

Sr. No.	AUH POLICIES AND GUIDELINES	CODE
1	Examination Regulations	ACP
1a	Policy for Evaluators & Checkers	ACP
1b	Policy Guidelines for Preparation and Submission of Question papers.	ACP
1c	Guidelines for Conduct of Convocation	ACP
2	Academic Manual	
2a	Policy on Curriculum Design and Development	ACP
2b	Guidelines for Doctor of Philosophy	
2c	Guidelines/SoP on Field Visits & Extension Activities	ACP
3	Admission Policy/Manual	ACP
3a	Policy for Foreign Students.	ACP
3b	Policy on Fellowships, Scholarships, Stipends and Awards	ACP
4	Student Welfare Policy	ACP
4a	Policy on Anti-Ragging	ACP
4b	Mentoring Policy.	ACP
4c	Guidelines for Class Representatives	ACP
4d	Policy on Advanced and Slow Learners.	ACP
	Regulation on Student Discipline	ACP
5	Policy on Alumni	ALP
6	Policy on Collaboration (Drafting and Vetting of MoUs and Agreements)	COP
7	HR Policy	HRP
7a	Code of Conduct	HRP
7b	Equity, Diversity & Non-Discrimination Policy.	HRP
7c	Policy Guidelines for Adjunct, Emeritus, Honorary Faculty & Chair-Professors	HRP
7d	Recruitment Policy	HRP
7e	Policy for Performance Based Evaluation System (PBAS)	HRP
7f	Regulations for Leave	HRP
7g	Policy on CAS & Staff Development Programme	HRP
7h	Policy on Grievances of Employees.	HRP



8	Policy on Innovations and Incubators	IEP
9	Library Manual	LIP
10	E-Governance & IT Integration Policy	LIP
11	Guidelines for Academic Audit	QAP
12	IQAC Policy & Quality Manual	QAP
13	Research Policy	REP
13a	Research Ethics Policy	REP
14	Consultancy Policy	REP
15	Policy on Funding for Research	REP
16	Guidelines for Central Research Facilities	REP
17	Regulation for Prevention of Sexual Harassment	WEP
18	Policy on Grievances of Students	WEP
19	AUH Finance Policy	FOP
20	AUH Vigilance Policy	VMP
21	Environment Consciousness and Sustainability Policy	WEP
21a	Policy on Waste management.	WEP



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Amity University Haryana

HAND BOOK

**(Code of Conducts, Guidelines and
Ethics)**



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Code of Conduct for Faculty

Being a Private funded University, the teachers should follow the code of conduct laid down in University service rules. In addition, they are also subject to the guidelines provided by UGC and State Government for college teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his/her own ideals.

The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this University encompasses the following:

[A]. Professional Values

- (i) Be concerned and committed to the interests of the students is the foremost aim of the teaching profession. To educate is the main objective. This attitude should be directed towards the specific needs of each student. He should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
- (ii) He shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
- (iii) He should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
- (iv) His aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- (v) The teacher should instil a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility.
- (vi) Above all a teacher should conform to the ethos of his profession and act in a dignified manner. He should keep in mind that society has entrusted him with their children's professional growth.

[B]. Professional Development and Practices

- (i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. He must also acquaint himself with recent methodologies and other applications.
- (ii) A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He should involve himself in seminars and



- (iii) Workshops where there is interchange of academic topics .A career long professional development is therefore a necessity.
- (iv) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
- (v) The teacher will have to carry out the University's educational responsibilities such as conducting admissions, seminars and so on. He should also be participating in extra-curricular activities as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

[C]. Professional Integrity

- (i) Faculties must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.
- (ii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.
- (iii) The faculty must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

[D]. Professional Collaboration

- (i) Faculties should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner
- (ii) Faculties should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- (iii) Faculties should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
- (iv) Faculties should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers.
- (v) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.
- (vi) Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.



Code of Conduct for Support Staff

Being a Private funded University, the support staff should follow the code of conduct laid down in University service rules. In addition, they are also subject to the guidelines provided by UGC and State Government. The University has put forward its code of ethics for the support staff along the following lines.

Professional Conduct

- (i) The support staff should acquaint themselves with the University policies and adhere to them to their best ability.
- (ii) Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- (iii) They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the University Authority.
- (iv) The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within University premises.
- (v) They should not hamper the functioning of the university by engaging themselves in political or antiseccular activities.
- (vi) They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

Workplace Conduct

- (i) They should be punctual as their prior presence is required daily for the commencement and smooth functioning of university activities.
- (ii) They should also be responsible for the proper use and maintenance of University equipment's and furniture.
- (iii) No support staff should be under the influence of drugs or alcohol during office hours.
- (iv) The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- (v) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- (vi) The support staff should show no discrimination on basis of gender, caste or religion.

Professional Relationship

- (i) Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science

laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.

- (ii) The support staff should give due respect to the decisions made by the University authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.
- (iii) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
- (iv) The Support Staff are the first to come into contact with the guardians of students during examinations. They must keep in mind the fact that their behaviour will be considered to reflect that of the institution. They should thus interact patiently and politely.



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Amity University Haryana

REGULATION ON STUDENT DISCIPLINE, STUDENT ETHICS & CODE OF CONDUCT

Short Title, Application and Commencement:

- i. These Guidelines may be called “Guidelines for Student Ethics, Code of Conduct and Administrative procedures for Disciplinary Actions”.
- ii. These Guidelines apply to all the students of Amity University, Haryana, in respect of all kinds of indiscipline except ragging which is governed by the Regulations 4 and other mechanism adopted in compliance of guidelines of Hon’ble Supreme Court of India; The Haryana Prohibition of Ragging in Educational Institutions Act, 2010 and UGC Notification, 2009
- iii. These Guidelines shall come into force from the date of establishment of the University.

Preamble

The Student Disciplinary Guidelines are in accordance with the University’s Rules and Regulations and ‘provide a framework for the enforcement of student discipline, in order to secure the proper working of the University’ in the broadest sense.

The purpose of these guidelines is to establish equitable and consistent standards throughout the University, to ensure that disciplinary action is fair and reasonable in the circumstances of each case, and to produce due respect for and acceptance of University standards and reasonable instructions.

Any student conduct, on or off campus, as individuals or as groups, that is deemed to be a misconduct/indiscipline may become a matter for action within the University's system of student discipline.

