECTION WORLDWIDE?

Patent protection is territorial right and therefore it is effective only within the territory. However, filing an application in a country (for eg. India) enables the applicant to file a corresponding application for same invention in convention countries, within or before expiry of twelve months from the date of filing. Therefore, separate patents should be obtained in different countries where the applicant requires protection of his invention. There is no patent valid worldwide.

- **Financial advisory services** that include investment advisory services, private equity advisory services, M&A, structured financing, strategic advisory services and a platform to facilitate PE/VC/Angel investors to identify fundable propositions. We are one of the leading providers of Corporate Advisory Services for start-ups. Our professional team

Registrar
Amity University Haryana
Manesar Gurgaon-122413

strives to assist our clients in achieving their fund raising objectives by formulating suitable products and services based on comprehensive research and structuring. Our professional approach enables us to fulfill the client's financial needs and requirements at different stages of their dynamic business lifecycle. We have raised approximately 2 million USD for our incubatees through various resources such as TDB (Technology Development Board), SIDBI, MSME and private equity firms. 11 of our incubatee companies were selected under "Support of Entrepreneurial and Managerial Development of SMEs through Incubators", 4 incubatee companies were selected for "Seed Fund Support" by TDB and we have also successfully raised Risk Capital for 4 Incubatee Companies under SIDBI-SAS Scheme.

- **Access to Amity Innovation Incubator Mentoring Committee** comprising of more than 100 renowned names from the industry and including eminent personalities from diverse fields. This is a shared value network with defined set of policies, procedures and quality standards that creates a level of support and consistency unavailable elsewhere. These mentors are the domain experts from diverse fields such as Information Technology, Telecommunication, Design, Bioinformatics, Finance, Marketing, Operations and Human Resource etc. Mentors guide and visualize the big picture for the start-ups which enable them to face and succeed in the challenging game of business.

- **Free invitation to knowledge sessions, workshops and events** happening on campus including discounted entries for entrepreneurial events organized by TIE, NITIEE, NASSCOM, ISBA and others. These events and sessions provide the incubatees a unique learning experience and give them a chance to meet the thought leaders. Entrepreneurs get a chance to attend more than 100 events to enhance their knowledge and skills. Few of the major in-house university events are as follows:

1. **CONFLUENCE**- The Next Generation Information Technology Summit

2. **National Conference on Advances in Computer Science and Technology**

3. **SPIN**-National Conference on Advancements in Signal Processing and Integrated Networks

4. **TRACE** - National Conference on Trends & Recent Advances in Civil Engineering

5. **MANFEX**- National Conference on Manufacturing Excellence

6. **MECON**- Mobile and Embedded Technology Conference

7. **VMN**- National Conference on VLSI, MEMS AND NEMS

8. **TELEFOCUS**- Annual National Telecom Seminar

9. **INBUSH**- International Business Horizon

10. **Annual Business Summit**

11. **Seminar on "Winning Strategies through Competitive Intelligence"**

12. **Global Leadership Summit**

Registrar
Amity University Haryana
Manesar Gurgaon-122413

- **Virtual space for remote office access** and online real-estate over the Incubator's in-house servers. This will allow entrepreneurs to make their own website accessible via the Amity Server. Entrepreneurs are given a privilege of utilizing Amity Innovation Incubator address for their postal & digital communication.

- **Access to global facilities** by virtue of Amity University's worldwide presence along with benefits like Global Concierge Services, Conference Space, Networking, Market Knowledge And Research. Incubatees can avail the Amity Infrastructure facilities at 7 global campuses - Singapore, Dubai, Mauritius, London, Romania, New York and California for conducting conferences, client meetings etc.

- **Free Access to Global Business Reviews**, Relevant Articles, Newsletters, Research & White Papers, Technology Journals and Amity's library facilities.

- **Online showcasing of products** and services through our unique entrepreneur focused portal to the VC/PE industry that helps start-ups to get the visibility in the market and attract investors and prospective clients.

- **Updates and supports on Government-Run Entrepreneurial Development Schemes** that help in developing entrepreneurial environment. Entrepreneurs also get benefited by schemes run by the Government in different domains. Incubator also plays the role of an advisor to the Government and pre-screens the companies and ideas for speedy execution of the schemes.

- **Sharing products, services and resources** with fellow entrepreneurs and accessing their feedback which works as a pilotrun for their product & services, thereby reducing the risks cost effectively. Most important aspect of it is that one or two entrepreneurs can club to form a product.

- **Accessing Interns and hiring interested students as team** members including MBA, B.Tech, Bio Tech graduates. This talent pool helps Entrepreneurs in hiring talented workforce for their Entrepreneurial ventures while reducing the cost of HR procurement.

- **Power Networking** with who's who in the industry via Amity Innovation Incubator's Networking Platform enables Entrepreneurs to get connected to the most relevant set of CEO's & CXO's in the industry to help them leverage offerings and to look for synergies. Networking events and Gala Dinners help them develop interactions between the entrepreneurs and industry.

- **Business Plan Assistance and Support** with business advisory services, including overall business planning, understanding the market space, strategy formulation and answer to other critical business/ industry related questions.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

VIRTUAL INCUBATION MANAGER- ROLES & RESPONSIBILITIES

- The VI (Virtual Incubation) Manager shall act as the first point of contact for the Entrepreneur in that region.

- The VI Manager will explain to the Entrepreneur about the Incubator & the services offered by the Virtual Incubation Network.

- The VI Manager shall review the business idea & plans submitted by the Entrepreneur & update/comment on the same.

- The Manager shall keep a log of all such queries/information requests and share on fortnightly basis with the Noida Head Office

- The VI Manager shall incubate the company as a Virtual Incubatee Company - once the business idea/plan has been approved by the management committee.

- The VI Manager shall help the Entrepreneur in registration and collect the necessary documents required for the documentation process.

- Once the registration & documentation is complete the VI manager will forward a set of documents to the Noida Head Office.

- The VI Manager shall maintain the records of all the Entrepreneurs visiting the Virtual Centre & update the Noida Centre.

- The VI Manager shall liaison with the bodies running the Entrepreneurship or related programmes in the area & engage themselves in ecosystem building activities.

- The VI Manager shall conduct at least one workshop or event at the Virtual Incubation Centre every quarter.

- The VI Manager shall be conducting a networking session with the Entrepreneur to keep the activity & ecosystem active.

- The VI Manager shall take the initiative to run EAC (Entrepreneur Awareness Camp) across the campus.

PROCESS FLOWCHART

Startup approaches Virtual Incubation Manager.

↓

Virtual Incubation (VI) Manager collects the basic details of the startup viz. filled in application form, the PowerPoint presentation of the business plan, requisite documents.

↓

VI Manager checks if the plan meets the Incubation Criteria.

NO →

Add the contact details to the Amity Data Centre for the newsletters/broadcasts

YES ↓

Forward the PowerPoint presentation of the business plan and the application form to the Nodal Centre for approval.

↓

Get the forms filled up and collect the demand draft of amount as mentioned by the management in favour of "Amity Technology Incubator" payable at New Delhi.

↓

Update and provide them with the collaterals & give them access to the services offered by the Virtual Network.

↓

Monitor the progress and engage in consulting module (Strategy formulation, financial modelling and raising funds).

Registrar
Amity University Haryana
Manesar Gurgaon-122413

PREREQUISITES FOR THE BUSINESS PLAN

1. EXECUTIVE SUMMARY (Two Page Elevator Pitch/Teaser)

2. BUSINESS DESCRIPTION
   - Legal Name and Legal Structure: Trademarks, Copyrights & Other Legal Issues.
   - Product or Service Description: What exactly will you be paid for, what is your Unique Selling Proposition?
   - Business Concept and Opportunity: Why are you likely to be profitable?
   - Financing Requirements: What do you need to get started and to operate?

3. INDUSTRY ANALYSIS AND TRENDS
   - Size, Growth Rate, New Developments or other forces that will impact your business?
   - Vulnerability to Economic Factors, Seasonal Factors, Regulatory Issues, Supply and Distribution, Anticipated Industry Trends.

4. THE TARGET MARKET
   - Describe your target market: Demographics/Geographic, Psychographics, Buying patterns, Purchasing sensitivities.
   - How large is this market in terms of Annual Sales, buying power and what is the potential for growth?

5. THE COMPETITION
   - What is your competitive position? Who are your competitors?
   - Which companies are currently serving your potential customers? What will be service in the future? – Provide names and locations. How do you compare to your competition - Price, Quality, Customer services, etc.

6. MARKETING PLAN
   - What is your marketing/pricing strategy?
   - How will you reach your target market– marketing vehicles, strategic partnerships, other marketing tactics.

7. OPERATIONS
   - How will you manufacture your product or provide your service?
   - What are the personnel or labour requirements?
   - Special equipment or key suppliers, if applicable.
   - Space requirements (e.g.: office, factory, retail, home) and associated costs, including renovations.
   - Location – description of your location and its key features, including zone qualifications.

8. MANAGEMENT AND ORGANIZATION
   - Names, Titles, Responsibilities, Related Experience, Education, Salaries.
   - Board of Advisors, Consultants/Specialists, Management to be added etc.
   - Key Personnel –job descriptions, salaries and training requirements.

9. DEVELOPMENT, MILESTONES & EXIT PLAN
   - Long Term Company Goals, Growth Strategy
   - Milestones
   - Risk Evaluation and Exit Plan

10. FINANCIALS
   - Startup costs, Sources and Uses of Funding
   - 3 year Summary Balance Sheet, Income Statement and Statement Cash Flow (if applicable).
   - Monthly Income Statement and Statement of Cash Flow for the first and second year of operation (assumptions in case of unavailability)
   - Assumptions

1. Strength of the Business Idea
   - Novelty of the Business Idea
   - Use of the Technology
2. Innovation involved in the Business Idea
   - Is the Innovation Patented
   - Copyright involved
3. Commercial viability of the Product/Service
   - Is the Product/Service saleable in the market
   - Life cycle of the Product/Service
4. Stage of Progress
   - Prototype ready & Pilot is running
5. Team Strength & Past Success
   - Strength of the team
   - Past experience of the team
   - Success story, if any
6. Funds Involved
   - Expenditure made on the project
   - Funds required to take it to the next level

1. Executive Summary, Business Plan PPT & Financial Plan.

2. Registration Form.

3. DD/Cheque of ₹ 7,500/- drawn in favour of "Amity Technology Incubator" payable at New Delhi.

4. Share purchase agreement document (in case of equity).

5. Share Certificate (in case of equity).

Documents Required (From the Company):

a) MOA & AOA of the Company

b) PAN card of the Company

c) Service Tax registration number of the Company

d) PAN card of the Promoters

e) ID proof /Address proof of the Promoters

Registrar
Amity University Haryana
Manesar Gurgaon-122413

SUPPORTING START-UPS AT EVERY STEP OF THE ENTREPRENEURIAL JOURNEY

Amity Capital Ventures (ACV) is an early stage investment vehicle which operates from New Delhi, India with focus on investing in start-ups and SMEs at an early stage across diversified sectors with primary investments by way of equity and through quasi-equity instruments. ACV is closely associated with Amity Innovation Incubator, based out of Noida and supports its investment companies by way of constant mentoring and other value addition services to ensure success in the market.

• Active investment portfolio of companies across various sectors

• ACV is backed by a core team with decades of cumulative experience and strong capabilities in identifying opportunities at an early stage

• Strategically associated with Amity Innovation Incubator, with support in areas of IP Consulting, Strategic Advisory and Mentoring Support for ACV's portfolio investments

ACV'S team of domain experts have established a successful Portfolio of investments across various sectors such as:

• Education Technologies
• IT Services
• Clinical Research
• Online Gaming
• Smart Automation Devices
• Geographical Information Systems
• Microfinance Automation
• Mobile Technologies

INVESTMENT FOCUS:

• Early stage investments across diverse sectors having potential for attractive growth and earnings

• Strong management team for products in a high growth market

• High expected return on investment

Investment Horizon: 5-7 years with an option for early exits.

1. **What is a Technology Business Incubator (TBI)?**

   A Technology Business Incubator facilitates the development of technology based and knowledge driven companies helping them to survive and grow during the start-up period by providing an integrated package of work space, shared office services, access to specialized equipments and value added services like management assistance, technical assistance, networking support, financial support and business planning. The main objective of a Technology Business Incubator is to produce successful business ventures that create jobs and wealth in the region.

2. **How are incubatee companies benefitted by TBI?**

   A Technology Business Incubator provides infrastructural support along with an integrated package of business support services at moderate costs enabling incubatee companies to start their ventures with a lower initial investment. A Technology Business Incubator also assists incubatee companies by offering critical support services so as to minimize the chances of failure and improve survival prospects. In addition to this, the networking support provided by a TBI helps incubatee companies to establish credibility and reduce their time in developing marketable products and services.

   As a premier Technology Business Incubator, the Amity Innovation Incubator has a 100% survival rate- all companies incubated at Amity Innovation Incubator are commercially successful and flourishing.

3. **How do incubators help start-ups in getting funding?**

   Incubators can help incubatee companies in securing capital in a number of ways:

   • Managing in-house and revolving incubation funds/ seed support fund

   • Connecting companies with angel investors (high-net-worth individual investors)

   • Working with companies to perfect venture capital presentations and connecting them to venture capitalists

   • Assisting companies in applying for bank loans

4. **What are the different models of TBIs?**

   Technology Business Incubator evolves its model based on the needs, strengths and the thrust area of technology. They generally have the following features:

   • Focus on specific sectors

   • Proximity to the Educational Institutions/R&D/ManagementInstitutes

   • Equipped with modern Infrastructure, Labs etc.
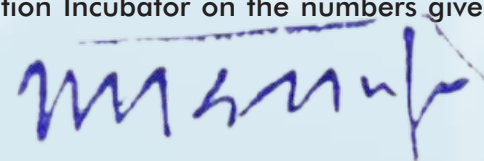
5. **How can one apply for incubation?**

   Individuals can visit the Amity Innovation Incubator website i.e. www.amity.edu/AII and apply by filling an online form or directly contact Amity Innovation Incubator on the numbers given on the website

6. **What are the modes of incubation?**

   There are three modes of incubation:

   1. Physical Incubation: In this mode companies are provided with physical space and all services such as business plan writing, mentoring, raising funds etc.

2. Virtual Incubation: In this mode companies are not provided with physical space while all services stand same as in physical incubation. In addition companies can utilize the Amity Innovation Incubator infrastructure for conducting their board meeting and events after taking prior approval from the management team.

3. Student Incubation: This is a unique programme run by Amity Innovation Incubator where students while studying can apply for incubation services. Once selected they are entitled for privileges which include utilization of the incubator facilities and office space in a student innovation center to start their venture.

7. How does Amity Innovation Incubator screen a business idea?

At the Amity Innovation Incubator business ideas are screened in the following 3 stages:

Stage 1: Business plan or idea is analyzed by the incubator managers, who evaluate the idea on the basis of technology, market, commercialization potential and an average score over different rational parameters is passed on.

Stage 2: In the second round of screening the domain experts analyze the idea and validate the demand and the technology of the idea/business plan.

Stage 3: Innovators/Entrepreneurs present their business plans/ideas to the Amity Innovation Incubator Board Management Committee members - who take the final decision regarding the incubation of the entrepreneur.

8. Does Amity Innovation Incubator help in raising funds?

Amity Innovation Incubator is one of the most active incubators in raising funds – and has already raised funds of approx. 4 million USD for 14 start-ups hailing from different private and Government institutions.

9. What are the tax benefits?

Incubatee companies are entitled to avail service tax benefits upto INR 50 lacs. Thereafter they are charged under normal service tax norms.

10. What is the engagement model?
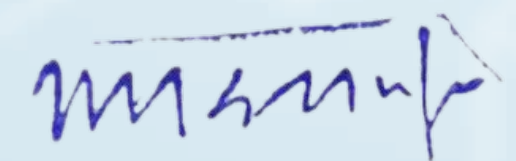
Amity Innovation Incubator follows a hybrid model of "ENGAGEMENT" in which start-ups and incubatee companies are charged with 5 to 15 percent of equity and rentals depending upon the business stage.

11. What is the mentor network? How does the mentor network operate?

Amity Mentor Network comprises of highly experienced mentors & domain experts having rich experience in their relevant domains. Amity Innovation Incubator organizes 'Mentoring Clinics' n which entrepreneurs get a chance to interact with these mentors. In this process every mentor is allotted a company to mentor along with the responsibility to accelerate the growth of the venture.