Student misconduct may be simultaneously subject to external legal or administrative proceedings and the University's disciplinary system. The University is a private enclave, dedicated to a purpose that imposes additional and special obligations, but not in conflict with the legal-judicial structures of the general society. Therefore, the University's disciplinary system normally will proceed independently, notwithstanding the pendency of external formal and legal processes.

The Guidelines encompass following broad areas:

1. Ethics and Code of Conduct
2. Definition of Indiscipline or Misconduct
3. Administrative Mechanism for Handling Student Indiscipline Cases
4. Disciplinary Action
5. Appeal/Review of outcome of disciplinary action


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6. Cases Involving Criminal Allegations
7. Maintaining Case Files of Disciplinary Action

Here are the further details:

1. Ethics and Code of Conduct

The aim of education is the intellectual, professional, personal and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness, and respect for the rights of all individuals. Self discipline is necessary for the fulfillment of such goals.

The Students' **Ethics** is insisted to promote this environment in the university, not limiting to areas stated herein below:

Ethics

- Respect for self
- Respect for others
- Respect for University Property
- Respect for University Authority
- Honesty, Integrity, Professional & Academic Integrity Demeanor

Code of Conduct:

1. Students are expected to respect and observe these guidelines of the University.
2. Students should conduct themselves in an orderly manner in their academic and recreational activities while they attend the University, engage in any University activity in hostels, university campus and/or outside the campus during their visits for training, excursion, sports, and project work etc.
3. Students should respect the rights and privacy of other members of the University at all times.
4. Students pursuing programs leading to a professional qualification are also required to conduct themselves in a manner appropriate to profession as they are required to follow professional conduct as future professionals in the field.
5. Amity University is dedicated to the following goals while promoting ethics and code of conduct amongst its students:
 - Fostering professional excellence
 - Promoting a life of values and ethics
 - Creating responsible and informed leaders and professionals.
 - Inculcating a spirit of dedication to the service of humanity
 - Work towards nation-building.
6. These goals can only be achieved in a campus environment wherein the students feel safe, secured, engaged, challenged and appreciated. This environment is created by the active contributions of every member of the Amity family, be it a student, faculty, support staffs or others associated with University. The campus ethos demands integrity and compassion to promote a culture of learning, appreciation and understanding.

7. The faculty, administrators, staff and students of Amity University, all have the responsibility to take care of the intellectual, social, emotional, psychological and other resources of University that we proudly share.
8. When students choose to accept admission to Amity University, they accept to follow the norms of University, be it Ethics, Code of Conduct, Rules and Regulations and the Guidelines as may be notified from time to time. As members of Amity University, the students are expected to uphold its values by maintaining a high standard of conduct.
9. The student disciplinary guidelines will be used, to address violations of the Ethics and Code of Conduct, provided that such violation or act of indiscipline warrants actions against the erring students.

2. Definition of Indiscipline or Misconduct

The general definition of 'misconduct' under these Disciplinary Procedures is unauthorised interference, in the broadest sense, with the proper functioning or activities of the University, or those who work or study in the University; or action which otherwise damages the reputation of University.

Without prejudice to the generality of the power to maintain and enforce discipline under these Guidelines, the following shall amount to act of indiscipline or misconduct on the part of a student of the University and its Departments/ Institutions/ Schools/ Constituent Unit/ Centers:

Physical assault or threat to use physical force against any member of the teaching and non-teaching staff of any Department/institution/Schools/Constituent Units/Centers and against any student within Amity University Haryana;

1. Unauthorisedly remaining absent from the class, test or examination or any other curricular or co-curricular activity which she/he is expected to participate in;
2. Carrying of, use of or threat to use of any weapons;
3. Misbehaviour or cruelty towards any other student, teacher or any other employee of the University, a college or institution.
4. Use of drugs or other intoxicants except those prescribed by a qualified doctor;
5. Any violation of the provisions of the Civil Rights Protection Act, 1976;
6. Indulge in or encouraging violence or any conduct which involves moral turpitude;
7. Any form of gambling;
8. Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;
9. Practicing casteism and untouchability in any form or inciting any other person to do so;
10. Any act, whether verbal or otherwise, derogatory to women;
11. Smoking, use of narcotics, possession and consumption of alcoholic beverages or gambling in any form;

12. Any attempt at bribing or corruption of any manner or description;
13. Wilful destruction of the property of the University or its Departments/Institution/School/College/ Constituent Unit/ Centre etc.;
14. Behaving in rowdy, intemperate or disorderly manner in the premises of the University or the college or the institution, as the case may be, or encouraging or inciting any other person to do so;
15. Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;
16. Causing disruption of any manner of the academic functioning of the University system;
17. Indulge in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be.
18. Delays or Unpunctuality;
19. Violation of the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste or a scheduled tribe or other backward class;
20. Any practice – whether verbal or otherwise, derogatory of women;
21. Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour of students;
22. Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be.
23. Following shall also be considered as act of misconduct
24. Disruption of or unauthorised interference with, the academic, administrative, sporting, social or other activities of the University, whether on University premises or else
25. Obstruction of, or improper interference with, the functions, duties or Activities of any student, member of staff or other employee of the University or any authorised visitor to the
26. Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on University premises, hostels, PG accommodation or outside the campus on official assignments or engaged in any University activity, including that committed by electronic means using email from a University account or other social media or account accessed via the University network like AMIZONE
27. Fraud, deceit, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University.
28. Action likely to cause injury or impair safety either on University premises or on any other sites associated with the University through its professional or other programmes
29. Defacement of, or deliberate damage to, any property, records or information of the University, or any property of a member of the University (including damage resulting from negligence)