12. What are the benefits & discounts incubatee companies get on outside events?

Incubatee companies are entitled for discounts on all events either partnered by Amity Innovation Incubator or where Amity Innovation Incubator is a member of the organization -TieCon, ISBA, CII innovation awards etc. These events are immensely beneficial for incubatee companies as among other things they provide the opportunity to showcase products and services to the right audience.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

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HARYANA

REGULATIONS FOR PREVENTION OF SEXUAL HARASSMENT

1

Registrar
Amity University Haryana
Manesar Gurgaon-122413

CONTENTS

Registrar
Amity University Haryana
Manesar Gurgaon-122413

REGULATIONS FOR PREVENTION OF SEXUAL HARASSMENT

The Amity University Haryana campus is committed to make the campus free of sexual harassment, intimidation based on gender of the targeted individuals, or sexual exploitation of any kind. AUH expects that all concerned - students, faculty, staff, and officials will treat one another as well as all visitors to the University with utmost respect and dignity. All members of the University community, including the temporary, part-time or short-term/guest employees must follow this policy. Anyone violating the University Regulation for Sexual Harassment Policy is likely to face disciplinary action. Complaints or Reports of sexual harassment will be taken seriously and must be dealt with promptly. The details of these Regulations are as follows:

1. DEFINITION

"Sexual Harassment" shall include such unwelcome sexually determined behavior (whether directly or by implication) as

(a) Physical contact or advances;

(b) A demand or request for sexual favors.

(c) Sexually colored remarks;

(d) Showing Pornography; and

(e) Any other unwelcome physical, verbal or non- verbal conduct of sexual nature that tends to create a hostile work or study environment.

When any of these acts is committed by or against any member of the AUH Community, and where the victim of such conduct has a reasonable apprehension that such conduct will have an effect in relation to the victim's study, employment or work – whatever the nature of the work may be - whether she is drawing salary, or honorarium or doing voluntary service in the University or in any of its offices or classrooms or premises, such conduct can be humiliating and may create a security, safety and health problem. Such act or behavior is discriminatory when the victim has reasonable ground to believe that the objection, resistance or complaint would disadvantage the victim in connection with the person's employment or work including recruitment or promotion or when it creates a hostile work environment. There could be a scope for complaint if the victim perceives that an adverse consequence may follow if the victim does not consent to the unwelcome conduct in question or raises any objection thereto. All such cases will be examined by the Complaints Committee of the AUH to recommend appropriate action to the University authorities.

3

Registrar
Amity University Haryana
Manesar Gurgaon-122413

2. WHO CAN MAKE A COMPLAINT?

(a)   A person who is –

  I.   A student of the University

  II.   An employee of the University / Institution / Department or holding a consultative position in the University.

  III.   An applicant for admission into any course offered by the University / Institution / Department.

  IV.   Visitor to the University with an official business

Subject to the condition that:

(a)   Where a complaint instituted before the Complaints Committee is found to be frivolous or vexatious, the Committee shall, for reasons to be recorded in writing, dismiss the complaint and make an order that the complainant shall pay to the opposite party a fine of minimum Rs.5000/- (Rupees five thousand).

(b)   Where a complaint is made by an outsider or visitor, against a member of the University Community (student, faculty, staff, or officials), the Complaints Committee, with appropriate permission, may refer the case to the law-enforcing authorities.

3. THE COMPLAINTS COMMITTEE

There shall be a 'University Complaint Committee' which shall be constituted by the Vice-Chancellor; comprising of 5 ordinary members. At least half of the members of the Committee shall be women. The Chairperson of the Complaint Committee will be nominated by the Vice-Chancellor and shall be a woman. Committee may co-opt additional members in addition to above. Three members shall form the quorum. In the absence of the nominated Chair-person, the next senior most female member of the Committee shall preside.

4. ELIGIBILITY FOR MEMBERSHIP OF THE COMMITTEE

(i)   A person employed as Professor or as Reader or in an equivalent grade in the University shall be appointed as a Member of the Committee.

(ii)   In appointing such members, the Vice-Chancellor may take into account the seniority, ability and background of the members.

(iii)   The Committee may co-opt as many members as are necessary to make an informed, reasonable and expeditious decision. Students, Staff, members of the Organizations or NGOs in collaboration with the University, or other relevant persons can be co-opted as members.

4

Registrar
Amity University Haryana
Manesar Gurgaon-122413

5. JURISDICTION

All members of the AUH staff; teaching or non-teaching (including officials) and all students, whether studying in the Amity University Haryana in any other Institution/Department with a relationship with the AUH, will be subjected to the jurisdiction of this ordinance.

The territorial jurisdiction of the University Complaints Committee shall extend to acts of sexual harassment committed in the Amity University Campus. The campus shall also include hostels, guesthouses, car parks and other properties owned, maintained or under the control of the University, or the places temporarily rented or engaged by the University for conduct of an academic event or meeting.

In the case of sexual harassment of a third person by a student or staff of the University or of any Institution/Department, the Complaint Committee may in its discretion provide information regarding the student or staff to facilitate a proper determination of the complaint.

6. CONDUCT OF ENQUIRY BY THE COMPLAINTS COMMITTEE

(i)   Any person aggrieved shall prefer a complaint before the Complaints Committee at the earliest point of time and in any case within 15 days from the date of occurrence of the alleged incident.

(ii)   The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravener and the complaint shall be addressed to the Chair-person, Complaints Committee.

(iii)   If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the Vice- Chancellor and could be handed over in person or in a sealed cover. Upon receipt of such complaint the Vice Chancellor shall retain the original complaint with himself and send to the Complaint Committee a gist of the complaint containing all material and relevant details, other than the name of the complainant and other details, which might disclose the identity of the complainant.

(iv) The Complaint Committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if necessary.

(v) The Complaint Committee shall after examination of the complaint submit its recommendations to the Vice Chancellor recommending the penalty to be imposed.

5

(vi) Vice Chancellor upon receipt of the report from the Complaint Committee shall after giving an opportunity of being heard to the person(s) complained against, confirm with or without modification the penalty recommended after duly following the prescribed procedure

7. DISCIPLINARY ACTION

Where the conduct of an employee amounts to misconduct in employment as defined in the conduct rules, appropriate disciplinary action in accordance with the relevant rules shall be initiated.

Where the conduct of a student amounts to misconduct, appropriate disciplinary action in accordance with the relevant Regulations for Maintenance of Discipline of Students shall be initiated by the competent authority.

8. THIRD PARTY HARASSMENT

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and the persons in charge shall take all steps necessary and reasonable to assist the affected persons in terms of support and preventive action.

9. ANNUAL REPORT

The Complaints Committee shall prepare an Annual Report giving full account of its activities during the previous year and forward a copy thereof to the Vice Chancellor, who shall forward the report to the Chancellor with his/her observations.

10. SAVING

Nothing contained in these Regulations shall prejudice any rights available to the employee or prevent any person from seeking any legal remedy under the National Commission for Women Act 1990, Protection of Human Rights Commission Act 1993 or under any other law of the land that may be in force.

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the University shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims or witnesses are not terrorized or victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

AMITY UNIVERSITY
HARYANA

POLICY GUIDELINES FOR GRIEVANCE REDRESSAL MECHANISM FOR THE STUDENTS

Registrar
Amity University Haryana
Manesar Gurgaon-122413

GUIDELINES FOR GRIEVANCE REDRESSAL MECHANISM FOR THE STUDENTS OF AMITY UNIVERSITY HARYANA
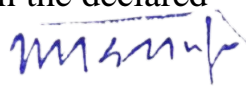
Pursuant to UGC Regulations, 2012 on Grievance Redressal, as notified in the Gazette of India, dated March 23, 2013, the Amity University Haryana (AUH), hereby notifies Guidelines in broad conformity with the said Regulations of UGC, with an aim to address the grievances of students of Amity University Haryana.

These Guidelines shall completely supersede and replace the existing Guidelines of AUH on Students Grievance Redresser.

These Guidelines shall be in force with immediate effect.

In these AUH Guidelines, unless the context otherwise requires:

(i) "Aggrieved students" means a student who has any complaint in the matters concerned with the grievances defined under these regulations, and includes a person seeking admission to any institution of Amity University Haryana (AUH).

(ii) "Institution" means the institution created under AUH Act to conduct a course/program of study for obtaining any qualification from university and which, in accordance with the rules and regulations of university, is recognized as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification.

(iii) "Declared admission policy" means the policy for admission to a course or program of study as offered by Amity University Haryana and published in the prospectus.

(iv) **"Grievances" include the following complaints of the aggrieved students, namely: -**

a) Making admission contrary to merit determined in accordance with the declared admission policy of the institute.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

b) Complaints of irregularity in the admission process adopted by the university.

c) Refusal of admission in accordance with the declared admission policy of the institute.

d) Non publication of prospectus, as specified by UGC.

e) Any information, published in the prospectus, which is false or misleading, and not based on facts.

f) Withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue.

g) Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institutions.

h) Breach of the policy for reservation in admission as may be applicable.

i) Complaints of alleged discrimination of students, from the underprivileged and marginalized section of society, women or disabled categories.

j) Nonpayment or delay in payment of scholarships to any student that is committed by the university.

k) Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar.

l) On provision of student amenities as may have been promised or required to be provided by the institution.

m) Denial of quality education as promised at the time of admission or required to be provided.

n) Non transparent or unfair evaluation practices.

o) Harassment and victimization of students.

A. GRIEVANCES REDRESSAL COMMITTEE –

1. The Vice Chancellor of Amity University Haryana herein shall constitute a Standing Grievance Redressal Committee consisting of five members.

   a) A Senior Professor of the University – Chairman.

   b) A senior faculty drawn from the institutes, on rotation basis, to be nominated by the Vice Chancellor- Member.

   c) Head of Institute (HOI) where the grievance has occurred.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

d) A Student representative, drawn from the institute(s), on rotation basis where the grievance has occurred to be nominated, based on academic merit, by the concerned Head of Institute (HOI) – special invitee.

e) Dean Students' Welfare (DSW) - Member Secretary.

2. The composition of Standing Grievances Redressal Committee shall not change; however, the members so nominated will have a term of two years.

3. The Standing Grievances Redressal Committee shall communicate its decision within ten days of receipt of the complaint.

4. Any person aggrieved by the decision of the Grievance Redressal Committee or not satisfied by its decision may within a period of six days prefer an appeal to the Appellate Authority, created for the purpose. The Chairman shall assume the responsibility as that of Ombudsman.

5. Any student, not satisfied with the existing redressal mechanism in Amity University, may prefer another complain to this Committee, through DSW.

6. The University hereby establishes a Registry, headed by DSW. A transparent mechanism of handling Registry shall be decided by DSW which may be reviewed by the Appellate Authority, if needed.

B. Appellate Authority/ Ombudsman

1. The Registry, headed by DSW will also act as Member Secretary to the Appellate Authority/ Ombudsman. The DSW shall place all such appeal out of cases, dealt under clause A to Appellate Authority. Any aggrieved student or person may prefer an appeal seeking Redressal of grievances, not being satisfied by the decision of Standing Grievances Redressal Committee and such appeal cases shall be placed before the Appellate Authority/Ombudsman by DSW. Some serious Grievance cases and the grievances/application addressed to Ombudsman may be taken up directly with the Ombudsman/Appellate Authority by DSW in consultation with the Chairman, Standing Grievance Redressal Committee.

Constitution of Appellate Authority/ Ombudsman

The Amity University Haryana herein constitutes Appellate Authority comprising of following members.

i. Chairman / Ombudsman – to be nominated by a separate office order.
ii. Registrar
iii. HOI concerned in respect of which the appeal/ grievance is linked.
iv. Co-opted Member (Director-Academics / Director-Admission, COE and others as may be needed, depending on the case and nature of grievance).
v. DSW- Member Secretary.

2. The details of the registry so established shall be published widely including on the notice board and prospectus and placed on the website of the University.

C. PROCEDURE IN REDRESSAL OF APPEAL / GRIEVANCES BY OMBUDSMAN / APPELLATE AUTHORITY AND GRIEVANCE BY STANDING GRIEVANCE REDRESSAL COMMITTEE:

1. On receipt of an application by the registry, the official-in-charge shall inform the DSW, the Member Secretary to the Standing Grievances Redressal Committee and shall immediately provide a copy to the concerned HOI or Official concerned in the University for furnishing its reply within seven days.

2. The Member Secretary shall arrange hearing by convening the meeting of Standing Grievance Redressal Committee and record the proceedings.

3. The appeal cases shall be referred by DSW to the Appellate Authority through its Chairman and a hearing shall be conducted following a due process.

4. The Ombudsman/Appellate Authority shall fix a date for hearing the complaint or complainant which shall be communicated to the aggrieved person either in writing or electronically, as may be feasible.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

5. An aggrieved person may appear either in person or represented by such person as may be authorized to present his/her case.

6. The Ombudsman/Appellate Authority shall be guided by the principles of natural justice while hearing the grievances.

7. The Ombudsman/Appellate Authority shall ensure disposal of every application as speedily as possible; however, not later than a month of receipt of the grievance/appeal.

8. The University shall co-operate with the Ombudsman/ Appellate Authority, in redressal of grievance and provide administrative support.

9. On the conclusion of proceedings, the Ombudsman/Chairman, Appellate Authority or the Standing Grievances Redressal Committee, as the case may be, shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue.

10. Every order under the signature of the Ombudsman/Chairman, Appellate Authority or the Chairman, Standing Grievances Redressal Committee, as the case may be, shall be provided to the aggrieved person and the Head of Institute and shall be placed on the website of the University.

11. The University shall comply with the order of the Ombudsman/Chairman, Appellate Authority.

12. Any order of the Ombudsman/Appellate Authority, not complied with by the University, the complainant may prefer reporting to the Commission (UGC).

13. A complaint shall be filed by the aggrieved student or his parent or with a special permission from the Ombudsman/Appellate Authority or the Standing Grievances Redressal Committee, as the case may be, by any other person.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

14. In case of any false or frivolous complaint, the Ombudsman may order appropriate action against the complainant.

D. MECHANISM FOR GRIEVANCE HANDLING

- Pursuant to these Guidelines of AUH, a proper **Students Grievance Redressal Mechanism** shall be in place to create a 'Registry' to be managed by Deputy DSW or the official nominated by DSW for the purpose, in the office of DSW. The DSW shall act as Member Secretary to Standing Grievance Redressal Committee.

- The student or the guardians may submit their query/complaint/grievance either to concerned Head of Institution/Department or the Dy.DSW, as per prescribed proforma given at Annexure A. If required, an application giving full details may also be enclosed.

- All the Heads of Institutions/Departments shall forward the complaints of students, received in the Institution, to the Registry, in the office of DSW.

- The person managing the Registry in the office of DSW shall enter it in a Register as per details given in Annexure B. The serial number of the entry made in the Register will be mentioned in the Acknowledgement as specified at Annexure A.

- The Dy/DSW shall seek the comments of concerned Head and forward the same, on being fully satisfied, to the complainant.

- The DSW, shall decide, depending on nature of complaints, to refer the complaints to the Standing Grievance Redressal Committee and convene a meeting accordingly. Where a written reply is required to be given to the
- students, based on the decision of Standing Grievance Redressal Committee, by the DSW, the a copy of it should be attached with the proforma A for records.

- If the grievance of the applicant is not redressed within the expected time or in the expected manner, the applicant may report the matter to higher authority, i.e. Appellate Authority/ Ombudsman. If the matter relates to more than one Institution/Department, the office of DSW shall coordinate with all such Institutions/ Departments and ensure that the issue is resolved.

AMITY UNIVERSITY HARYANA

GRIEVANCE REDRESSAL FORM

Sl.No. _____
(Same as entry in the register)

Please fill the form carefully and retain the acknowledgment

Name _____ Enrolment   No. _____
Institute _____   Program_____Semester _____
Section_____
Query/Grievance/Problem_____
_____

Signature of Student

_____

Date and Time   *For Office Use Only*
                             Action Taken by the Department
                             _____

Problem Category: _____
                             _____
                             _____

_____

Expected Date of Redressal:
To be given by person in Registry in DSW office

                             _____
                             _____

Signature of Dealing Staff
Name of Institute/Department:

ACKNOWLEDGEMENT: GRIEVANCE REDRESSAL FORM
                             Sl. No _____
                             (Same as entry in the register)

_____

Expected Date: Signature of Person Receiving:
(To be given by person receiving HOD)   (with Date and Time)
Name of Institute/Department: Name of the Person:

NOTE: If the redressal does not take place as expected, the student/user may please report to DSW and/or Registrar

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Date:

Sl. No	Enrolment No.	Name	Programme / Semester / Selection	Signature of Applicant	Expected Date of Redressal	Actual Date of Redressal	Signature of DSW / HOI

Registrar
Amity University Haryana
Manesar Gurgaon-122413

AMITY UNIVERSITY
HARYANA

INTERNAL QAULITY ASSURANCE CELL - POLICY

Registrar
Amity University Haryana
Manesar Gurgaon-122413

INTERNAL QUALITY ASSURANCE CELL -IQAC

AUH/IQAC/ POLICY/ 2015/ Rev-1- 2022

1. INTRODUCTION:

The University Act stipulates that the Academic Standards of the courses offered by the University are following the guidelines of the University Grants Commission". Under the UGC's XI plan Guidelines, the Internal Quality Assurance Cell (IQAC) has been established at Amity University Haryana (AUH). The IQAC is expected to promote and uphold measures for seamless institutional functioning so that there is a constant enhancement of the quality of our academic programmes. It makes an assessment as to how well the university has internalized the quality culture and how it has institutionalized the best practices followed by the well-known academic institutions.

Since the National Assessment and Accreditation Council (NAAC) has been instilling a momentum of quality consciousness amongst all Higher Educational Institutions, Amity University Haryana has established its Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance activity. The UGC has recognized this initiative, and it has taken a policy decision to direct all HEIs to establish IQACs.

OBJECTIVE:

The AUH-IQAC prepares assessment reports based on which the university plans its roadmap for a conscious, consistent and catalytic programme of action to improve the academic and administrative performance of all wings of AUH. It also promotes quality circles at all levels in the university with academic integrity.

2. PURPOSE OF IQAC:

Registrar
Amity University Haryana
Manesar Gurgaon-122413

a) <u>It is a mandatory requirement</u> of the XI plan of UGC and NAAC guidelines to manage post-accreditation activities to sustain the Quality Management System.

b) Quality Assurance & Enhancement (QAE) is a continuous process; IQAC is the mechanism in the institutional system for achieving the quality goals of QAE.

c) IQAC enables post-accreditation Quality Sustenance Activity.

d) It plans, guides and monitors Quality Assurance and Quality Enhancement activities through the internalization of quality culture and institutionalization of best practices.

e) It works out intervention strategies to remove deficiencies and enhance quality.

f) It engages in the development and application of quality benchmarks/parameters for various programmes.

g) It documents different AUH programmes and activities so that there is an improvement in their quality.

h) It disseminates relevant information and organizes quality enhancement workshops and training.

i) IQAC also arranges to get feedback response from students/alumni, parents, and other stakeholders on quality-related institutional processes.

j) IQAC helps prepare and maintain a database as well as help in preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC

3. **STRATEGIES:** IQAC shall evolve mechanisms and procedures for:

a) Ensures timely, efficient, and progressive performance of academic, administrative, and financial tasks.

b) Maintains relevance and quality of academic and research programmes.

c) Helps in optimization and integration of modern methods of teaching and learning.

d) Establishes the credibility of evaluation procedures.

e) Ensures the adequacy, maintenance and functioning of the support structure and services.

f) Promotes collaborative research by sharing and networking with other institutions in India and abroad.

4. **FUNCTIONS:**

Registrar
Amity University Haryana
Manesar Gurgaon-122413

a) Identification of quality benchmarks and parameters for all AUH activities in both academics and administration.

b) Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.

c) Providing directions in the use of modern and innovative methods of teaching, learning and evaluation.

d) Arrangement for feedbacks from all stakeholders on quality issues and related processes.

e) Organization of inter and intra institutional workshops, seminars and colloquia on quality related themes and promotion of quality circles.

f) Documentation of all AUH programme outcomes / activities leading to quality improvement.

g) Acting as a nodal department /office of the institution for all quality-related activities.

h) Preparation of the Annual Quality Assurance Report (AQAR).

i) Development of self-embedded quality culture in the institution/university.

j) Development of academic integrity amongst faculty, staff and students.

5. QUALITY POLICY:

"The university in pursuit of its vision will be committed to achieve global standards of excellence in innovation, teaching, continuing education, consultancy, cutting edge research and community service by adopting best practices. It will remain accountable to all its stakeholders in the core and support functions through embedded processes of self-assessment and continual improvement.

6. QUALITY OBJECTIVES:

○ To strive for educational excellence by producing highly skilled proficient professionals having the analytic ability, ethics, social values, integrity and environmental responsibility.

○ To develop a new knowledge hub for excellence in research and sustainable development and to ensure creativity and innovation.

- To build academia-industry linkages to bridge the technological gap in the existing curriculum and develop future skill sets.
- To develop human potential with high ethical values, foster academic integrity, and inculcate knowledge, skills and right attitude with responsibility, commitment, professionalism, and moral & ethical standards amongst everyone on the campus.
- To act as a facilitator for incubation, product development, transfer of technologies and enhance employability and entrepreneurial capabilities among students.
- To monitor filing of patents and IPR/Copyright applications wherever applicable.

7. DEFINITIONS:

- **Quality:** Amity University interprets quality first and foremost as 'fitness for purpose', which is summarized in the University's vision and mission statements. In assuring quality, the university aims to balance the beliefs of excellence, efficiency and service provision.

- **Quality Assurance:** Quality Assurance is best explained as 'making pledges and supplying documentary evidence of keeping them'. Quality Assurance refers to evaluating/assessing the level to which the individual/institution delivers on its assurances.

8. COMPOSITION OF IQAC:

The IQAC is constituted in every institution under the chairmanship of the Head of the Institution with heads of important academic and administrative units, a few faculties, and a few distinguished educationists/ industry experts/ representatives of local management/ local society and stakeholders.

The IQAC at AUH is constituted in the University at two levels:
a) Institutional Level
b) University Level

(a) Composition of IQAC at the Institutional Level:

The IQAC is constituted in every institution under the chairmanship of the head of the institution with a few faculty members, administrative staff and students. The composition of IQAC in most of the institutes / schools will be as under:

(i) Chairperson:		Head of the Institution (or Director, including Director I/C)
(ii) IQAC Members:		
a)	HoD	1
b)	Faculty	2
c)	Administrative Staff	1
d)	Technical Staff (if any)	1
e)	Students	1(UG/PG), 1 (PhD) & 1 (Alumni)

* One of the Faculty will be designated as the coordinator of the IQAC.

(b) Composition of IQAC at University Level:

   Chairperson

   1. Prof. P.B. Sharma, Vice-Chancellor

   Senior Administrative officials and Senior Faculty menbers

2. Pro Vice Chancellor
3. Dean Research
4. Registrar
5. Dean, Faculty of Arts
6. Dean, Faculty of Law
7. Director, ASAP
8. Director ASET
9. Director, AIBAS
10. Deputy Dean Academic
11. Director Administration
12. Director CRC
13. Deputy. Director, IQAC, **Convener**
14. Controller of Examination/ Dy CoE
15. Director Outcome
16. Faculty Coord, AMIZONE

Registrar
Amity University Haryana
Manesar Gurgaon-122413

16-17. Two Assoc Professors
18-19. Two Asst. Professors
20. Sr. Asst Registrar
21. Manager, HR

22. Vacant   Member IQAC

Member from Management

23. To be nominated by the Chancellor   (from RBEF)

   Prof. (Dr.) Kamal Kant Dwivedi -- Senior Vice President RBEF

External Experts on Quality Management/ Industry/ Local Community

24-27: To be nominated by the Vice-Chancellor

Nominee of Students and Alumni (Names of student change on completion of programme)

28-30: To be nominated by the Vice-Chancellor

10. Frequency of the meeting:

(a) The IQAC at the Academic level will meet at least once a Semester and at the administrative level once a year.

(b) The Director/Coordinator/Member Secretary/Convenor would be responsible for the following:

   (i)   Circulate the Agenda points to all members.

   (ii)   Intimate the date and venue of the meeting.

   (iii)   Maintain records of the minutes of the meeting.

   (iv)   Follow-up action on the points discussed during the meeting.

   (v)   Maintain attendance record of the members during the meetings.

11. Academic and Administrative Audit:

   The IQAC at AUH shall carry out internal academic and administrative audits to ensure continual improvement in all the processes and procedures of the university. The academic audits will be conducted every semester by designing checklists for monitoring and reviewing the academic processes at AUH, and the reports will be shared with the institutes/schools.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

The IQAC at AUH will also conduct annual administrative audits of all the departments and laboratories/ studios/ media centres of the university by self-designed checklists to ensure smooth functioning and continual improvement of all the processes at AUH.

Further, the IQAC at the university will also organize an annual Academic Administrative Audit (AAA) of the Faculty of Studies at AUH by the external experts from academia/ industry to achieve academic excellence as per industry and higher education parameters. This audit by an external expert is a mandatory requirement of NAAC and other ranking agencies which the IQAC will conduct satisfactorily with the Heads of the Institutes/ Schools at AUH.

11. (a)   The Academic Institutes / Schools at AUH are as under:

S. No	Institutes
Faculty of Management Studies	
1	Amity Business School
2	Amity College of Commerce
3	Amity School of Hospitality
Faculty of Science Engineering & Technology	
4	Amity School of Engineering and Technology
5	Amity Institute of Biotechnology
6	Amity School of Applied Science
7	Amity School of Earth and Environment Studies
Faculty of Law	
8	Amity Law School
Faculty of Arts	
9	Amity School of Communication
10	Amity School of Liberal arts & Foreign Languages
11	Amity Institute of Design (ASFA & ASFDT)
Faculty of Health & Allied Sciences	
12	Amity Medical School
13	Amity College of Nursing
14	Amity Institute of Pharmacy
15	Amity Institute of Behavioural Science
16	Amity Institute of Clinical Psychology
Faculty of Architecture & Planning	
17	Amity School of Architecture and Planning

Registrar
Amity University Haryana
Manesar Gurgaon-122413

11. **(b) The Administrative Departments at AUH are as under:**

(i)   Registrar office

(ii)   HR office

(iii)   Office of International Affairs

(iv)   Corporate Resource Centre

(v)   Examination department

(vi)   Administration

(vii)   Transport

(viii) Maintenance

(ix)   Housekeeping.

(x)   Security

(xi)   Hostels

(xii)   Library

(xiii) Hospitality - Mess and Cafeterias.

(xiv) Laboratories

12. Conclusion:

The composition and functioning of IQAC at two levels have been implemented from the Academic Session 2014-15 to achieve quality objectives at Amity University Haryana in line with its Vision, Mission, Core Values.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Doctor of Philosophy (Ph.D) Regulation and Guidelines 2022-2023

AMITY UNIVERSITY HARYANA
GURUGRAM

TABLE OF CONTENTS

Registrar
Amity University Haryana
Manesar Gurgaon-122413

GUIDELINES FOR DOCTOR OF PHILOSOPHY (Ph.D) PROGRAMMES

Preamble

These regulations may be called "Guidelines for Doctor of Philosophy (Ph.D) Programmes" in compliance to University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degrees, Regulations, 2016). The degree of Doctor of Philosophy (herein after referred to as the Ph.D degree) of the Amity University Haryana, Gurugram shall be conferred on the scholar who fulfills the requirements as specified in these guidelines/regulations in a particular discipline or involving more than one discipline that contributes to an advancement of knowledge, approved by the Academic Council, University Research Committee (herein after referred to as the URC) and Departmental Research Committee (herein after referred to as the DRC and Research Advisory Committee (herein after referred to as RAC). The Ph.D programmes are offered on Full time and Part time basis at Amity University Haryana, Gurugram. The list of disciplines in which Ph.D degrees are being offered under various Schools/Faculties is attached at **Annexure-I**.

1. Eligibility Criteria for Admission

1.1 Master's/M.Phil degree holders satisfying the criteria stipulated by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

1.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled.

1.3 A person who's M.Phil. dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D programme of the same Institution.

2. Procedure for Admission:

2.1 The admission shall be based on the criteria notified by the Amity University Haryana, Gurugram, keeping in view the guidelines/norms in this regard issued by the University that takes into account the reservation policy of the Central/State Government from time to time (admission guidelines for Ph.D programme: **Annexure-II.**)

2.2 Admission will be based on a written exam and interview/viva voce.
   a) An Entrance Test shall be conducted and the qualifying percentage is 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The Entrance Test shall be conducted at the University Campus

notified in advance.
b) An interview/*viva-voce* to be organized by the University wherein the candidates are required to discuss their research interest/area through a presentation before a duly constituted DRC.

The interview/*viva voce* shall also consider the following aspects, viz. whether:
- the candidate possesses the competence for the proposed research;
- the research work can be suitably undertaken at the School/Institution;
- the proposed area of research can contribute to new/additional knowledge.

2.3 In case of relocation of Ph.D woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent school/ faculty/institution/supervisor from any funding agency. The scholar will however give due credit to the parent guide and the school/faculty/institution for the part of research already done.

3. Duration of the Programme:

Full Time
3.1 **Full-time research scholar:** shall mean a candidate who is enrolled for a Ph.D degree programmes devoting full-time at the University for completing the requirements of the programme. These include:

   3.1.1 Full-time Research Scholar/ Candidate (including foreign national) with/ without scholarship and sponsorship

   3.1.2 Research scholar (including a foreign national) getting financial support from Govt. / Semi Govt. agencies (QIP, CSIR, UGC, DAE, DST, DBT, NBHM, JEST, ICCR, NDF, DRDO, etc.)

   3.1.3 Research scholar (including JRF/SRF/RA) in a sponsored research project and who fulfills the admission requirement of Ph.D program at the Amity University Haryana, Gurugram.

3.2 Ph.D programme shall be for a minimum duration of three years (thirty six months), including course work and a maximum of six years. The research scholars are expected to be in contact on a regular basis with the Ph.D Supervisor. Leave may be sanctioned with prior permission/approval from his/her Ph.D Supervisor.

3.3 Extension beyond the above limit [one year] will be governed by university regulations and duly approved by the University Research Committee Format for request on extension of Ph.D Duration [**Annexure-III**]

3.4 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D in the maximum duration. In addition, the

4

Registrar
Amity University Haryana
Manesar Gurgaon-122413

women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D for up to 240 days.

Part Time

3.5 **Part-time research scholar:** shall mean a research scholar who is a working professional and is enrolled for the Ph.D degree program and devoting only a part of his time towards the pursuit of Ph.D programme while discharging his official/employment obligations.

   3.5.1 Research scholar working as a regular employee at the University.

   3.5.2 Research scholar working as a regular employee in any Government Department or Research Development Organization or Public Sector Undertaking or Registered Industry/ Company and also the faculty of a reputed educational institution will be eligible for admission to PhD programme as a Part-time Scholar and can provide a No Objection Certificate from the employer. The DRC has to ensure the fulfillment of these conditions at the time of interview.

   3.5.3 Research scholar working regularly full-time in an R&D project in the university can join as a part time research scholar, six months after joining the project, if his Ph.D topic is not related to the project as certified by the URC. However, part time research scholar may be given full time status when the project tenure is completed. To be accepted as a Ph.D research scholar, such a research scholar will have to undergo the same admission procedure as applicable in general.

3.6 Ph.D program shall be for a minimum duration of four years and six months (fifty four months) including the duration of course work and a maximum of six years.

3.7 Extension beyond the above limit [one year] will be governed by university regulations and duly approved by the University Research Committee [Format for request on extension of Ph.D duration **Annexure-III**]

3.8 In case of non-completion of research within the stipulated time, the scholar will have to re-register for the Ph. D program as per the admission procedures and guidelines. The full fee for Ph.D programme as on date shall be applicable. In this case re-registered scholars will be exempted from the coursework period/procedures.

3.9 **Conversion of Ph.D Candidacy**

   3.9.1 **Full-Time to Part-Time**

   (i) If the research scholar gets a professional employment and has to undergo the coursework as part of the program, he/she shall be allowed to take up the employment only   after completing the coursework.

5

(ii) The entire period spent as full time will be considered for part time conversion. The status of the research of Research Associates/Teaching Assistants/Ad-hoc Lecturer will be terminated.

3.9.2 **Part-Time to Full-Time**
(i) Sixty percent of the part time period will be considered for conversion.

4. Allocation of Ph.D Supervisor and Ph.D Co-Supervisor:

4.1 The Ph.D Supervisor should be a full time Professor/Associate Professor/Assistant Professor of Amity University Harayana, Gurugram. Any full time Professor of the university with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Ph.D supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the University Research Committee may relax the above condition for recognition of a person as Ph.D supervisor with reasons recorded in writing.

4.2 The Ph.D Supervisor will be allocated to the Ph.D research scholar within six months of the registration.

4.3 In case of topics which are of inter-disciplinary nature and the expertise in the concerned School/Institute has to be supplemented from outside, Departmental Research Committee may appoint a Ph.D Supervisor from the school itself, who shall be known as the Ph.D supervisor, and a Ph.D Co-Supervisor may be nominated from institutions of eminence, industry and academia with an approval of URC.

4.4 A Ph.D Supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil. and eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. scholars.