30. Acts of disturbance that threaten the rights and privacy of any member of the University, whilst on University premises or engaged in University activity outside the campus such as field work, training, excursion etc. or hostels, PG accommodation, University owned or managed accommodation.
31. Any unauthorised absence from the scheduled test, examination, curricular, co-curricular or extra-curricular activity or from the hostel which includes leaving the activity site without permission, giving proxy attendance for others or asking others to give proxy attendance for
32. Rude, unmannerly, impolite acts, use of abusive or offensive language, gestures, remarks or inciting others (discriminatory on grounds of caste, creed, language, place of origin, gender, social or cultural background
33. Harassment of any kind, including sexual or based on cast, creed, race of any student, member of staff or other employee of the University or any authorised visitor to the University, including that committed by electronic or other remote manner.
34. Acts of disturbance, negligence or breaches of health and safety measures which might threaten the safety, security or welfare of other residents in a University owned or University managed property, or an employee of the University looking after that property.
35. Unfounded and malicious complaints brought against a member of the University under the Student Complaints Procedure.
36. Participating, operating, assisting or promoting gambling activity while on campus/hostel premises or while on duty.
37. Use of any banned substance and be under the influence of alcoholic beverages, a drug or a controlled substance, while on campus/hostel or on duty.
38. Stealing, actual or attempted, unauthorised possession of university property or property of others, or collusion with others to commit such acts.
39. False statements, deliberate misrepresentation, includes falsifying information on a leave form, hostel out pass, or other documents pertaining to entitlements; concealment, withholding of a material fact, making false sworn statements, and lying.
40. Knowingly making false or malicious statements against other students, faculty, or university officials with the effect of harming or destroying the reputation, authority, or official standing of that individual or an organisation.;
41. Failure to disclose information about a criminal record including FIR as well as convictions, acquired prior to or during a student's registration period or on a University questionnaire, where this information is required for any student
42. Violation of administrative rules or regulations where safety to persons or property is concerned.
43. Refusal to testify or cooperate in an authorized enquiry or investigation; interference or attempt to influence, or attempt to alter testimony of witnesses or participants.
44. Participating in activities soliciting political contributions and/or campaigning;



45. Misuse of Amity University Identity Card or not displaying the I-Card; (XLVI) Carrying of, use of or threat to use of any weapons
46. Promoting casteism and untouchability in any form or inciting any other person to do so;
47. Harming dignity and honour of students, in particular girl students and those belonging to a scheduled caste or a scheduled tribe or other backward class.
48. Breach of the provisions of any civil rights/code or University rule or regulation that constitute misconduct under this Code including non compliance of hostel and library regulations or regulations for the use of computing facilities and such other acts which constitute breach of Code of Conduct as defined hereinabove in these Guidelines.

3. Administrative Mechanism for Handling Student Indiscipline Cases

Pursuant to the provision contained in Cl. 5 of Regulation-4, under the title Procedure for Handling Cases of Indiscipline of Students' the detailed procedure is stipulated herein below, specifying the roles and responsibilities at the level of Institutes, Departments, Centers, Schools, Constituent Units and Hostel to ensure the disciplinary actions are initiated quickly at the source of such act of indiscipline

3.1. At the Departments/ Institutions/ Schools / Constituent Units Centers/ Hostels level

- a. Every Department/Institute/School/Constituent Unit/Centre of the University shall constitute an **Institutional Student Disciplinary Committee (IDC)** as follows:
- i. Chairperson (The Head of Institution)
 - ii. Heads of Department/Senior Members of the Faculty, not exceeding two (to be nominated by the HoI)
 - iii. One senior lady faculty member nominated by the HoI
 - iv. One Senior Member of the Faculty as Member Secretary (nominated by the
 - v. Class Representative (CR of the batch/section to which the student who has allegedly committed indiscipline, belongs) provided that; the nominated members shall hold office for a period of one year. two third members of the Committee including the Chairperson, shall form the quorum. In the absence of the chairperson, the senior most member of the Institutional Student Disciplinary Committee shall act as the Chairperson.
- b. The Hostel of the University will constitute a **Hostel Student Disciplinary Committee (HDC)** as follows:
- i. Chairperson – To be nominated by Vice-Chancellor
 - ii. Chief Proctor/Proctor
 - iii. Senior Professor of the University (nominated by the Vice Chancellor of the University)
 - iv. One male and one lady Hostel Warden/Asst Warden
 - v. Class Representative (CR of the batch/section to which the student who has allegedly committed indiscipline, belongs)
 - vi. One senior lady faculty member (nominated by the VICE CHANCELLOR of the University)

vii. Director Hostel - as Member Secretary, provided that; the nominated members shall hold office for a period of one year. two third members of the Committee including the Chairperson, shall form the quorum. In the absence of the chairperson, DSW/Senior-most member of the Hostel Disciplinary Committee acts as the Chairperson.

c. Functions of the Institutional/Hostel Students Disciplinary Committee:

I.To consider matters concerning maintenance of discipline among the students in the Departments/ Institutes/ Schools/Constituent Units/ Centers /Hostels.

II.To enquire into the acts of indiscipline or misconduct committed by a student or students whenever such cases are identified or referred to it and to submit their findings/conclusions to the DSW or the person authorized by the Vice-Chancellor in this behalf.

III. To supervise and monitor the disciplinary environment prevailing in the Departments/ Institutes/ Schools/ Constituent Units/ Centers/ Hostels.

IV.To take preventive and precautionary steps such as issue of notices, warnings, instructions etc. as the case may be, for the purpose of forestalling acts of individual or collective, indiscipline and misconduct etc.

V. To maintain liaison with the University authorities engaged in the management of student discipline and the concerned authorities of the University regarding maintenance of law and order in the University and its Departments/ Institutions/ Schools/ Institutes/ Constituent Units/ Centers.

VI. To implement the decision of CSD and Vice Chancellor.

VII.

To perform such other functions as may be assigned to it by the Vice- Chancellor from time to time.

d. Procedure for Handling Disciplinary Cases at Departments/ Institutions/ Schools/Constituent Units/ Centers /Hostels level.

In accordance with Regulation 4, it is the duty of every member of Faculty and Staff (including Proctors) of the University, in whose opinion a breach of discipline may have occurred, to report the incident as soon as possible. All incidents must be referred to the IDC/HDC, in order to ensure that a transparent system operates in which all cases are treated consistently, equitably and fairly.

All Indiscipline cases should be handled and reported as follows:

i. The name of the student, enrolment number, institution, programme, batch and mobile number should be noted by the University Faculty and Staff.

ii. The Head of Institution/Director Hostel to which the student belongs should be immediately informed, who in turn will inform the parents of the student and will ask the faculty mentor of the student to counsel the student and may also arrange enquiry.

iii. The HoI/Director Hostel may, if necessary, suspend the student (s) if deemed fit. The suspension period should not be more than 2 weeks from date of report of the incident.

iv. The HOI may constitute a small Enquiry Committee of 3 to 4 members.


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v. The Chief Proctor/Dean Student Welfare should be informed of such incidents by the Head of Institution and the reporting personnel.

vi. No threats should be made to the student/s during the enquiry process.

vii. The enquiry report should be submitted to the Member Secretary, IDC/HDC within a period of two days but not later than four working days from the date of report of the incident of indiscipline.

viii. The Member Secretary shall convene a meeting of IDC/HDC to be chaired by the Chairperson of IDC/HDC, as soon as practicable (but within seven working days from the date of the incidence) after the receipt of detailed reports. The student concerned may be asked to be present before the IDC/HDC.

ix. The Member Secretary IDC/HDC at the conclusion of the meeting will prepare and send the minutes of the meeting, recommendations, enquiry report and recorded evidences to DSW & Chief Proctor.

x. On receipt of the minutes of the meeting of IDC/HDC, DSW in consultation with Chief Proctor/Proctor may decide, if required, to hold an enquiry into the incident at University level.

xi. Notwithstanding anything stated above, the Dean, Students Welfare may also suo moto enquire into any incident of indiscipline, misconduct and misbehaviour with the help of Chief Proctor/Proctor/Proctorial Board and make a report to the Vice Chancellor of the identity of those who have engaged in the incident and the nature of the incident.

3.2. At the University level

While the University Student Disciplinary Committee (SDC) shall be constituted, the Functions of the SDC shall be in line with AUH Regulations.

3.2.1 Procedure for Handling Disciplinary Cases at University Level

I. It is the duty of every member of Faculty and Staff (including Proctors) of the University, in whose opinion a breach of discipline may have occurred, to report the incident as soon as possible. Though routinely, incidents must be referred to the IDC/HDC, in order to ensure that a transparent system operates in which all cases are treated consistently, equitably and fairly, DSW/Chief Proctor/Proctor may decide that a particular case of reported breach of discipline will be enquired into by the Proctorial Board.

II. Proctorial Board

The Proctorial Board shall be constituted by the competent authority with members as may be nominated for the purpose.

The Proctorial Board shall be headed by Chief Proctor who shall be responsible to conduct enquiry/investigation of the cases as may be referred to it by authority concerned. All the Proctors shall be responsible to Chief Proctor concerning disciplinary matters.

III. All Indiscipline cases as may be reported which require handling at University level may be taken up by Chief Proctor/DSW and decide in consultation with Chief Proctor/Member of Proctorial Board if the case should be referred to Proctorial Board for enquiry/ investigation, may be involving the HOI concerned. Such cases should be handled and reported as follows:

a. The name of the student, enrolment number, institution, programme, batch and mobile number should be noted by the University Faculty and Staff.

b. The Head of Institution/Director Hostel to which the student belongs should be immediately informed, who in turn will inform the parents of the student and will ask the faculty mentor of the student to counsel the student.

c. The DSW/Dy.DSW/Chief Proctor/Proctor may, if necessary, suspend the student(s) if deemed fit. The suspension period should not be more than 2 weeks from date of report of the incident which may be further extended for one week if the process of enquiry is not over.

d. The enquiry of the incident should be subsequently done without being prejudiced. The enquiry team should have the Proctorial Board members, faculty from the Institute/s & mentor/s of the student/s. Written evidences should be recorded. No threats should be made to the student/s during the enquiry process. The enquiry report should be submitted to the DSW who is the Member Secretary SDC within a period of four days but not later than seven working days from the date of report of the incident of indiscipline.

e. The Member Secretary shall convene a meeting of SDC to be chaired by the Chairperson of SDC, as soon as practicable, however not exceeding two weeks from the date of the incidence, after the receipt of detailed reports. The student concerned maybe asked to be present before the SDC.

f. The Student Disciplinary Committee, after hearing the student(s) and others who are in the know of the incident/case, determine, in light of the evidence, whether a breach of the rules, regulations and stipulated guidelines had been committed;

g. Student Disciplinary Committee, if satisfied that there had been a breach of Conduct may decide suitably in the matter as per one or more of the following course of actions and make recommendation to the Vice Chancellor:

3.3. Nature of Penalty/Actions

While the quantum of punishment shall be based on the recommendation of committee concerned, however, an indicative list of punishment is annexed herewith at **Annexure 1**, which may be amended from time to time.

3.3.1 Action on Minor Cases of Misconduct.

(i). In cases where an act of indiscipline is of a minor nature, the student will be warned/cautioned/counseled by the Chief Proctor/Proctor/HOI/Member of Proctorial Board and/or refer to Counseling and Guidance Centre/Cell.

(ii). In such cases no records shall be made on academic transcript.

3.3.2. Action on Disciplinary Cases Involving Serious Misconduct

i. In the case of a more serious breach of Conduct, or repetition of minor acts of misconduct, the matter will be referred to the Chief Proctor/DSW by the concerned Proctor/HOI.

ii. The DSW in consultation with Chief Proctor, Proctor and HOI shall decide if the matter is required to be taken in the Students Disciplinary Committee and convene such meeting and inform the student of the nature of the alleged misconduct and permit the student an opportunity of being heard by the Students Disciplinary Committee.

iii. The Student Disciplinary Committee, after hearing the student(s) and others who are in the know of the incident/case, determine, in light of the evidence, whether a breach of the rules, regulations and stipulated guidelines had been committed;

iv. Student Disciplinary Committee, if satisfied that there had been a breach of Conduct may decide suitably in the matter as per one or more of the following course of actions and/or make recommendation to the Vice Chancellor:

- a. decides/recommends that no action be taken;
- b. issues a written warning to the student indicating the consequences of future misconduct.
- c. requires the student to compensate for or make good any damage caused to an individual or the University property;
- d. imposes a fine payable to the University;
- e. requires the student to vacate hostel immediately when their continued presence might affect the safety, security or welfare of other hostellers or University employees;
- f. restricts access to any part of the University's campuses, hostels or to any services of the University.
- g. rusticates the student with immediate effect from University premises for a specified period.
- h. recommends expulsion of student from the University/Hostel.
- i. recommends rustication of student.
- j. recommends community service in campus/ outside campus.

I. On completion of the disciplinary process, the student will be sent a notice in writing stating the decision of SDC.

II. A student who is the subject of a complaint of misconduct and against whom a criminal charge is pending or who is the subject of police investigation/FIR may be rusticated, pending the disciplinary hearing or the trial. However the student may be allowed to appear in internal and external examinations, provided that the student fulfills the eligibility criteria of attendance etc., under the supervision of the examination department and if there is no adverse order to this effect from Constitutional authorities.