5. Change of Ph.D Supervisor
The change of Ph. D supervisor may be allowed or permitted with due approval from URC in the following conditions:

5.1 In case of death/illness of the supervisor or upon the request of the Ph. D supervisor.

5.2 In case the services of the Ph.D Supervisor expire at the University, the research scholar may be permitted to submit his/her thesis under the supervision of the same Ph. D supervisor and submit his/her thesis in accordance to the Ph. D regulations of the Amity University Haryana, Gurugram. The Ph.D supervisor will recommend on the continuity as a Ph.D supervisor to the DRC on the present status of the Ph. D research work and the progress along with the time frame to complete the process of Ph. D submission.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

6. Evaluation and Assessment Methods, Minimum Standards/Credits for Award of the Ph.D Degree

6.1 Candidates already holding M. Phil. degree and admitted to the Ph.D programme, or those who have already completed the course work in M.Phil and have been permitted to proceed to the Ph.D may be exempted from the Ph.D course work. All other candidates admitted to the Ph.D programme shall be required to complete the Ph.D course work as per the regulation/guidelines prescribed by the Amity University Haryana, Gurugram in compliance with University Grants Commission regulations, 2016.

6.2 Coursework successfully completed from other reputed institutions will be considered for exemption from Ph.D coursework on case to case basis. However the coursework should have been completed within a period of one year.

6.3 **Coursework Courses:**
  6.3.1 The total duration of the coursework should be of one semester
  6.3.2 Coursework will commence twice a year in the University (January & July)
  6.3.3 Credit assigned to the Ph.D coursework shall be fourteen credits
  6.3.4 The courses would be as follows:
  (i) Research Methodology & Computer Applications - 3 credits
  (ii) Specialized subject area   [**Annexure-IV**]   - 4 credits
  (iii) Seminar [including Research Writing/Workshop] - 5 credits
  (iv) Research and Publication Ethics   - 2 credits

6.4 A Ph.D. scholar has to obtain a minimum of 60% of marks in each of the courses in order to be eligible to continue in the programme and submit the thesis.

6.5 Examination fees to be charged main or reappear examinations per paper.

6.6 Duration - All candidates admitted to the Ph.D programmes shall be required to complete the course work prescribed by the School/Institution/College within one year of the Ph.D registration which includes appearing for one re-appear and supplementary exam as applicable. In case the candidate is unable to complete the coursework requirement within the duration then the candidate has to re-register for the Ph.D programme. The fee applicable will be as on date of the re-registration for Ph. D Program at Amity University Haryana, Gurugram.

6.7 The results of the course work examinations will be declared within one month from the date of commencement of the examination.

6.8 Once the candidate appears for the coursework he is eligible to present before the DRC for approval of (after recommendation of RAC) the synopsis of the proposed research. However the approval will be subject to the successful completion of the coursework.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

7. Procedure for Ph.D thesis submission

7.1 **Pre Ph.D Presentation**

    7.1.1 Prior to the submission of the thesis, the Ph.D scholar shall make a presentation before the DRC and RAC of the school/institution/college concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the thesis in consultation with the RAC.

    7.1.2 In case of major revision the DRC may recommend the candidate to reappear for Pre Ph.D presentation. The final thesis has to be submitted with a period of 3 months from the date of Pre Ph.D presentation. Candidate has to again appear for Pre Ph.D presentation after the revision work.

7.2 The candidate shall submit the Ph.D thesis along with other documents as per checklist given in Annexure to Office of Ph.D Programme.

7.3 The Ph.D research scholars must publish at least one research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints duly submitted to URC vide RAC.

7.4 A Plagiarism Certificate (indicating plagiarism not more than 10%) has to be obtained from the Dean-Academics Office of the University. While submitting for evaluation, the thesis shall have an undertaking from the Ph.D scholar and a certificate from the Ph.D supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same School/Institution/College where the work was carried out [Certificate of originality of work – Form/Format: **Annexure-V**]

7.5 The Ph.D. thesis submitted by a Ph.D scholar shall be evaluated by his/her Ph.D research supervisor and at least two external examiners, who are not in employment of the Amity University Haryana, Gurugram of whom one examiner may be from outside the country. The Public *Viva-Voce* examination, based among other things, on the comments given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by University Research Committee, Departmental Research Committee and Research Advisory Committee Members and other research scholars and other interested experts/researchers [Format for Certificate and Evaluation Comment from Ph.D thesis Supervisor(s) for Ph.D thesis submission **Annexure-VI**; Evaluation Report: Ph.D External Examiner: **Annexure-VII**].

7.6 **Approval of external examiners**: The Ph. D supervisor will recommend five-six names of the external examiners (Professors/Associate Professors) from reputed institutes. The Pro Vice Chancellor will nominate two external examiners from the recommended list for

Registrar
Amity University Haryana
Manesar Gurgaon-122413

evaluation of the Ph. D thesis. One of the two nominated external examiner will be invited by the Vice Chancellor for conducting the Ph. D Public Viva-voce of the Ph. D research scholar.

7.7 **Evaluation:** The Public V*iva-Voce* of the Ph.D research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the thesis is/are satisfactory and include a specific recommendation for conducting the Public V*iva-voce* examination. If the evaluation report of the external examiner of Ph.D thesis is unsatisfactory and does not recommend *viva-voce*, the University shall send the thesis to another external examiner out of the approved panel of examiners and the *viva-voce* examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree. If the research scholar wish to continue his/her Ph. D program then he/she has to reregister as per the prescribed regulations for admission to Ph.D program at the University. The fee applicable will be as on the date of re-registration of the Ph. D program at Amity University Haryana, Gurugram.

7.8 The University shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.

8. Withdrawal from the Ph. D Programme

8.1 A Ph. D research scholar may be permitted by the University Research Committee on the recommendation of DRC vide RAC to withdraw from the program on some specific reasons. The research scholar may be permitted to withdraw on following reasons;
(a) If the research scholar due to prolonged illness, supported by medical certificates.
(b) On the event of illness/death of scholar's parents/guardians/spouse.
Any other event in which the URC is convinced that the situation faced by the research scholar warrants his/her withdrawal from the programme.

9. Cancellation of Ph.D Registration

The registration of a Ph. D scholar shall be cancelled in any of the following conditions:

9.1 If the research scholar fails to successfully complete coursework as per Ph.D regulations.

9.2 If the research scholar progress report is rated 'unsatisfactory' in two successive semesters.

9.3 If the research scholar fails to submit his/her thesis within the maximum registration period of full time and part time.

9.4 If the research scholar absents himself/herself for a continuous period of six weeks

Registrar
Amity University Haryana
Manesar Gurgaon-122413

without sanction of leave by his/her Ph. D Supervisor/RAC.

9.5 If the research scholar fails to deposit the prescribed academic fee in the stipulated time frame as notified on the University Website and the admission brochure of the Ph.D enrollment.

9.6 If the research scholar withdraws from the Ph.D. Program on his/her request duly forwarded by his/her Ph.D supervisor to RAC/DRC to URC.

9.7 If any unfair means is deployed by the Ph.D. research scholar during the coursework, the research scholar registration will be cancelled.

9.8 If in case discrepancy misconduct on the recommendation of URC vide RAC

10. Format of Ph.D Thesis requirements

10.1 Chapter Title (Times New Roman 16 point – Bold)

10.2 The thesis needs to be prepared using a standard text and must be printed in black text (color for images, if necessary) using a laser printer or letter quality printer in standard typeface (Times New Roman font).

10.3 The thesis must be printed or photocopied on both sides of white paper. All copies of thesis pages must be clear, sharp and even, with uniform size and uniformly spaced characters, lines and margins on every page of good quality white paper of 70 GSM to be used

10.4 Thesis should be free from plagiarism and typographical errors.

10.5 **Size and Margins**

10.5.1 A4 is the recommended thesis size.

10.5.2 The top, bottom and right side margins should be 25 mm, whereas the left side margin should be 35 mm for both textual and non-textual (e.g., figures, tables) pages.

10.5.3 Content should not extend beyond the bottom margin except for completing a footnote, last line of chapter/subdivision, or figure/table caption.

10.5.4 A sub-head at the bottom of the page should have at least two full lines of content below it. If the sub-head is too short to allow this, it should begin on the next page.

10.5.5 All tables and figures should conform to the same requirements as text. Color may be used for figures. If tables and figures are large, they may be reduced to the standard size (provided the reduced area is not less than 50% of the original).

Registrar
Amity University Haryana
Manesar Gurgaon-122413

10.5.6 Scholars should ensure that all textual and illustrative material is distinct and legible.

10.5.7 Scholars should also submit the thesis in soft form (PDF) for storage and archival.

10.6 **Page Numbering**

10.6.1 Beginning with the first page of the text in the thesis (chapter 1), all pages should be numbered consecutively and consistently in Arabic numerals through the appendices.

10.6.2 Page numbers prior to Chapter 1 should be in lower case Roman numerals. The title page is considered to be page (i) without highlighting on the page in print.

10.7 **Line Spacing**

10.7.1 The general text of the manuscript should be in 1.5 spacing. Long tables, quotations, footnotes, multi-line captions and bibliographic entries (references) should be in single spacing (6 lines per inch), with text size in 12 points.

10.8 **Tables, Figures and Equations**

10.8.1 All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, etc.) should be prepared, wherever possible, on the same paper used to type the text and conform to the specifications outlined earlier. They should be inserted as close to the textual reference as possible.

10.8.2 Tables, figures and equations should be numbered sequentially either throughout the thesis or chapter-wise using Arabic numerals. They are referred to in the body of the text capitalizing the first letter of the word and number, as for instance, Table 17, Figure 24, Equation (33), or Table 5.3, Figure 3.11, Equation (4.16), etc.

10.8.3 If tables and figures are of only half a page or less, they may appear on the same page as text but separated above and below by triple line spacing. Font size for text should be the same as for the general text.

10.8.4 Good quality Line Drawings/figures must be drawn using standard software that provides direction rather than bit-map graphics. Figures must be scalable.

10.8.5 Images, Photographs, etc. must be scanned in resolution exceeding 200dpi with 256 grayscales for the monochrome images and 24 bit per pixel for the color images.

10.9 **Binding**

The research scholar should submit the copies of the thesis (Front Cover: Maroon Color) in fully bound form (four hard/soft bound) for Ph.D thesis respectively. Once the thesis is accepted, it is the research scholar's responsibility to get it properly bound (hard bound)

before depositing the required number of copies (Two Hard Bound of the Ph.D thesis-revised or as the case may be) with the Controller of Examinations, Amity University Haryana, Gurugram. The front cover of the bound copy should be the same as the title page of the thesis. The front cover should have printing on the side to include the author's name, abbreviated thesis title, degree, Faculty/School/Institute/College, and the year.

10.10 **Guidelines for Structuring Contents**

Sequence of Contents The following sequence for the thesis organization should be followed:

(i) Title Page

(ii) Certificate [**Annexure-VIII**]

(iii) Acknowledgement and/or Dedication

(iv) Table of Contents

(v) List of Figures

(vi) List of Tables

(vii) Illustrations, Symbols (wherever applicable)

(viii) Text of Thesis: Introduction, the body of the thesis, summary and conclusions

(ix) Bibliography and References

(x) Appendix

(xi) All the headings are centered (without punctuation) 25mm down the top edge of the page. The subsequent type-setting begins four spaces below the heading.

   Synopsis to be submitted along with the Ph. D thesis

10.11 **Title Page**

10.11.1 Ph.D thesis should contain an abstract not exceeding 300 words (about one page), and Ph.D. thesis should contain a synopsis not exceeding 5000 words in 1.5 spacing.

10.11.2 Ph.D. research scholars shall also separately submit 3 copies of the synopsis and abstract for transmission to various examiners duly signed by the Ph.D Supervisor and the Ph.D research scholar.

10.11.3 The PhD thesis for respective School/Institution/College shall be submitted in English.

10.11.4 The table of contents lists all material that follows it. Chapter titles, sections, first and second order sub-divisions, etc must be listed in it. Tables, figures, nomenclature, if used in the thesis, are listed under separate headings.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

10.12 **The Text of the Thesis**

   10.12.1 Introduction: Introduction may be the first chapter or its first major division. In either case, it should contain a brief statement of the problem investigated. It should outline the scope, aim, general character of the research and the reasons for the research scholar's interest in the problem.

   10.12.2 The body of Thesis: This is the substance of the thesis inclusive of all divisions, subdivisions, tables, figures, etc.

   10.12.3 Summary and conclusions If required, these are given as the last major division (chapter) of the text. A further and final subdivision titled "Scope for Further Work" may follow.

   10.12.4 Reference material: The list of references should appear as a consolidated list with references listed alphabetically as they appear in the text of the thesis. If pertinent works have been consulted but not specifically cited, they should be listed as Bibliography and References. Spacing and font size should be consistent inside a single reference, and there should be double spacing between two different references. Reference Format may be used as APA referencing format.

   10.12.5 **Appendix**
   Supplementary illustrative material, original data, and quotations too lengthy for inclusion in the text or which is not immediately essential to an understanding of the subject can be presented in Appendix (as Appendix A , Appendix B, etc.). Each appendix with its title should be listed separately in the table of contents. Likewise, tables and figures contained in the Appendices are to be included in the lists of tables and figures, respectively.

11. Ph. D thesis submission guidelines

The Ph.D research scholar shall be regularly monitored by RAC and DRC as per standard Ph.D regulations by the University. A full time research scholar shall be allowed to submit his/her thesis after a minimum three years of completion of the Ph.D duration including the coursework period and part time research scholars after 4.5 years of completion of Ph. D duration including the coursework period, provided the research scholar has completed the mandatory requirements to attain Ph.D degree. A check list is given here under for assessment of Ph. D programme:

1. Completion of the coursework
2. Regular submission of six monthly progress reports to URC by DRC vide RAC
3. Publication of research papers in referred journals/conferences/seminars
4. A Pre-Ph.D presentation in a seminar
5. Approval of the abstract of the thesis not less than 300 words.

6. Recommendation of RAC followed with DRC to URC

7. Submission of Plagiarism Report of the thesis

8. Four copies of Ph.D (hard/soft bound) thesis should be submitted for the purpose of evaluation. Two hard bound copies of the Ph.D thesis should be submitted after the Public Viva Voce examination (revisions if any) and a CD consisting of thesis in PDF format.

9. Copy of the abstract (300 Words) and Executive Summary duly signed by the Ph.D Supervisor and the Ph.D research scholar of the Ph. D thesis (in triplicate) including the key words (not less than 10) and list of abbreviations.

[Format for permission of DRC to submit the Ph.D research and summary of thesis for evaluation **Annexure-IX**; format for application for Ph.D thesis submission for evaluation **Annexure-X**; Format for Application for Final Ph.D thesis submission **Annexure-XI**; format for report of Public Viva-voce of Ph.D thesis **Annexure-XII**]

12. Public Viva-Voce Examination

12.1 Upon completion of the Ph. D submission, if the Ph. D thesis is recommended by the external examiners (two); a Pubic Viva-voce will be conducted with a fifteen days' notice to conduct the Public Viva-voce examination to the research Scholar, RAC, DRC, URC and the external examiners. The evaluation reports of the Ph.D Supervisor and the external examiners will be provided by DRC during the Public Viva-voce examination to the Public Viva-voce Board and the RAC members.

12.2 The DRC Chairman/Chairperson will be the convener of the Public Viva-voce board. The RAC Chairman/Chairperson (Ph.D Supervisor) will consolidate the results of Public Viva-voce examination and submit the same to URC.

12.3 If the research scholar fails to defend his/her thesis during the Public Viva-voce examination, the research scholar may be permitted to reappear for the Pubic Viva-voce examination after a period of three months with approval from the DRC.

13. Provisional Certificate and the Degree

13.1 The research scholar will be issued his/her Ph.D degree provisional certificate after successful completion of the Public Viva-Voce examination and is recommended by the DRC for an award of the Ph. D degree subsequently ratified by the URC. The date of the Public Viva-voce examination may be treated as the date of award of the Ph. D degree while the formal degree may be awarded during the convocation of the University.

13.2 The registrar of the Amity University Haryana, Gurugram shall communicate the award of the Ph. D degree through proper channel.

13.3 Following successful completion of the evaluation process and assessment to confer Ph.D degree, the registrar of the University shall provide a soft copy of the Ph.D thesis to the UGC.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

14. Composition of Committees and their functions

14.1 University Research Committee and its functions

(a) The role of URC is to formulate and lay down policy guidelines for the Ph.D Programs and to ensure high standards of research work at Amity University Haryana, Gurugram.

(b) There shall be a University Research Committee, for Ph.D scholars. The Pro-Vice Chancellor of the University shall be the Chairperson of the Committee. The URC in University shall consist of the following:
(i) Pro-Vice Chancellor - Chairperson
(ii) Dean Academics
(iii) Dean of respective Faculty/School/Institution/College
(iv) Controller of Examinations
(v) Ph.D Head/Ph.D Professor In-charge/Coordinator

(c) The University Research Committee shall meet at least once a quarter.

(d) Functions:
(i) Formulate policies related to and oversee research for Ph.D
(ii) Formulation of guidelines for registration of students, thesis supervision, programme design, and thesis evaluation.
(iii) Review and recommend areas/themes/ topics for research
(iv) Consider evaluation reports of Examiners for award of Ph.D
(v) To consider and approve the recommendations of DRCs including waivers of and exemptions from any of these Regulations.
(vi) Preparation of the consolidated reports on research efforts of the University.
(vii) Any other work related to research development and coordination.