III. The Member Secretary SDC at the conclusion of the meeting will prepare and send the minutes of the meeting, recommendations, enquiry report and recorded evidences to the Vice Chancellor for his/her approval through the Registrar of the University.

IV. After receiving approval/directions from the Vice Chancellor, DSW will issue the office order to the student/s with copies marked to Registrar/ HoI/ Director Hostel/ Chief Proctor/ Proctor/Security and other concerned and parents.

4. Disciplinary Actions

In the event students are found indulging in such activities which tantamount to violation of standard of ethics and conduct, the University shall initiate disciplinary action as may be deemed appropriate without being prejudiced.

The University officials are expected to take sufficient care while handling Students' issues, with an open mind to educate the students as to how they must come out of negativity and adopt positive approach towards self improvement making the students life truly enjoyable and enriching. Punishing the students must not be sole objectives while enforcing discipline. The students are to be encouraged and motivated to adopt a right path through proper counseling by Faculty, Mentor and Proctor.

The disciplinary history and the impact of certain behavior on the peer group of students and the consequent impact on academic environment of University shall be determining factor while adjudicating the nature of disciplinary actions listed below:

- a. Positive Advice/Counseling
- b. Warning/Fine
- c. Suspension/Eviction/Removal from Hostel
- d. Rustication
- e. Expulsion
- f. Postponement/Cancellation of Conferring of Awards and Degrees

a. Positive Advice/Counseling

These are stated to be the activities intended to engage the students in a positive learning experience related to a student's inappropriate behavior and allow such students to reflect upon their inappropriate behavior.

This type of action may include, but not limited to, engaging in a campus with Mentor, attending a program of Psychologist or Counselor, Community Service.

It is mandatory for the students faced with disciplinary action, for the first time, to be engaged with Counselor to ensure positive behavioral change during the tenure of punishment or for such period as the situation may demand.

On the recommendation of Psychologist or Counselor, or a Committee constituted for the purpose, cases of drug addicted students who show reasonable improvement in their action and behavior and are able to recoup the mental strength leading to:

- i. Gradual decline of intoxication and/ or drug addiction.
- ii. Any other improvement;

The authority concerned may take a lenient view on attendance criterion and grant exemption of shortfall of attendance as one time measure with sole motive of helping such students to come out of traumatic stage for societal cause.

b. Warning/Fines


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If the student's behavior is found inappropriate a formal warning notice /show- cause notice will be issued by authority concerned in the University. In certain cases fines may be imposed. Such actions shall be placed in the student's file and may be used as evidence of behavioral history, if the student engages in further inappropriate behavior and/or action. Fine is compensation required of students who engage in the theft, misuse, damage or destruction of institutional property. If the students are engaged in offences such as smoking, consuming alcohol and taking drugs, fines may be imposed in addition to other disciplinary actions leading to expulsion.

c. Suspension/Eviction/Removal

Limited or Temporary Suspension from the university involves the exclusion of the student from participation in any academic or other activities of the university for a specified period. Such suspension order shall be issued to the student with copy marked to parent/guardian.

The action of suspension will be noted on the student's disciplinary record and if necessary; the student will be withdrawn from all courses. The student may forfeit fees. Suspension may include any other disciplinary action as may be deemed appropriate.

When a student has concluded the limited suspension period and completed the conditions accompanying the suspension, he/she must submit a letter to the Dean of Students' Welfare (DSW), requesting reinstatement and provide evidence that he/she has complied the terms of the suspension. The student may return to the university only after an affirmative decision has been made by the authority concerned.

A responsible living environment in the hostel requires all the students' community to respect other hostellers' rights for safety, security and reasonable quietness. Serious disruption of the peaceful hostel environment can lead to removal/eviction from hostel. Such actions may further cause forfeiture of fees according to the normal university refund policy which will be intimated to the student and the student's parents or guardian.

d. Rustication

Rustication is a serious university disciplinary action and involves exclusion of the student from the university for a specified period, however, not beyond a year. Rustication involves the following:

Forfeiture of all rights and degree not actually conferred at the time of rustication.

This involves expulsion from University for specified period and in such event the student is withdrawn from all courses and fees forfeited.

The Rustication order/notification shall be issued to the student with copy marked to parent/guardian. The notification of rustication shall be maintained in student's disciplinary record and academic transcript permanently.

The rusticated students are not allowed entry in the University campus.

e. Expulsion

The students may face most serious disciplinary action involving permanent expulsion from University and in such event all the rights as student of University shall stand forfeited. The student is withdrawn from all courses and fees forfeited.



Expulsion also means the student may not be conferred with final degree or award of degree. Such Expulsion order/notification shall be issued to the student with copy marked to parent/guardian. The notification of expulsion shall be maintained in student's disciplinary record and academic transcript permanently. The expelled students are not allowed entry in the University campus.

f. Postponement of Conferring of Awards and Degrees

The University reserves the rights to defer, postpone or cancel the conferment of any Award and Degree during pendency of any disciplinary action procedures or during period of suspension.

5 Appeal/Review of Outcome of Disciplinary Action

5.1 A student may request a review or make an Appeal to Vice Chancellor against a decision of suspension, rustication, expulsion and/ or penalty imposed by the University on the recommendation of Students Disciplinary Committee, in relation to an act of indiscipline. Such a request for a review or Appeal must be submitted in writing to the Vice Chancellor preferably within seven days, however, not exceeding thirty days of any decision or penalty is imposed.

5.2 The Vice Chancellor, if satisfied that the matter should be reviewed, may refer the appeal back to Chairman, Students' Disciplinary Committee to review the case or may refer it to an independent committee to be constituted for the purpose by Vice Chancellor

5.3 The DSW will convene the Students Disciplinary Committee meeting as soon as practicable after the receipt of the request for a review or appeal has been received.

The Committee will hear the student and determine, in light of the evidence, whether a breach of the Code of Conduct has been committed.

Following the hearing, the Committee may confirm, reduce, set aside, amend or otherwise vary the decision and/or impose penalty and forwards such recommendation to Vice Chancellor.

The Vice Chancellor may consider the recommendation and approve the same or decide one or more of the following courses of action:

- a) Decides to maintain the status quo
- b) Rules that the complaint made against the student should not be the subject of further action by not accepting the recommendation of Students Disciplinary Committee.
- c) Directs to issue a written warning to the student indicating the consequences of future misconduct, to be entered into the student's file.
- d) Requires the student to pay to the University a fine.
- e) Withholds the award of a Degree or Diploma or Certificate until such conditions are fulfilled as the Vice Chancellor may specify.
- f) Suspends, rusticates or expels the student from the University.