14.2 Departmental Research Committee and its functions

(a) There shall be a Departmental Research Committee, for Ph.D scholars which will held four times in a year such as January, April, July and October respectively. The Head of the school/institution of Ph.D scholar shall be the Chairperson of this Committee. The DRC in University shall consist of the following:

(i) Head of the School/Institution/College concerned – Chairperson
(ii) Head of the Department concerned
(iii) All Professors and Associate Professors
(iv) At least one external expert

(b) The role of DRC is to invite and scrutinize applications and make admissions in Ph.D Programmes and perform functions as are required for operationalization of the Ph.D research degree programmes subject to the overall supervision and guidance of the University Research Committee (URC).

(i) A copy of the synopsis/research proposal [The length of the synopsis for the Ph.D proposal should be 4000 words. Format of synopsis/research proposal-**Annexure-XIII**] of each applicant shall be sent to all the members of the DRC through RAC at least 7 days before the meeting of the Committee.

(ii) In case the progress of the research scholar is unsatisfactory, the DRC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the DRC may recommend to the URC/School/Institution/College with specific reasons for cancellation of the registration of the research scholar.

(iii) The Head of the School/Institution/College shall provide infrastructural facilities, access to library resources to the Ph.D scholars on continuous basis.

(iv) DRC shall function as progress monitoring authority approving the topics and synopsis.

(v) DRC shall regulate registration and re-registration of the scholar.

(vi) To monitor the coursework classes of Ph.D scholars in consultation with RAC.

15. Research Advisory Committee and its functions

15.1 There shall be a Research Advisory Committee for each Ph.D scholar. The Ph.D supervisor of the scholar shall be the Chairperson of this Committee. The RAC of the University shall consist of the following:

(i) The Ph.D Supervisor - Chairperson
(ii) The Ph.D Co Supervisor
(iii) The Ph.D research scholar

15.2 This Committee shall have the following responsibilities:

(i) To review the research proposal and finalize the topic of research;
(ii) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
(iii) To periodically review and assist in the progress of the research work of the research Scholar.
(iv) A research scholar shall appear before the RAC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the DRC with a copy to the research scholar [Ph. D review and monitoring report **Annexure- XIV**]
(v) In case the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend to the institution/ college with specific reasons for cancellation of the registration of the research scholar.

16

Registrar
Amity University Haryana
Manesar Gurgaon-122413

LIST OF DISCIPLINES IN WHICH THE PH.D DEGREES OFFERED UNDER VARIOUS SCHOOLS/FACULTIES

Sl. No.	Faculty of Studies/ Department	School/ Institute	Programme	Programme Code
1	Faculty of Management Studies & Behavioural Sciences	Amity Business School	Ph.D in Management	13078
2	Faculty of Management Studies & Behavioural Sciences	Amity Business School	Ph.D in Economics	13708
3	Faculty of Management Studies & Behavioural Sciences	Amity College of Commerce	Ph.D in Commerce	13331
4	Faculty of Management Studies & Behavioural Sciences	Amity Institute of Behavioural & Allied Sciences	Ph.D in Psychology	13081
5	Faculty of Science Engineering and Technology	Amity School of Engineering & Technology	Ph.D in Engineering	13363
6	Faculty of Science Engineering and Technology	Amity School of Engineering & Technology	Ph.D in Information Technology	13535
7	Faculty of Science Engineering and Technology	Amity School of Engineering & Technology	Ph.D in Technology	131153
8	Faculty of Science Engineering and Technology	Amity School of Engineering & Technology	Ph.D in Nanotechnology	131055
9	Faculty of Science Engineering and Technology	Amity School of Applied Sciences	Ph.D in Mathematics	13317
10	Faculty of Science Engineering and Technology	Amity School of Applied Sciences	Ph.D in Physics	13313
11	Faculty of Science Engineering and Technology	Amity School of Applied Sciences	Ph.D in Chemistry	13315
12	Faculty of Science Engineering and Technology	Amity School of Applied Sciences	Ph.D in Forensic Science	13080
13	Faculty of Science Engineering and Technology	Amity School of Applied Sciences	Ph.D in Biochemistry	13847

Registrar
Amity University Haryana
Manesar Gurgaon-122413

14	Faculty of Science Engineering and Technology	Amity School of Earth & Environment Science	Ph.D in Earth & Environmental Science	131470
15	Faculty of Science Engineering and Technology	Amity School of Earth & Environment Science	Ph.D in Atmospheric Science & Technology	131051
16	Faculty of Science Engineering and Technology	Amity Institute of Biotechnology	Ph.D in Biotechnology	13173
17	Faculty of Science Engineering and Technology	Amity Institute of Biotechnology	Ph.D in Integrative Science	131339
18	Faculty of Science Engineering and Technology	Amity Institute of Biotechnology	Ph.D in Data Science	131334
19	Faculty of Arts	Amity School of Communication	Ph.D in Journalism & Mass Communication	13601
20	Faculty of Arts	Amity School of Communication	Ph.D in Mass Communication	13217
21	Faculty of Arts	Amity School of Communication	Ph.D in Social Media	13710
22	Faculty of Arts	Amity School of Liberal Arts & Foreign Languages	Ph.D in English	13327
23	Faculty of Arts	Amity School of Liberal Arts & Foreign Languages	Ph. D in Applied Linguistics & TESOL	131199
24	Faculty of Arts	Amity School of Liberal Arts & Foreign Languages	Ph. D in History	13841
25	Faculty of Arts	Amity School of Liberal Arts & Foreign Languages	Ph. D in Sanskrit	131569
26	Faculty of Arts	Amity Institute of Design	Ph.D in Fashion Technology	13635
27	Faculty of Arts	Amity Institute of Design	Ph.D in Fine Arts	131060
28	Faculty of Law	Amity Law School	Ph. D in Law	13152
29	Faculty of Health and Allied Sciences	Amity Medical School	Ph.D in Hospital Administration	13639
30	Faculty of Health and Allied Sciences	Amity Medical School	Ph.D in Dietetics & Applied Nutrition	13843
31	Faculty of Health and Allied Sciences	Amity Medical School	Ph.D in Optometry & Vision Science	13894
32	Faculty of Health and Allied Sciences	Amity Medical School	Ph.D in Public Health	13928
33	Faculty of Health and Allied Sciences	Amity College of Nursing	Ph.D in Nursing	131192

Registrar
Amity University Haryana
Manesar Gurgaon-122413

34	Faculty of Health and Allied Sciences	Amity Institute of Pharmacy	Ph.D in Pharmaceutical Sciences	13311
35	Faculty of Architecture and Planning	Amity School of Architecture & Planning	Ph.D in Planning	13611

Registrar
Amity University Haryana
Manesar Gurgaon-122413

ADMISSION GUIDELINES FOR PH.D PROGRAMME

1. Admissions to Ph.D Programme shall be open throughout the year. Entrance test to Ph.D admission will be conducted four times in a year on quarterly basis i.e. in the month of March, June, September and December for pre-determined intake for each Discipline.

2. An open advertisement (Yearly/Half Yearly/Quarterly) shall be issued inviting applications for admission to Ph.D Programme as per laid down time frame. The admission notification will also be uploaded on the website. Applications from the prospective candidates shall be received along with the following documents by the Ph.D. Admission Cell.

   I. Duly Filled Application Form.
   II. Degree certificate of Graduation & Post Graduation.
   III. Mark sheets of Graduation & Post Graduation.
   IV. Documents related to work experience (No Objection Certificate from the employer in case the candidate willing to enroll in part time Ph.D Program)
   V. 10th and 12th Pass Certificates
   VI. Equivalence Certificate of Association of Indian Universities (AIU) in case of Foreign University Degree.

3. In case of Foreign National applicants, Admission Cell should also procure following documents, in addition to those under Para 3:

   a) All International research scholars wishing to undertake any research work or join a Ph.D programmes will have to obtain prior security clearance from the Ministry of Home Affairs along with the approval of Department of Secondary & Higher Education, Ministry of Human Resources Development, Government of India. The interested candidates must be on the Research VISA endorsed to Amity University Haryana, Gurugram. No other endorsement shall be accepted. The Research Visa should be valid for the prescribed duration of the course. This is applicable to diplomats also.

   b) Submission of medical test report within a week from the date of admission from a Registered Medical Practitioner OR a Medical Practitioner nominated by Amity University Haryana, Gurugram.
   c) Adequate Medical Insurance Cover.

   d) All Foreign / NRI research scholars will be required to register themselves with the concerned District Foreign Registration Officer / Foreigners Regional Registration Officers, within 14 days of their first arrival in India.

   e) For any study/Programme to be undertaken at Amity University Haryana, Gurugram, an approval of Ministry of External Affairs (MEA) will be required through Protocol Division.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

4. The Ph.D. applications will be screened by the Admission Cell of the University to ensure completeness and readiness of all the documents in all respects. In case the application is found complete, the candidate may be required to appear for admission test and interview on a scheduled date, conducted by the Admission Cell and competent interview Board constituted by the respective head of the Schools/Institutions/Colleges at the University.

5. The Admission Cell will conduct admission test and interview on a schedule date. The results of the test will seek an approval of the Vice-chancellor with in 3days, along with the following documents:
   I. Recommendations of Interview Board.
   II. Name of the Proposed Guide submitted by the respective HoI's of concerned school/institution/college.

6. The respective Head of the Institution (HOI)/Head of the Department (HOD) of the Schools/Institutes/College will be informed by the. admission cell of the University post approval from the Vice Chancellor, who in turn (i.e. HoI) will intimate to the candidates on the formats as detailed below for various categories in which they are selected to the Ph. D registration.
   I. Candidates may be registered for Ph. D Program on Full Time / Part Time basis.
   II. Candidates to be registered on Full Time basis and also to be awarded Amity Science, Technology and Innovation Foundation (ASTIF) Fellowship.
   III. Candidate to be registered on Full Time basis and will be associated in varied research projects as JRF/SRF/RA.
   IV. Amity Faculty Fraternity to be registered on Part Time basis.
   V. Candidates from Research Labs with Memorandum of Understanding may be registered on Part Time basis.

7. Admission cell will generate the Ph.D admission offer letters of all successful candidates providing 2 weeks' time to deposit the fee.

8. The date of fee payment will be considered as the date of Registration, which will be duly mentioned in the letter of the candidate while allotting the enrolment number by the Amity University Haryana, Gurugram.

9. The Ph.D admission process will be completed in a stipulated time frame as per the calendar of events to be notified on the website / information bulletin.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

FORMAT FOR REQUEST FOR EXTENSION OF PH.D DURATION

1. **Name of Candidate:**
2. **Registration No.:**
3. **Faculty and Field:**
4. **Date of Admission:**

DETAILS OF PROGRESS OF Ph D WORK (as on date) Pre-PhD Course work:

Research Progress:

Publications:

REASONS OF EXTENSION OF DURATION
(may attach an additional sheet, if necessary)

Periods of Extensions already Granted : Period up to which Extension is requested:

Ph. D. Candidate

RECOMMENDATIONS OF THESIS SUPERVISOR(S) (may attach an additional sheet, if necessary)

Enclosures :

Recommended by DRC

Approval by URC

Registrar
Amity University Haryana
Manesar Gurgaon-122413

LIST OF PH.D COURSEWORK SPECIALIZED SUBJECT AREA

Sl. No.	School/ Institute	Programme	Course/ Subject Area	Course Code	Total Credit
1	Amity Business School	Ph.D in Management	Human Resource Management	MGT5002	4
2		Ph.D in Management	Managerial Finance	MGT5003	4
3		Ph.D in Management	Marketing Management	MGT5004	4
4		Ph.D in Management	International Business & Practices	MGT5005	4
5		Ph.D in Management	Operations Management	MGT5006	4
6		Ph.D in Economics	Economic Theory	ECO5002	4
7	Amity College of Commerce	Ph.D in Commerce	Advanced Learnings in Commerce	COM5002	4
8	Amity Institute of Behavioural & Allied Sciences	Ph.D in Psychology	Psychology	PSY5002	4
9	Amity School of Engineering & Technology	Ph.D in Engineering / Ph.D in Information Technology / Ph.D in Technology	Adhoc Wireless Networks	ECE5002	4
10			Digital signal processing	ECE5003	4
11			Advance Digital Circuits and System	ECE5004	4
12			Advanced Control & Instrumentation	ECE5005	4
13			Advanced Wireless Communication	ECE5006	4
14			Advanced Communication System	ECE5007	4
15			Data Communication and Network Security	CSE5002	4
16			Software Engineering	CSE5003	4
17			Soft Computing	CSE5004	4
18			Data Warehousing & Data Mining	CSE5005	4

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Amity University Haryana
Manesar Gurgaon-122413

			Numerical Analysis	MAE5002	4
19			Numerical Analysis	MAE5002	4
20			Advanced Manufacturing Process	MAE5003	4
21			Sustainable Constructions & Built Environment	CIV5002	4
22			Eco-friendly Energy and Power	ASE5002	4
23			Advances in Fluid Dynamics	ASE5003	4
24			Advanced Material Science	ASE5004	4
25			Renewable Energy Sources & Power Electronic Converters	RWE5002	4
26		Ph.D in Nanotechnology	Nanoscience and Nanotechnology	NAT5002	4
27		Ph.D in Mathematics	Advance Discrete Mathematics and Fuzzy Systems	MTH5002	4
28		Ph.D in Mathematics	Applied Numerical Methods	MTH5003	4
29		Ph.D in Mathematics	Engineering Reliability	MTH5004	4
30		Ph.D in Mathematics	Computational Fluid Dynamics	MTH5005	4
31		Ph.D in Mathematics	Statistics	MTH5006	4
32	Amity School of Applied Sciences	Ph.D in Mathematics	Topics in Analysis	MTH5007	4
33		Ph.D in Physics	Condensed Matter Physics and Nanotechnology	PHY5002	4
34		Ph.D in Physics	Material Science	PHY5003	4
35		Ph.D in Physics	Quantum Mechanics	PHY5004	4
36		Ph.D in Physics	Plasma Physics	PHY5005	4
37		Ph.D in Chemistry	Advances in Chemistry and Analytical Techniques	CHY5003	4

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Amity University Haryana
Manesar Gurgaon-122413

38		Ph.D in Forensic Science	Forensic Science	FCH5002	4
39		Ph.D in Biochemistry	Basic Biochemistry and Biochemical Analysis	BCH5002	4
40	Amity School of Earth & Environment Science	Ph.D in Earth & Environmental Science	Environmental Microbiology	ENV5002	4
41		Ph.D in Earth & Environmental Science	Environmental Science	ENV5003	4
42		Ph.D in Atmospheric Science & Technology	Meteorology & Geospatial Technology	AST5002	4
43	Amity Institute of Biotechnology	Ph.D in Biotechnology/ Ph.D in Integrative Science	Microbiology	BTC5002	4
44		Ph.D in Biotechnology/ Ph.D in Integrative Science	Bioinformatics	BTC5003	4
45		Ph.D in Biotechnology/ Ph.D in Integrative Science	Virology	BTC5004	4
46		Ph.D in Biotechnology/ Ph.D in Integrative Science	Molecular Biology	BTC5005	4
47		Ph.D in Data Science	Introduction to Data Science	DSC5002	4
48	Amity School of Communication	Ph.D in Journalism & Mass Communication / Ph.D in Mass Communication / Ph. D in Social Media	Media & Mass Communication	JRN5002	4
49			Electronic Media (Films)	JRN5003	4
50	Amity School of Liberal Arts &	Ph.D in English/ Ph.D in Applied	Literary Criticism & Indian Writings in English	ENG5002	4

Registrar
Amity University Haryana
Manesar Gurgaon-122413

51	Foreign Languages	Linguistics & TESOL	Linguistics & English Language Teaching	ENG5003	4
52		Ph. D in History	History	HIS5002	4
53		Ph. D in Sanskrit	Ancient and Modern Indian Knowledge Tradition	SKT5002	4
54	Amity Institute of Design	Ph.D in Fashion Technology	Fashion Technology	FST5002	4
55		Ph.D in Fine Arts	Current Trends in Visual Arts	FNA5002	4
56	Amity Law School	Ph. D in Law	Legal Theory and Constitutionalism	LAW5002	4
57		Ph.D in Hospital Administration	Hospital Administration	MHA5002	4
58	Amity Medical School	Ph.D in Dietetics & Applied Nutrition	Advances in Food & Nutrition	DAN5002	4
59		Ph.D in Optometry & Vision Science	Optometry & Vision Science	OPT5002	4
60		Ph.D in Public Health	Public Health	PUH5002	4
61	Amity College of Nursing	Ph.D in Nursing	Nursing Science and Theory Development including Nursing Leadership	NUR5002	4
62	Amity Institute of Pharmacy	Ph.D in Pharmaceutical Sciences	Pharmaceutical Sciences	PHA5002	4
63		Ph.D in Planning	Socio-Economic Dimensions in Planning	PLN5007	4
64	Amity School of Architecture & Planning	Ph.D in Planning	Applications of Geoinformatics	PLN5008	4
65		Ph.D in Planning	Transportation Planning and Management	PLN5009	4
66		Ph.D in Planning	Public Policy and Politics in Planning	PLN5010	4
67	For ABS, ACC, AIBAS, ASCO, AMS, ACON, & AIP	Compulsory	Research Methodology & Computer Applications	MGT5001	3

Registrar
Amity University Haryana
Manesar Gurgaon-122413

68	For ASET, ASAS & ASEES	Compulsory	Research Methodology & Computer Applications	MTH5001	3
69	For ASLA&FL	Compulsory	Research Methodology & Computer Applications	ENG5001	3
70	For ASAP	Compulsory	Research Methodology & Computer Applications	PLN5001	3
71	For ALS	Compulsory	Research Methodology & Computer Applications	LAW5001	3
72	For AIB	Compulsory	Research Methodology & Computer Applications	BTC5001	3
73	For AID (Fine Arts)	Compulsory	Research Methodology & Computer Applications	FNA5001	3
74	For all Programmes	Compulsory	Seminar	GEN5038	5
75	For all Programmes	Compulsory	Research & Publication Ethics	GEN5039	2

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Manesar Gurgaon-122413

FORMAT ON PLAGIARISM REPORT/CERTIFICATE
Department of Academic Affairs

Date: date-month-year

This is to certify that the Ph.D. Thesis

_____of_____, under the supervision of

_____ has been reviewed by the use

of plagiarism software "**DrillBit**".