On completion of the review/appeal process, the student will be sent a notice in writing stating the final decision of Vice Chancellor on the review/appeal which shall be final and binding on student(s).

6. Cases Involving Criminal Allegations



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Where the offense is considered under the Criminal Law such cases will be dealt appropriately taking into considerations the applicable law and as may be advised by the University Lawyer.

Cases involving an offense within the campus under the Criminal Law will be reported to the Police by the University Lawyer. The student will be informed accordingly.

7. **Maintaining Case Files of Disciplinary Actions**

The Dean Students Welfare shall be charged with the responsibility of maintaining all records and disciplinary proceedings and submit summary Report of such cases of every preceding Academic Year in the ensuing Board of Management for information, using a standard format as QAE may recommend.

8. Examination related indiscipline cases shall be referred to the Examination Discipline Committee, or the Unfair Means Committee (UFM).

9. Notwithstanding anything contained herein above in these guidelines, in case of any contradiction with the stipulated provision of Regulations (4),” Maintenance of Discipline among Students”, as notified by the UGC from time-to-time shall prevail.

Breach of Discipline and corresponding punishments Annexure I

Unhealthy Posture

Displaying Indecent Postures & Obscene Behaviour

•
Physically Involved Acts & Expositions in Public Places

Strict Warning. Suspension for 1-2 weeks. Conduct Probation. Information to the HOI & to the Parents on first misconduct, calling parents on the second and subsequent conducts.

Theft Related

Suspension for 2-3 weeks. Fine equivalent to the Stolen Item (s) / Return / replacement of the Same or newer version. Hostel Seat Cancellation in Case of Hostel Residents. Compulsory behavioral/psychological mentoring 1 hour per week or as decided by the committee on a case to case basis. Conduct Probation. Information to the HOI & to the Parents.

Ragging Related

Suspension for 3 weeks – 1 month. Rustication for 1-2 Years. Expulsion. Immediate report to the police station. Imprisonment upto two years/fine upto Rs 10,000/- or both. Convicted student debarred from admission in any educational institution up to five years. Conduct Probation. Information to the HOI & to the Parents.

Destruction of University Property

Suspension for 3 weeks -1 month with Fine equivalent to double the replacement value of damage. Conduct Probation. Information to HOI & to the Parents.

Disrupting Academic Functioning and University Procedures & Systems

Suspension for 3 weeks – 1 month. Rustication Upto 1 Year. Conduct Probation. Information to the HOI & to the Parents.

Violence Related

Individual

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Violence instigating a mob as well as Alcohol & Intoxicants

Suspension for 3 weeks -1 month. Rustication for 1-2 Semesters. Expulsion. Conduct Probation. Information to the HOI & to the Parents.



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AUH HOSTEL MANUAL

GENERAL

1. These rules known as “**AUH Hostel Rules** “will cover all the Students staying in Amity Hostels at Manesar (Gurgaon) Campus.

ADMISSION TO THE HOSTEL

2. Admission to new students to hostel will be communicated to the desirous students by admission office along with their admission result after which they will be required to deposit their full hostel fees. A photocopy of the bank receipt along with hostel admission form completed in all respects will be submitted to the respective hostel office before occupying the accommodation. The duration of hostel-stay will commence from the day of admission to the last day of the academic year. On completion of the academic year, the hostellers will be required to hand over their accommodation along with allocated furniture items, room and Almirah keys to the respective Hostel Offices. Over-staying in the hostel is not permitted. However, special cases may be recommended by head of the institution/Department to the Dy. Director Hostel.
3. Old students desiring admission in the hostel will apply to Director Hostel, who will decide about their admission or otherwise. On grant of permission they will be required to deposit full hostel fee (for the two semesters) before the due date and submit photocopy of the payment receipt to the concerned hostel office before moving into the hostel

ACCOMMODATION

4. (a).Twin sharing rooms are available in the hostel, which are allotted to students by respective Wardens. Each hosteller is provided with a Bed, Mattress, Pillow, Bed sheets, Pillow cover, Towel, Study Table, Study Chair and an Almirah besides standard electrical fittings such as tube lights and fans. Individual hosteller is responsible for any damage to the items provided to him/her and would be required to make good the loss by paying for cost of damages. In case of damages, if the defaulter is not identified, collective penalty would be imposed.
(b). Procedure for Room Allotment. For the fresher’s a Block will be earmarked in each hostel and the rooms will be allotted on first come first serve basis. Old students will be allotted rooms course-wise and semester-wise. Floor for the students will be rotated every year.
(c). Hostellers desirous of staying on in hostel during the Summer sessional break will be required to inform the Dy Dir Hostel a month in advance. Students permitted to stay back will have to pay an additional fee of Rs 6500.00 per month. During the summer break, those staying back will be relocated by the Dy Dir Hostel for administrative convenience.


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LOSS OF KEYS

5. In case a student loses his /her room keys, the complete lock will be replaced and cost will be recovered from the student against a fine of Rs.750/- This is necessary due to security reasons. Besides the three keys that come along with the lock, no additional keys will be fabricated from the lock –smith. The lock smith will only be permitted entry into the Hostel with the express permission of Dir Hostel.

UPKEEP OF THE ROOMS

6. Adequate numbers of* Safaikarmacharies „have been employed for general cleaning of rooms and upkeep of hostel premises. Students are expected to ensure cleanliness of their rooms and help maintain general upkeep of hostel premises. All fans tube lights & electrical appliances when not required should be switched off.
7. Pasting of posters/pictures on wall & doors, writing, wall chalking and unnecessary nailing is not allowed. Slogan of any kind or defacing the hostel in any form is strictly prohibited.
8. Any damage to the hostel property must be reported to the authorities. Hostellers will be charged for all damages or loss of hostel property except when caused due to fair wear and tear.

LEAVE/ OUTPASS FROM HOSTEL

9. The students are allowed to visit their local guardian on weekends and holidays and stay overnight after obtaining due permission and out pass from respective Wardens. Before issuing out-passes to students, the Warden must inform parents about their child's request for out-pass. The warden must ask the parents to send email \ fax or alternatively a SMS from their registered mobile numbers to the Warden.
10. **Day out Pass.** Day out passes are permitted from 9AM to 6PM on weekends /holidays only. On other working days, in case of an emergency, the hosteller will first obtain permission from respective Heads of Institution / Departments. Thereafter, the application will be forwarded to Director Hostels for his approval, based on which the Wardens will issue the out pass.
11. **Holiday / Break out-pass.** Will be issued by Wardens during Amity University Holidays / Breaks.
12. **Procedure for out-pass.** All out-passes will be issued one day in advance (between 8:00PM to 10:00PM). A Student requiring an out pass is to fill the out-pass slip and enter the details



in the register maintained in the hostel. Prior to issuing out pass Wardens must obtain consent of parents as detailed above.

13. The students are to show the out pass while leaving and on returning at the main security gate, to the security staff on duty.
14. The student has to check out \ check in, in the register maintained in the hostel and submit the out pass in the warden's office on return.

ATTENDANCE

15. The Muster for both male & female hostelers will commence at 10:00 PM. All hostel doors will be shut for the night at 10:00 PM. Thereafter no hostelers is permitted to leave the hostel premises
16. In case any student is unable to present himself / herself for attendance due to sickness, he/she should inform the warden in time.
17. A student coordinator (nominated on each floor) is responsible for discipline and attendance of the students.
18. Supervisor /Assistant warden accompanied by the Student prefect are to take random surprise checks floor wise for attendance. A report on defaulters will be submitted to the Warden.

ATTENDANCE OF CLASSES BY HOSTELLERS

19. Hostel staff will conduct regular checks to identify students staying back in the hostel during working hours ie 9AM to 5 PM. Repeated offenders , who stay back in the hostel without any valid reasons will be asked to vacate their accommodation in the hostel.

CRITERIA FOR RE-ADMISSION TO THE HOSTEL

20. Admission to the hostel for fresh entrants in the UG & PG courses does not guarantee re-admission to students for subsequent semesters. The University reserves the rights for re-admitting students to the hostel. Hostellers have to seek re-admission at the commencement of each new session. The criteria for re-admission is as under:-
 - (a) **Discipline Record** .The Hostel disciplinary committee will scrutinize the disciplinary record of each hosteller during the summer break. Hostellers involved in repeated cases of indiscipline will be denied accommodation.
 - (b) **Minimum CGPA**. Hostellers have to score a minimum of 5.5 CGPA in the previous academic year.
 - (c) **Academic attendance**. Hostellers must have a minimum of 80% attendance, in the previous academic year.
 - (d) **Intimation To Parents**. Parents of students who do not meet the above listed criteria, will be informed in writing during the summer break, so that they can make alternative arrangements for their wards for the coming session.



GUESTS/VISITORS FOR BOYS HOSTEL

21. Guests/visitors are permitted to visit the hostel only on weekends and holidays between 9:00 AM to 11:45AM and 4:00PM to 6:00PM. They are not permitted to visit rooms of the students. Visitors will be entertained in the cafeteria/CCD/Plaza area. They are not permitted to stay overnight in the campus.
22. Students will receive their guests at the warden's office and fill in particulars of their visitors in the Hostel Visitors Register kept there. It will be the responsibility of the concerned student to receive and see off his/her Guest at the gate.
23. Day scholars will not be allowed entry in hostel without prior permission from the competent authorities. Defaulter day scholars as well as hostellers will each be penalized by 50% hostel fee for one month and will also be liable for disciplinary action.

RULES FOR VISTING GIRLS HOSTELS

24. Barring male members already staying in the girl's hostel in faculty flats, with their spouses, entry of any other male member is strictly prohibited to the girl's hostel from 7PM to 9PM.
25. In case of any emergent requirement, a visitor wanting to meet the inmates of hostel, he /she will obtain written permission of Dy Director Hostels. The visitor on grant of permission will then be escorted in /out of hostel. Female escort to be detailed by the Warden/Asst Warden.
26. From 9AM to 7PM the visitor will meet the security guard and enter his/her name in the visitors register. The guard will take the register to the Warden /Asst Warden. The Warden / Asst Warden will grant the necessary permission and endorse the same in front of the entries made by the visitor in the register.
27. The visitor on grant of permission will wait for the faculty/student to come down and meet in the hostel foyer/CCD/cafeteria or plaza area.
28. The maintenance staff like carpenter, electrician, plumber etc on grant of permission will be accompanied by the hostel staff to the flat/suite for repairs.
29. On conclusion of the visit, the visitor will make relevant entry of time out in the register. Guard will ensure that the entries are made correctly.

MEDICAL FACILITIES

30. First aid medical treatment is available within the campus. Amity clinic has a resident doctor and nursing staff with Ambulance available 24X7. On falling sick the hosteller will inform the warden who will arrange medical help. Should the hosteller be advised hospital admission, necessary communication to this effect will be sent to the parents/local guardians by the Amity resident doctor/warden.


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31. Each student of Amity University is legible for medical insurance under following terms and conditions :-

- (a) Cashless treatment up to Rs. 25,000/- if a student is admitted in hospital for more than 24 hours.
- (b) Cashless hospitalization facility is available in impaneled hospitals. The list of all such hospitals is given in the guide book.
- (c) In case of major injury the amount of insurance may be increased upto Rs. 1,00,000/-.

LAUNDARY

32. Each student is issued a laundry kit comprising of bed sheet, top sheet, pillow cover, and towel, the students are required to use linen issued to them and give it for washing on a regular basis. The laundry facility is available twice a week.

STUDENTS MESS/CAFETERIA

33. A well run students mess and café operates to provide wholesome vegetarian meals, however Eggs are provided .The menu is regulated by a mess committee. Hostellers will be at liberty to consume food and beverages at their discretion at any of the eateries within the Campus. However, Hostellers will not be permitted to eat or order food from outside the Campus premises.

MESS RULES

- 34. The Mess/ cafeteria will remain open from 8:00AM to9:30PM, and meal timings as displayed will be observed.
- 35. Students other than the mess committee members are strictly prohibited from entering the kitchen or store room of the mess.
- 36. No Student will abuse/quarrel/man handles the mess staff.
- 37. Any kind of complaint regarding mess i.e. quality, quantity of food cleanliness/hygiene etc is to be made in writing to the mess committee.
- 38. Sharing of buffet meals is not permitted. The defaulters will have to pay a fine of Rs.100/- per meal.
- 39. Students are not allowed to take the food -plates and cutlery out of the dining halls.
- 40. After meals, students are expected to deposit their plates in the designated utensil cleaning area.