The results are as follows.

The similarity index is found to be _____ **%** after applying the following exclusions
        (i) Bibliography
        (ii) References
        (iii) <1%

(Program Manager/Dy. Dean)

CC to :
      COE
      Pro-VC & Dean Academics

Undertaking By Supervisor

I agree that the following exclusions are justified based on the nature of research work.
The similarity index is found to be _____**%** after applying the following exclusions
        (i) Bibliography
        (ii) References
        (iii) <1%

Signature:

Name:

Designation:
Name of the Institute:

Registrar
Amity University Haryana
Manesar Gurgaon-122413

FORMAT FOR CERTIFICTE AND EVALUATION FROM THESIS SUPERVISOR(S) FOR PH.D THESIS SUBMISSION

The Research Summary and the Thesis for Evaluation should be accompanied with this Certificate issued by the Supervisor(s)

1. **Name of Candidate** :

2. **Registration No.** :

3. **Faculty and Field** :

4. **Date of Admission** :

I/We certify

(i) that the thesis embodies the original work of the candidate and it has not been earlier submitted for any Degree or Diploma.

(ii) that the candidate worked under him/them for the period prescribed by the DRC.

(iii) that he/she has put in not less than 75 percent of attendance during the Ph.D Program for full time at the designated place of work with at least one of the Supervisor(s).

(iv) that the thesis fulfills the requirements

Ph.D Supervisor Evaluation Comments:

Names and Signature of Thesis Supervisor(s)

Registrar
Amity University Haryana
Manesar Gurgaon-122413

FORMAT FOR EVALUATION REPORT OF PH.D THESIS

CONFIDENTIAL

1. **Name of Candidate**:
2. **Registration No.** :
3. **Thesis Title:**

----
4. **General Features of the Thesis :**
(i) Organization and Presentation :
(ii) Is the quality of the work comparable with that in other Universities of repute?
(iii)Does the thesis embodies any new ideas with original thoughts and makes a significant
    contribution to knowledge?

5. Comments: (A separate sheet may be attached)
  (i) Composition, grammar, language or typographical errors.
  (ii) Technical contents the thesis.
  (iii)Highlights, strong and weak points in the thesis.

6. Queries and Suggestions: (A separate sheet may be attached)
Queries and/or suggestions for minor or major modifications may be mentioned with adequate
details so as to enable the candidate
  (i) to prepare a written response and also
  (ii) to incorporate the suggestions into the thesis to the satisfaction of supervisor(s), and/or
      of viva-voce board and/or of the examiner, as outlined in section 7 of this report.

7. Specific Recommendations. Tick mark ($\sqrt{}$) only one of the followings.
  a. **(Acceptable)** The thesis is acceptable as it is.
  b. **(Acceptable after Minor Technical Revisions/Language Corrections)**The thesis is
      acceptable after minor revisions as specified in my suggestions, to the satisfaction of the
      viva-voce examination board.
  c. **(Major Technical Modifications and Re-evaluation)**The thesis needs major technical
      improvements/modifications which must be carried out to my satisfaction before I
      recommend the thesis for acceptance.
  d. **(Rejected).** The thesis is rejected as it does not meet the minimum standards.

8. Questions to be asked at the time of viva-voce examination **(optional)** (maximum upto 5).
Should the questions be communicated to the candidate before the oral examination ?

(Name and Signature of the Examiner)
No. of sheets attached:-----------**E-mail:** ---------------------- **contact number:** …….…….………
**(It is the policy of the University not to reveal the names of the examiners requested for
evaluation of Ph D thesis)**

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<u>CERTIFICATE</u>

Certified that the thesis entitled, ………………………………………….,……………………. submitted at Amity University Haryana Gurugram, for the award of degree of Doctor of Philosophy in …………………….. Is the original research work of…………………………….., a bonafide PhD Research Scholar, at the …………………………………………………………, Amity University Haryana Gurugram carried out under my/our guidance and supervision.

It is further certified that the thesis is submitted for the first time and the candidate has fulfilled all the statutory requirements for the completion of the doctoral programme.

Ph.D Supervisor   **Ph.D Co-Supervisor**

31

FORMAT FOR PERMISSION OF DRC TO SUBMIT THE
PH.D RESEARCH SUMMARY AND THESIS FOR EVALUATION

DRC Meeting No. ---------------------------- **Date of Meeting :** ----------------------------

FACULTY: ---------------------------------- **FIELD**: ---

1. **Name of Candidate**:
2. **Registration No. :**
3. **Research Topic** (as at present):

----

4. **Research Place** :
5. **Supervisor -1** :
6. **Supervisor -2** :

REVIEW

1. Research Progress: **Satisfactory/Not Satisfactory**

Comments :

----
2. Progress of Pre-Ph. D Courses Suggested : Satisfactory / Not Satisfactory

Comments :

3.. Progress of Publications : Satisfactory / Not Satisfactory

Comments :

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Manesar Gurgaon-122413

RECOMMENDATIONS

1. Permission granted for submission of Research Summary and preparation of thesis for evaluation.   **YES   NO**

2. Permission granted for submission of Research Summary with conditions**:**

Comments : ---
----
3. Other remarks (if required): --

Chairperson, DRC

Committee members

                                             Signature:

1. Name

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Amity University Haryana
Manesar Gurgaon-122413

FORMAT FOR APPLICATION FOR PH.D THESIS SUBMISSION FOR EVALUATION

The Application to be submitted in Duplicate

1. **Name of Candidate** :
2. **Registration No**:
3. **Faculty** :
4. **Field** :
5. **Date of Admission** :
6. **Date of Permission of DRC for Submission** :

CERTIFICATE FOR PH.D THESIS SUBMISSION FOR EVALUATION

1. Thesis Preparation Guide was referred to for preparing the thesis.	YES/NO
2. Specifications regarding thesis format have been closely followed.	YES/NO
3. The contents of the thesis have been organized based on the guidelines.	YES/NO
4. The thesis has been prepared without resorting to plagiarism.	YES/NO
5. All sources used have been cited appropriately.	YES/NO
6. The thesis has not been submitted elsewhere for a degree.	YES/NO
7. Submitted 4 hard/soft bound copies plus one CD.	YES/NO
8. Compliance Report (in case of major revisions).	YES/NO

(Signature of the Candidate)
Name:

Signature of Ph.D Thesis Supervisor(s)

Name:

Registrar
Amity University Haryana
Manesar Gurgaon-122413

FORMAT FOR APPLICATION FOR FINAL PH.D THESIS SUBMISSION

The Application to be submitted in Duplicate

1. **Name of Candidate** :
2. **Registration No.** :
3. **Faculty** :
4. **Field** :
5. **Date of Admission** :
6. **Date of Viva Voce Examination** :

CERTIFICATE FOR FINAL PH.D THESIS SUBMISSION

1.	Thesis Preparation Guide was referred to for preparing the thesis.	YES/NO
2.	Specifications regarding thesis format have been closely followed.	YES/NO
3.	The contents of the thesis have been organized based on the guidelines.	YES/NO
4.	The thesis has been prepared without resorting to plagiarism.	YES/NO
5.	All sources used have been cited appropriately.	YES/NO
6.	The thesis has not been submitted elsewhere for a degree.	YES/NO
7.	All the corrections suggested by the examiners and Board members have been incorporated.	
		YES/NO
8.	Submitted 2 hard bound copies plus one CD.	YES/NO

(Signature of the Candidate)
Name:

Signature of Ph.D Thesis Supervisor(s)
Name:

35

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Manesar Gurgaon-122413

FORMAT FOR REPORT OF VIVA-VOCE EXAMINAION OF PH.D THESIS

CONFIDENTIAL
   1. **Name of Candidate**:
   2. **Registration No.** :
   3. **Thesis Title :**

----

   4. **Thesis Supervisor1 : Name :**

Affiliation:

Thesis Supervisor 2: Name.:

Affiliation.:
   5. **Overall Comments of the Board on the Public Viva-voce Examination :**

----

   6. **Report of the Public Viva-voce Board :**
The candidate is recommended for the award of the Ph.D. degree.

The viva-voce examination is not satisfactory. The candidate is advised to reappear in viva-voce examination any time after six months.

7. Signature of Public Viva-voce Board Members :
   Name   **Affiliation**   **Signature**
   1.
   2.
   3.

8. Thesis Supervisor(s) :
   Name   **Signature**
   1.
   2.

Chairperson, DRC

Approved by Chairperson, URC

Registrar
Amity University Haryana
Manesar Gurgaon-122413

FORMAT FOR SYNOPSIS/ RESEARCH PROPOSAL

[1] Name :
[2] PhD Registration : ……………
[3] Faculty/Field :
[4] Supervisors :

1. Title Page (one page)
(Proposed Title of the Thesis, Name of the Candidate, Roll No., Name of Supervisors, Field of Study, Faculty, University Name, Date)

2. Introduction (one page) :
(Aims and Objectives of the Research in about 300 words)

3. Review of the Previous Work (National and International) (3-4 pages) :

(Critical review of the literature on the topic of the thesis; not a chronological abstraction. Should organize the literature reviewed in a matrix form for example, with issues as columns and references as rows; or otherwise. Should highlight the updates at every progress review)

4. Identification of Research Gap and Problem (one page) :

(Should be linked with the Literature Review with emphasis on importance of the proposed theme/topic of research)

5. Expected Impact on Academics/ Industry (one page) :

6. Methodology of the Research Work (one-two pages) :

7. Major Inputs (infrastructure) Required (one page) :

8. List of up- to-date References (in standard format) :

(should build up with progress of time; list books, international journals, national journals, reports, etc.)

9. Time and Physical Progress of Work (a PERT Chart) (one page):

Signature of the Candidate

Name and Signature of Supervisor(s)

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Title of the Thesis

SYNOPSIS / RESEARCH PROPOSAL/THESIS

SUBMITTED IN FULFILMENT OF THE REQUIREMENT FOR THE AWARD OF THE
DEGREE
OF
DOCTOR OF PHILOSOPHY

IN

(**SUBJECT**)

By

A.B.C. *(full name of the candidate)*
Registration No.

UNDER THE GUIDANCE OF

Dr. P.Q.R (*full name of the guide*)

DEPARTMENT …………………………….

Amity University Haryana, Gurugram
Manesar-122413

YEAR…………

FORMAT FOR PH.D PROGRESS REVIEW AND
MONITORING REPORT

Meeting No. --------------------------------------- **Date of Meeting :** -------------------------

FACULTY : -------------------------------------- **FIELD**--

1. Name of Candidate:

2. Registration No. :

3. Research Topic (as at present):

----

   4. Research Place :

   5. Supervisor-1: ---
   6. Supervisor-2: --

Ph.D RESEARCH PROGRESS REVIEW

   1. Research Progress : Satisfactory/ Not Satisfactory Comments: :

----

   2. Progress of Pre-Ph. D Courses Suggested

----

   3. Progress of Publications

Chairperson, DRC

Registrar
Amity University Haryana
Manesar Gurgaon-122413

AMITY UNIVERSITY, HARYANA

STANDARD OPERATING PROCEDURE FOR FIELD VISIT UNDERTAKEN BY STUDENTS AND FACULTY

Preface:

As a part of the curriculum , students of various disciplines of the University need to take up field studies from time to time. This is generally incorporated during the Course / syllabi preparation to enable the students to be aware of such visits.

Following Procedures need to be followed for such field visits:

STUDENTS:

The Department must identify the destination of such visit on the basis of the academic requirement and preferably not located at very far distance.

The willing students should be identified by the concerned HOI and inform them and their parents well in advance.

The students will bear the cost of travel, stay and other expenses

The students will give an undertaking signed by them, parent and countersigned by the HOI of the School /institute and submit the same to Registrar's office at least two days before going out. The undertaking is required to be kept in their personal Files. The students will be liable for any disciplinary action in case of any breach of the clauses of the Undertaking.

During the tour and field work , they will be under the supervision of their Faculty and they will abide by the schedule chalked out by the Faculty. The Faculty may take the students into confidence as they are the stakeholders in the Field work.

After Returning from the trip, the students must submit a report to the concerned HOI through the Faculty who accompanied them in the tour.

The students must conduct themselves properly during the field work and leave no room from any critical comments from the concerned at their place of field work, place of stay and in public places**.**

FACULTY:

The Faculty (s) to accompany the students must be decided by the HOI and her/his subject must be related to this area.

The cost of travel/ stay and other expenses will be borne by the University subject to submission of the proposal at least five/six weeks before the departure and approval of the competent authority.

The Faculty will be responsible for submission of Undertaking by the students, their conduct during the entire duration of field work and ensure that the time spent in outdoor location is useful for their academic activity.

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Amity University Haryana
Manesar Gurgaon-122413

In case of any unwanted development or sickness of any student during the field work, the Faculty will take appropriate action to inform the parents of the concerned students and also inform the Registrar accordingly.

On return from the tour, the Faculty (s) concerned will submit a detailed report indicating the performance of the students, their achievements, if any etc and submit to the HOI. HOI may send the same to the Dean Academics for records.

****

Registrar
Amity University Haryana
Manesar Gurgaon-122413

AMITY UNIVERSITY
HARYANA

GUIDELINES ON ACADEMIC
ADMINISTRATIVE AUDIT

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Registrar
Amity University Haryana
Manesar Gurgaon-122413

GUIDELINES ON ACADEMIC ADMINISTRATIVE AUDIT

AUH/ IQAC/ AAG/ 2017

1.0 Introduction:

To achieve excellence, meticulous planning and effective conduct of courses are of paramount importance in any academic programme of an institution. It becomes even more desirable when academic programmes and courses are offered in different institutions and in different disciplines Furthermore, keeping with current and future trends, focus on interdisciplinary and trans-departmental cooperation has become highly desirable.

2.0 Short Title, Application and Commencement

2.1 These guidelines may be called Amity University Academic Audit guidelines.

2.2 These guidelines shall apply to all concerned from date of notification.

2.3 These guidelines shall come into force with effect from the date of AC/BOM approval.

3.0 Objectives

Amity University on one hand believes that individual faculty member's creativity and innovative ideas are constantly harnessed without being suppressed by rigidity of a system, on the other it would ensure that certain broad academic parameters and standards are observed and maintained without compromise. Such an approach is essential to making the University a truly New-Age University. The objectives of maintaining academic standards and promoting innovation have also been clearly articulated and emphasized in the Act, Statutes, Ordinances, Regulations and Guidelines of the University. Keeping this in mind AUH has developed a credit based flexible curricular framework that promotes openness and strengthens trans-departmental focus in a student centric environment. Further, tracks of open electives, value added courses and minor degrees with major are offered to the students. This distinguished feature at the university provides individual students an opportunity to create their own degree.

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Amity University Haryana
Manesar Gurgaon-122413

4.0 Methodology

To achieve the abovementioned objectives, the University will conduct Academic Audit during each semester wherein a team comprising of senior officers of the University/Heads of Institutions/HODs/ IQAC coordinators / Sen. Faculty Members as approved by the Vice Chancellor shall be visiting the institutions during each semester. The schedule of the audit will be sent to the institutions in advance (attached as **Annexure-A**). The aim will be to facilitate the process of implementation and compliance to broad parameters and maintenance of certain minimum standards outlined in different regulations and guidelines and the Course Register issued by the University.

The In-house academic audit will help in bringing out innovative ideas in the systems and processes concerning all the domain activities of an institution. It is also aimed at identifying the innovative practices at different institutions, benchmarking them with the best practices elsewhere in higher education and transferring them to other Amity institutions so that the University can achieve higher levels of excellence.

The University will also conduct an Academic Administrative Audit (AAA) by external members from academia/ industry etc. (attached as **Annexure- B**). It will be carried out once a year to achieve excellence as per industry and higher education parameters.

5.0 The scope of the Academic Audit would be the following:

- ➢ The curriculum and scheme of evaluation adopted for each course (Course Register)
- ➢ How has the course delivery been planned and is being followed? (Course Register)
- ➢ What has been the pace of course coverage? (Course Register)
- ➢ How is continuous evaluation being followed? (Formative assessment)
- ➢ Evaluation methods adopted for internal and external examinations.
- ➢ The pedagogy being followed, and innovations brought therein (Course Register)

Registrar
Amity University Haryana
Manesar Gurgaon-122413

- ➢ Optimization and integration of modern methods of teaching, learning and evaluation
- ➢ Availability of teaching and non- teaching faculty.
- ➢ Regularity of students in attending classes (Course Register)
- ➢ Regularity of faculty members in taking classes (Course Register)
- ➢ Value added courses being offered to students to achieve a holistic development of their personality.
- ➢ Are 101 attributes of Amitians being inculcated in the students.
- ➢ Are extra-curricular activities being organized- adequate, less or more
- ➢ Orientation of the faculty and students towards research.
- ➢ Academic integrity of faculty, staff and students.
- ➢ Research facilities and research output in the form of publications and patents.
- ➢ Initiatives towards corporate training and consultancy activities.
- ➢ The status of faculty development programmes.
- ➢ Infrastructural facilities, teaching aids, computers, library and lab equipment's etc. and its optimum utilization.
- ➢ Mentoring system, introduction of Remedial classes, Bridge courses, guidance for NET/SLET and other competitive examinations.
- ➢ Skill development and personality development programmes.
- ➢ Feedback mechanism used for assessing the performance of teachers by students and for curricular development and enrichment.
- ➢ Quality initiatives promoted by institutions as suggested by IQAC.
- ➢ Strengths, Weaknesses, Opportunities and Challenges of the department.
- ➢ Strategic plans for future.
- ➢ Any other issue perceived appropriate as by the team.

6.0 The audit exercise will (at least) include the following:

- ➢ Meeting with the head of the institution (alone or with the deans and programme directors)
- ➢ Audit of duly filled proforma by the HOI/HOD at **Annexure- B.**
- ➢ Meeting with the faculty members.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

- ➢ Meeting with the students and the student committees.
- ➢ Meeting with the staff members involved in academic administration.

The convener of the team may decide on the spot if any other process is needed. The heads of the institution are requested to extend full support to the team and provide all the information needed so that, we together can make Amity University achieve excellence by creating quality circles at all domains of functioning in the institutions and create an environment of constructive mutual feedback and focus on continual improvement of systems and processes at AUH.

Conclusion

The team will submit a report to the University after the visit but, latest within a month.

Dy. Director IQAC
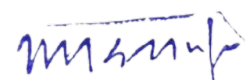
Registrar
Amity University Haryana
Manesar Gurgaon-122413

AMITY UNIVERSITY
—— HARYANA ——

LIBRARY MANUAL

Table of Contents

Registrar
Amity University Haryana
Manesar Gurgaon-122413

1. LIBRARY: AN INTRODUCTION

A library is an organized collection of sources of information and similar resources, made accessible to a defined community for reference or borrowing. It provides physical or digital access to material.
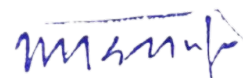
A modern general term for library is; Library and Information Center, Resource Center, Knowledge Center, Learning Resource Center, etc.

1.1 Central Library, Amity University Haryana

Central library is well equipped with text books, reference books, journals, magazines, e-resources, and newspapers, etc. The Library building is located in D-Block. Total area of the library is 50,000 sq. ft. and fully automated / computerized with Open Source Library Management Software (LMS) "KOHA". All the books are classified with Dewey Decimal Classification (DDC) International Classification scheme and bar-coding.

1.2 Departmental Library

Departmental Libraries–Law Library, Architecture Library, Pharmacy Library and Nursing Library are well equipped as per according to Council norms like BCI, PCI, COA, INC and AICTE etc.

2. LIBRARY PERSONNEL

2.1   Functional Organizational Structure of the University Library

```
                          ┌──────────────┐
                          │ Chairperson  │
                          └──────┬───────┘
                                 │
        ┌────────────────────────┴────────────────────────┐
        │                                                  │
┌───────▼──────────────┐      ───────►      ┌──────────────▼──────────┐
│ Library Advisory      │                    │ Librarian/Dy. Librarian │
│ Committee             │      ◄───────      └──────────────┬──────────┘
└───────────────────────┘                                   │
                                              ┌─────────────▼──────────┐
                                              │  Assistant Librarian   │
                                              └─────────────┬──────────┘
              ┌────────────────────────────────────────────┴──────┐
              │                                                    │
      ┌───────▼────────────┐                          ┌────────────▼──────────────┐
      │ Library Assistants │                          │ Clerks/Computer Operators │
      └───────┬────────────┘                          └────────────┬──────────────┘
              │                                                     │
       ┌──────┴──────────────────────────┬──────────────────────────┐
       │                                  │                          │
┌──────▼────────┐              ┌──────────▼────┐          ┌───────────▼─────────┐
│   Attendant   │              │    Peons      │          │  Security Guards    │
└───────────────┘              └───────────────┘          └─────────────────────┘
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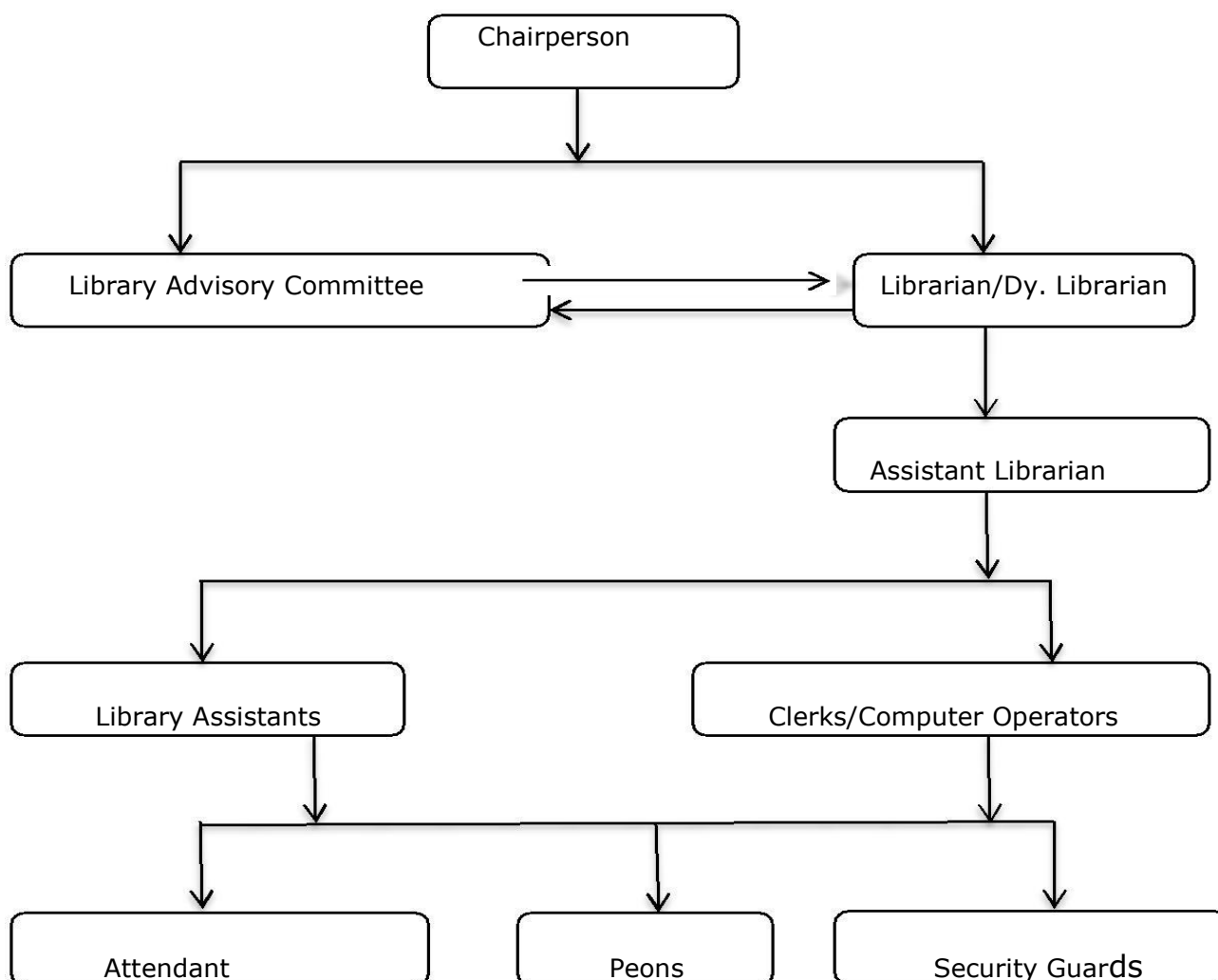
2.2   Librarian

Librarian is a Head of the Department (HoD) of Library and Information Center.

The job description of a Librarian is as follows:

- Assume responsibility for the daily operation of the Library and the supervision of the staff.

- Implement the collection development process and planning and developing of the library.

- Orienting the users towards effective utilization of Library services.

- Supervising circulation (charging and discharging) of books and learning materials.

- Arranging for stock verification of library collection and weed-out/write-off books.

- Strengthen library automation, e-library-digital aspects.

- Maintain records and statistics and submit reports as required.

2.3 Assistant Librarian

The Assistant Librarian work under the supervision of a Librarian provides a wide variety of work/services and administrative support. The Assistant librarian is responsible to the Librarian.

The job description of a Assistant Librarian is as follows:
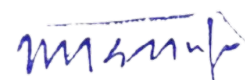
- Acquisition of books, Maintain files records, technical work of books & journals, Maintain Databases.

- To assist Stock taking.

- Coordinate with vendor's about missing issues.(Books & Journals).

- Arrange to maintain library clean, safe and organized.

- Cataloguing and indexing of books and periodicals.

- Perform the library work as assigned by the librarian at time to time.

2.4 Library Assistant

The Library Assistant is report to the Librarian/ In-charge of Library.

The job description of a Library Assistant is as follows:

- To work under overall supervision of the Librarian.

- Assist the users towards effective utilization of Library services.

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- Any other library works allotted by the librarian.

- To check-in, check-out and circulation of library materials.

- Perform patron registration and transaction activities.

- Maintain circulation records and make reserves on requested books.

2.5 Computer Operator:

The Computer Operator is report to the Librarian.

The job description of a Computer Operator is as follows:

- Typing work /library routine work; Manages and maintain the Library Database, Data entry and library software; Any other library works assigned by the Librarian.

2.6 Library Attendants

Library Attendants are report to the Librarian/Assistant Librarian in day to day activities.

The job description of a Library Attendant is as follows:

- To check in/out at the entrance gate; to control at the property counter; to maintain and upkeep/cleaning of library; Labeling and pasting, repairing and binding of books; to maintain the books and periodicals properly; any other work assigned by his superiors.

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3.   Library Rules and Regulations

The Library rules and regulations are set by the Librarian and Library Advisory Committee.

3.1 LOAN PRIVILEGES

The following are the loan privileges of different categories of members:

Category	No. of books	Period
Faculty Members	6	30 days
Students	3	14 days
Research Scholars	6	30 days
Officers/ Non Teaching Staff	2	30 days

3.2 LIBRARY TIMINGS

The normal hours of operation for the central library to be open to the students and faculty members are as follows:

Working Day's	Timings
Monday-Friday	09:00 a.m. - 09:00 p.m. Circulation (09:00 a.m. – 4:30 p.m.)
Saturday - Sunday	10:00 a.m. - 04:00 p.m. (Reading only)

The library will remain closed on selected holidays observed by Amity University Haryana. This schedule is subject to change due to unforeseen eventualities, emergencies, bad weather etc. the information of which will be reflected on AMIZONE and Library Notice Board.

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4. Library and Information Services and Facilities

The Library services refer to facilities provided by the library for the use of books and reading materials and dissemination of information for the need and meet the user's requirement.

The following are the important services:

- Circulation

- News Paper Clippings

- Reference Service/Referral Service

- Inter-Library Loan

- User Education

- Reprography Service

- Online Public Access Catalogue (OPAC) Service

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5.   LIBRARY ADVISORY COMMITTEE

Library committees are generally appointed for improving the library services and framing of policies in universities. Library Committee will meet at least once in a year under the chairperson of the library. Library Committee will also obtain feedback from the students with regards to procurement of book, functioning of the library etc. and sort out the library related problems after discussion with the Chairperson in due course.

5.1   Formation of a Library Advisory Committee

Library Committees will be formed by the Institutions of Amity University, Haryana. It will be headed by a Chairperson which will be deputed by the HOI/Director/Dy. Director Professor/Assistant Professor. The members of the Committee will be drawn from the senior faculty of the respective Institutions. It will also have a member Secretary. Librarian will attend the Library Committee meetings as member in attendance. Library Committee will also obtain to procurement of books & Journals, functioning of the Library etc and sort out the Library related problems after discussion with the Chairman Library. Each Department in an Institution will form a Library Sub Committee to cater for the needs of the Departments.

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6. Procurement of Learning Resources

Procurement of learning resource constitutes the primary responsibility of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Whether it's a book, journal or an online database, any learning resource that gets added goes through a meticulous selection process. And since this collection building requires huge sums of money and has long-lasting repercussions, it is very much essential that libraries have a well thought out collection development policy.

6.1   System of Purchasing (SOP)

A Library can procure books and journals as per SOP.

6.1.1 Procurement of Books:

a) Books requirement should be projected advance before commencement of Semester

b) Faculty can recommend the books to be procured for their prescribed text books & reference as per syllabus.

c) Students/Research Scholars can also recommend the books for procurement provided their recommendation is endorsed by a faculty member

d) Library will provide catalogue of publishers to respective Institutions/ Department.

e) It should be checked with library before preparation of list (avoid duplicate book) by OPAC.

f) List of books should be prepared included (title, subtitle, author, publisher, edition, year, price, ISBN)

a) Library will take price of the books through ESO. Foreign Exchange rates to be charged according to Good Offices Committee Report Rates (GOC)

g) List to be signed by Librarian/ Director/ HOI/HOD.

h) Completed list of Books should be approved by Chairperson of Library Committee & VC.

i) Final approval by the Head Office.

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j) Purchase Orders will be issued by the ESO (Centralized Purchasing Office) to vendor.

k) Procurement of Foreign books, it will take Two Months and Indian books will take One month.

6.1.2 Procurement Process

The processing work of a library is the pivot round which all its activities revolve. The following are the technical process through which a book passed before it is sent to the shelves after it is acquired.

I. Accessioning

- Accessioning: Enter the details of the Invoice and Books in Accession Register & Library Management Software KOHA.
- Assign Accession Numbers to Titles in Computer Purchase Bills
- Maintain Bill File
- Maintain Bill Register Data in EXCEL Sheet for reporting

II. Invoice Processing:

- Receive Books from Suppliers/Vendors
- Crosschecking with Purchase Orders,
- Foreign Exchange Rate Verification as per Good Offices Committee Report rates,
- Price Proof Verification for Foreign Publications and for books on which price is not mentioned (Photocopy of the Publisher catalogue, Print out from the Publisher's Website, photocopy of the invoice received by the supplier from the distributor)
- Prepare Books Report in ILMS KOHA.
- Prepare Purchased Bill in Excel.

III. Classifying

- Classify Books as per the Dewey decimal classification (DDC) Scheme.
- Write the Class No. & Book No. on the spine of the books along with Barcode.

IV. Cataloguing:

- Cataloguing (MARC 21 Automated) through ILMS KOHA Software.

V. Processing Books:

- Stamping – Library Stamp to be put on the back of Title page, on Secret page and on the Last page.
- Paste bar Codes on the Title page and laminate it with Cello tape

- Send the completely ready to use new arrivals to New Additions Rack, Reference Section or Reserve Shelf, as the case may be.

VI. Vendor Follow Up:

- Titles Not Supplied
- Reminders to Suppliers fortnightly

6.1.3 Procurement of Journals:

l) Journals requirement should be projected annually.

m) Faculty can recommend the peer- review journals to be procured for their prescribed discipline.

n) Students/Research Scholars can also recommend the journals for procurement provided their recommendation is endorsed by a faculty member

o) Library will be provided the list of journals.

p) List to be signed by Librarian/ Director/ HOI/HOD.

q) Completed list of Books should be approved by Chairperson of Library Committee & VC.

r) Final approval by the Head Office.

s) Purchase Orders will be issued by the ESO (Centralized Purchasing Office) to vendor.

t) Accessioning: Enter the details of the Invoice and Journals in Periodical Register.

u) Maintain Bill File.

v) Library Stamp to be put on the Front page, Title page, and on the Last page.

w) Maintain Bill Register Data in EXCEL Sheet for reporting

6.2 Other Resources Managed:

Other than Journals:

A variety of other information resources are received and displayed for use in the Periodicals Section which is being received free of charge, viz:

i.   Complimentary Books & Journals

ii.   Annual Reports

iii.   Previous Question Papers

iv.   Project Reports

v.   Brochures

vi.   Institutional Newspaper etc.

Non-Book Materials

A small collection of Non-Book Materials such as CDs.

6.3 Procurement of e-Resources

i.   E-resources subscribed through ESO.

6.3.1 Online Public Access Catalogue (OPAC)

The Online Public Access Catalogue (OPAC) system in the University Library is enabled with 'KOHA' software which allows cataloguing of diverse resources such as books, journals, articles, maps, CD, OPAC enables searching through clusters like Author, Keyword, Subject, Class No., Title, Publisher, ISBN etc.

7. Library Security System
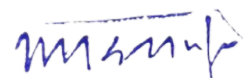
Library employs a security system to safeguard the library resources. The following security systems are employed in the library

7.1 Closed Circuit Camera System (CCTV)

- Library has installed CCTV cameras across different floors, stack rooms and study areas for monitoring.

- Control room of university has a LCD monitor where the footage can be viewed

- IT department has access to recording of the footage.

7.2 Theft/Misuse of Library resources:

- The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously.
- Each case will be examined to ascertain its genuineness and the matter will be reported to the LAC/DSW for further action.

8. Central Library Layout

Lower Ground Floor Plan (Basement Plan)

Ground Floor Plan
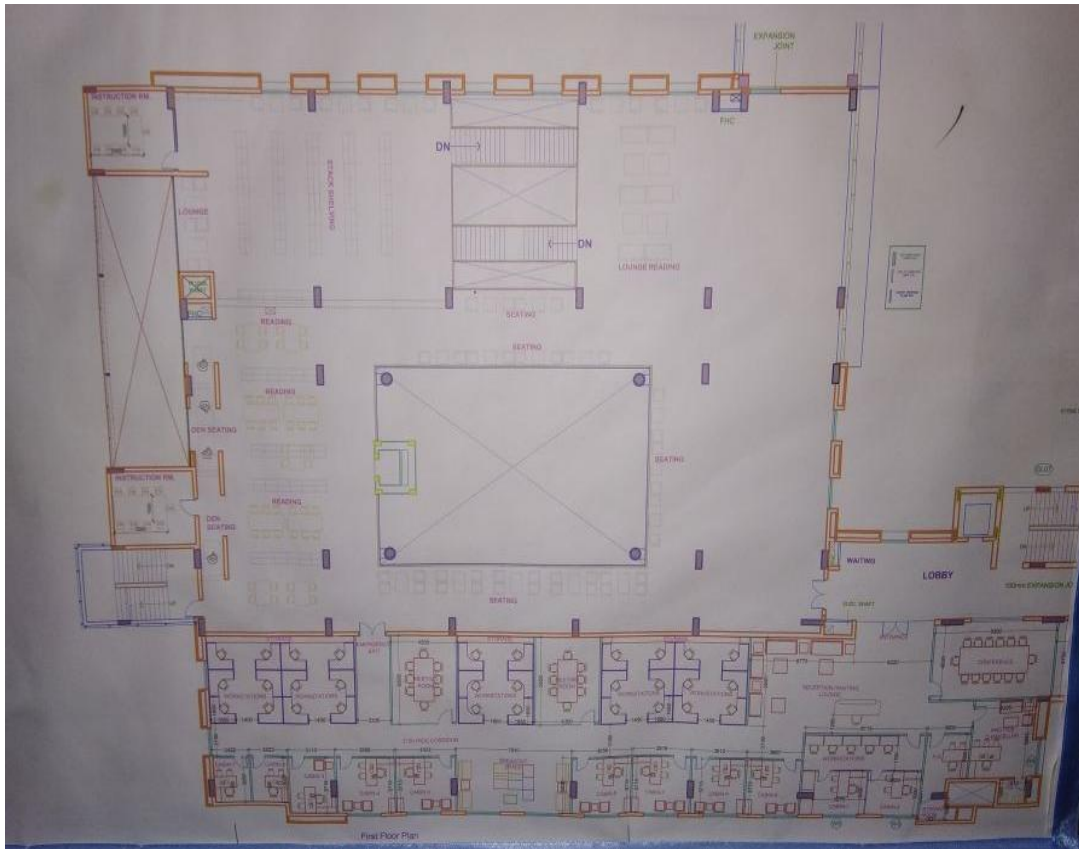
First Floor Plan

8.1 Stack Room /Display Area Management

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked/ displayed in the following categories:

- General Stack Area (Spread across two floor for books/bound Volumes)
- Reserve Shelf Collection(consisting of books in high demand, Thesis/Dissertations, project Reports)
- Reference Section (Consisting of Encyclopedias, Dictionaries, Manuals, etc)
- News paper/Magazine Display Area (Ground Floor)
- Journal Display Racks (Ground Floor)

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It is essential that all efforts are carried out by the library for pleasant display and quick retrieval of books/journals by the users. Library must ensure that:

- All the books removed from the stacks are replaced back in their shelves at least twice a day
- Each unit of Stack to have a designated Library Attendant
- Shelf Reading must be done continuously to look for misplaced books
- Books reported untraced by users be traced in the quickest possible time with documentation like when the request was received and when it was solved
- The stacks should be properly labeled with subject guides and Class Number Guides

9. Stock Verification:

Stock verification is an annual process which will be conducted at the end or before the academic year beginning (summer break). Stock verification should be carried out by the responsible faculty appointed by the Chairperson. The Library staff will assist the verification team.

9.1 Procedure for write-off

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that need repair, or to weed out from the library collection. As per Government Norms, Rule 194 (GFR 2005) related to physical stock verification of libraries will be carried as per guidelines given below: Periodicity: Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.

The following guidelines are provided by the Government of India regarding inevitable loss of library documents:

• Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.

- List the documents not found during stock verification
- Library staff to make all possible efforts to locate the document not found during stock verification
- Prepare pre-final list of the documents not found
- Compile a final list of documents not found

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- Compare with the list of earlier stock verification to identify common entries
- Get approval from the LAC & Chairperson.

10. Digital Library

10.1 Salient features of ICT.

- Central library in a networked environment with computers using a dedicated 3 gbps leased line & alongwith Wi-Fi in library Premises.
- Open 24x7 and 365 days a year
- Both reading and computing facilities
- Access to full text online journals through Library OPAC and other library e-resources.
- CCTV Cameras for surveillance to enhance security of the library resources

10.2 ICT Library-Acceptable Use and Code of Conduct:
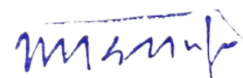
1. Do Not Connect Your Mobile To Computers.
2. Do Not Install Any Software Without Prior Permission Of IT Team.
3. Do Not Download Movies OR Songs.
4. Do Not Remove LAN Cord, Keyboard And Mouse From The Computers.
5. Do Not Save Any Document On The Desktop.
6. Kindly Scan Your Pen Drive, CDs OR DVDs Before Use.
7. Keep Your Mobile On Silent Mode.
8. Eatables are not allowed inside the Central Library.
9. Take Care Of Your Own Belongings.
10. Turn off the Computers after your work is completed.
11. Please Keep The Central Library Clean.
12. Keep Silence In Central Library.

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11. Maintenance of Library Forms

- **ANNEXURE-A** Library Membership Form(Students)
- **ANNEXURE-B** Library Membership Form(Teaching & Non-Teaching Employees)
- **ANNEXURE-C** Book Recommendation Form
- **ANNEXURE-D** Urgent books Recommendation Form
- **ANNEXURE-E** Journal Recommendation Form(Requisition form for Journal Subscription)
- **ANNEXURE-F** Students Feedback Form
- **ANNEXURE-G** Inter Library Loan Request Form(DELNET ILL request form & The requests can be sent through email also)

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AMITY UNIVERSITY
— Haryana —

Membership Form for Students

1. **Name (in Block Letters)** : _____

2. **Father's Name** : _____

3. **Date of Birth** : _____

4. **Blood Group** : _____

5. **Form. No** : _____

6. **School & Course** : _____

7. **Date of Admission** : _____

8. **Duration of Course** : _____

9. **Correspondence Address** : _____
    _____

10. **Permanent Address** : _____

11. **Phone No / Mobile No** : _____

12. **E-Mail** : _____

Students also fill membership form through online, URL 10.6.2.14 it is mandatory.

UNDERTAKING

I have read the AUH-Lib rules and agree to abide by them and also agree with records maintained by the AUH – Lib, in respect of issue & return of documents & other related matters. I undertake the following.

1. To pay any dues when demanded by the AUH – Lib as per rules.
2. Before writing examination of final semester, I well return all the books to AUH – Lib otherwise University reserves the right to withhold my result.
3. To obtain No Dues/ Clearance Certificate from AUH – Lib at the time of leaving the University.

Date:

Signature of the Applicant

For AUH – Library Use

Mr./Ms._____ has been enrolled as member of the AUH – Library

His / her membership No. is _____

Librarian
Amity University Haryana
Manesar Gurgaon-122413

AMITY UNIVERSITY
Haryana

> **Paste here recent photo. Don't staple**

MEMBERSHIP FORM FOR TEACHING/NON-TEACHING EMPLOYEES

1. **Name (in Block Letters)** : _____
2. **Father's Name** : _____
3. **Date of Birth** : _____
4. **Blood Group** : _____
5. **Form. No** : _____
6. **School & Course** : _____
7. **Date of Admission** : _____
8. **Duration of Course** : _____
9. **Correspondence Address** : _____
   _____
10. **Permanent Address** : _____
11. **Phone No / Mobile No** : _____
12. **E-Mail** : _____

Students also fill membership form through online, URL 10.6.2.14 it is mandatory.

UNDERTAKING

I have read the AUH-Lib rules and agree to abide by them and also agree with records maintained by the AUH – Lib, in respect of issue & return of documents & other related matters. I undertake the following.

1. To pay any dues when demanded by the AUH – Lib as per rules.
2. Before writing examination of final semester, I well return all the books to AUH – Lib otherwise University reserves the right to withhold my result.
3. To obtain No Dues/ Clearance Certificate from AUH – Lib at the time of leaving the University.

Date:

Signature of the Applicant

For AUH – Library Use

Mr./Ms._____ has been enrolled as member of the AUH – Library

His / her membership No. is _____

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Librarian
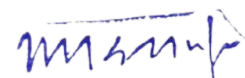
AMITY UNIVERSITY HARYANA
INSTITUTION/SCHOOL : _____

REQUISITION FORM FOR PURCHASE OF BOOKS FOR LIBRARY : PRESCRIBED TEXT / REFERENCE BOOKS

Requirement of Books for : Semester _____ Academic Year _____

S. No.	Title of Book	Author(s) / Publisher	ISBN No.	Book Prescribed for Program/Sem.	Subject Code	Reference / Text Book	Cost per Copy (Approx)		No. of Copies	Discount (in %) Offered by the Supplier	Total Cost (Rs)	REMARKS
							Currency (Rs. / $)	Cost	Of the Same or Similar Book held in Library			
1												
2												
								Total				

Requisitioned by	Recommended by		
Signatures_____ Name_____ **Designation & Deptt.**_____ **Date** _____ **No. of Stud.**_____	**Director / HOD**	**Librarian**	**Dem and No.** **Chairperson Library Committee**

AMITY UNIVERSITY HARYANA
URGENT BOOK- PROCUREMENT
LIBRARY FORM

Name of the Faculty & Institution: _____

Designation:_____

Purpose:_____

Details of Books:

S. No.	Title	Author & Publisher's Name	Prog./Sem.	Qty.	Price	Text/Ref.	Remarks

Date: ……………   (Signature of Applicant)

Recommendation by:
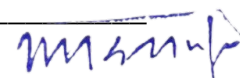
Coordinator/ Director/HOD _____Librarian_____ Library Stock Availability____

Approved by:

Pro Vice Chancellor/Deputy Vice Chancellor:_____

Final approval by:

Vice Chancellor_____

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AMITY UNIVERSITY HARYANA
REQUISITION FORM FOR JOURNAL SUBSCRIPTION

INSTITUTE/COLLEGE/SCHOOL:

DEPARTMENT:

S.N.	Name of Journals	ISSN	Periodicity	Publisher's Name	Amount	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
GRAND TOTAL =					Rs.	

Total costing amount of above mentioned journals are Rupees _____ _____

The above journals are required for the faculties & students of our college i.e. _____, hence it is recommended for the subscription to the university library and information centre.

Director / HOD's
Name:
Institute/College/School:

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AMITY UNIVERSITY HARYANA
LIBRARY
DELNET: Inter Library Loan Request Form

Date:

Name of Faculty: **Designation**   **Department**

To,
The Librarian
Amity University Haryana

Dear Sir,

I am in need of the following books/ articles which are not available in our library. You are requested to kindly arrange to get the same under ILL/DDS from DELNET.

Sr. No.	Title	Author	Page Nos.	Publisher	Location
1					
2					

Signature of Faculty/Student

For Library Use:

No. of pages of journal articles requisitioned: _____

Photocopy charges/Courier charges levied by DELNET: _____

Acknowledgement:

ILL request for books: Issued to_____on_____for 10 days only.

          Returned by _____on_____.

          Returned to DELNET staff on_____.

DDS for journal articles: Copy of journal articles sent to _____on_____by email/by hand.

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Manesar Gurgaon-122413

Amity University, Haryana

Policy on Vigilance

Preface:

The university is situated in a vast 110 acre land near a village of Gurugram district. Apart from the Building, the University has a large infrastructure, equipment, laboratories and other facilities. It also houses student hostels and residential quarters for Faculty and staff. Hence vigilance is very important **activity for the University.**

Major Requirements:

- Security at the main gates to avoid unauthorized entry of persons and materials.
- CCTV installation in and around the campus.
- Maintenance of discipline in the campus.
- Pest control activities
- Infrastructure maintenance
- Theft and pilferage to be minimum.
- No unwanted activity to take place inside the campus.
- Fire Fighting matters

Process:

The Security function of the University must be in alert mode always. The main gates are to be manned by the guards with vigilant guards and supervisors. The monitoring of vehicular entry and also individuals are extremely important. No Vehicle without the mandatory Amity Sticker should be allowed inside the campus unless permitted specially by the authority of the University. Similarly Faculty/staff and students must always carry their Identity cards for verification at the gates always. CCTV must be recording all the events taking place at the Gates and a summary must be sent to the Competent authority every month.

CCTVs are installed all around the campus. Its maintenance and operation is to be monitored regularly and whenever there is some deficiency , it should be met up with repairs and change of parts, as required.

The campus on a regular day has about 5000 students and 1000 faculty and staff members. In addition there are families also living in the campus. Maintenance of decency/decorum and also vigilance is utmost important as any breach of such vigilance can create catastrophic effect. Fortunately the campus is ragging free but the concerned authorities must be vigilant that University maintains its Anti Ragging strategy to avoid any such unwanted mater to take place in the campus.

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The University being in a remote places and with its vast greenery attracts rodents, reptiles etc and hence Pest Control is absolutely essential to prevent any unfortunate incidents. Residents also must be vigilant and report the matter, if any, to the competent authority for necessary action

Maintenance of the building and residential quarters/Hostels need constant vigilance. The maintenance dept, on call and report, must take care of repairs and maintenance as soon as possible.

Theft and pilferage needs to be kept at a most low standard. As lots of laboratory equipment/ instruments, other electrical and civil fittings, Cameras, cars etc are maintained by the University, one has to be very alert about the prevention of theft and pilferage of these costly and important items at all times.

Fire Fighting equipment must always be in operational mode and in case of any fire they should be deployable to stop the fire temporarily before the Fire Brigade arrives. The Fire Fighting equipment , thus , must always be in readiness as also the Fire Fighting staff. The concerned authorities must maintain frequent dialogue with the stake holders as to what are the requirements during any fire. Vigilence is the key and then the maintenance & upkeep and finally application at the right time will prevent fire to spread.

The concerned officials must be very alert and careful in maintaining Vigilence over the students behavior and must rise to the occasion if there is any untoward activity. This is very important for the University and vigilance must be of very high standard. The behavior of Faculty and staff also must be under vigilance and any incident of indiscipline, misbehavior must be reported to the concerned authorities for appropriate action.

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