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41. Smoking and drinking alcohol is prohibited in the mess and campus.
42. Food is strictly not allowed in the hostel living rooms either from mess or outside.
43. While dining in the mess/cafeteria hostellers are to be attired in decent/presentable dress .Slippers & nightdress etc are prohibited.

OPTIONS FOR MEALS IN THE HOSTEL

44. For the hostel mess students can exercise any one of the following options :-
 - (a) Eat on a monthly basis for which payment will be made in advance on the first of every month to the caterer. For this purpose the caterer will recharge the Monthly Meal Swipe Card of the students who make the payment under this option.
 - (b) Eat specific meals by purchasing coupons.
 - (c) Eat in the cafeteria at will, by maintaining a balance in the Cafeteria Recharge Card issued by the Caterer and recharged when money is deposited in it by students.
45. Should a hosteller exercise option 45(a) he/she will give a written undertaking to this effect in the hostel registration form.
46. Should a hosteller wish to change from option 45(a) to 45 (b)/(c) he/she will have to give a written application one month prior, to the hostel office, stating the change in option. The DD Hostel will authorize the change, the coming month onwards, the change will come into effect.

MAINTENANCE

47. Repair/maintenance of fixtures and facilities is an ongoing process. Requirements are to be projected by noting the details in the register kept with the respective wardens for the purpose. Undue delays in repairs are to be reported to the hostel warden.

CODE OF CONDUCT

48. All the hostellers are required to maintain standards of behavior expected of students of prestigious educational institutions. Thus they are expected to behave courteously and fairly with everyone inside and outside the campus.
 - (a) All hostellers are required to carry their valid Identity cards issued to them by the university/Institute.


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(b) Smoking, consumption of alcoholic drinks, theft/stealing, vandalism/destruction of public property, gambling, unlawful assembly or gathering for committing acts ie illegal gossip, abusing, fighting and possession of illegal materials is prohibited. Offenders are liable for appropriate legal action by the disciplinary committee, as per university regulations.

(c) Smoking weed / consuming drugs will invite immediate expulsion from the hotel.

SECURITY

49. Hostellers are responsible for the security of their cash and valuables. They are advised not to keep jewelry, expensive items and excessive cash in their rooms.

50. Hostellers are strongly advised to properly secure all their valuable i.e. mobile phones, laptop, watches, ATM cards money etc at all times.

51. Hostellers are not permitted to change rooms or sleep in any other room without prior permission from the hostel authorities. All students are to return to their rooms by 10:00PM.

52. Any students who finds his/her roommate missing for more than two hours, after 5PM must report to the warden immediately. This is to enable the authorities to take immediate action in case of any untoward incident. Your cooperation will be very much appreciated.

RAGGING

53. Ragging is illegal as per the Honorable Supreme Court ruling. Display of noisy disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic institution, including teasing, abusing, playing practical jokes or causing hurt to such students, asking the student to do any act or perform something which such student will not in the ordinary course be willing to do, will amount to ragging.

54. Any violation of this by the students will be dealt with very severely by appropriate action which may even result in expulsion from the hostel/university. Implication of any student by a court of law could lead to him/her being imprisoned upto a period of two years and/or a fine of up to Rs 10,000/-. Other Institutional punishments for Participation in/or Abetment of Ragging :

- (a) Cancellation of admission.
- (b) Suspension from attending classes.
- (c) Withholding/withdrawing scholarship/fellowship and other benefits.
- (d) Debarring from appearing in any test/examination or other evaluation process.
- (e) Withholding results.
- (f) Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
- (g) Suspension/expulsion from the hostel.
- (h) Rustication from the institution for periods varying from 1 to 4 semesters or

- equivalent period.
- (h) Expulsion from the institution and consequent debarring from admission to any other institution.

NOTE

Each student and his/her parents/ guardian shall have to furnish an affidavit along with the application form to the effect that they will not participate in or abet the act of ragging and that, if found guilty, shall be liable for punishment under the penal law of India.

WITHDRAWAL FROM HOSTEL

55. Any application of withdrawal from hostel should have the concurrence of parent/guardian and should reach hostel office (after getting clearance from respective Warden) specify the date of leaving. The following guidelines will be applicable:-
- (a) Students who withdraw from the hostel without occupying the room (even for a single day) will be refunded the full amount of hostel fee and security.
 - (b) Students who have stayed in the hostel for a month or less, will pay charges for two months and the remaining amount of fee & security will be refunded.
 - (c) If the stay is over a month but less than three months. Students will be eligible for refund of half of the academic year's hostel fee and security deposit.
 - (d) Any request of hostel withdrawal after three months will not get the benefit of any refund other than the security deposit.

EXPULSION FROM HOSTEL

56. Students may be expelled from hostel by the management on disciplinary grounds.

RULES OF CONDUCT & REGULATIONS

57. All students staying in hostel are required to observe rules of conduct and regulation as listed below so as to ensure a conducive atmosphere for their studies and growth:-
- (a) Male and female students are not permitted to visit each other's hostels.
 - (b) Possession and consumption of liquor, drugs, cigarettes and any tobacco product is strictly prohibited. Defaulters will be required to vacate the hostel and will be liable for legal action.


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- (c) Students are not permitted to change their rooms without the permission of the hostel Warden.
- (d) Use of electrical appliance like air-conditioners, heater, irons, & kettles in the rooms is not permitted. Use of electric appliance like air conditioners, heaters, hot plate & irons in the rooms is not permitted. Rs 1000/ will be imposed as fine on violation of this rule.
- (e) For annual repairs & stock taking, students are required to vacate their rooms within 48h after their annual examinations. They are advised to leave only after handing over their rooms and inventory to the hostel office.
- (f) It is mandatory for every student to study during the study hours (9:30PM to 11:30PM) without any excuse.
- (g) Respective hostel Wardens have the authority to enter any room or get any room opened even in the absence of the occupant.
- (h) Students involved in any brawl/fight will invite serious disciplinary action. Such cases are to be brought to the notice of the authorities promptly.
- (i) Hostellers are not permitted to allow any day scholar to visit or stay overnight with them in the hostel. However in exceptional cases permission may be granted by the Director Hostels.
- (j) In case the I-card is lost, new card will be issued by the register office on payment of fine of Rs.500/- and a copy of FIR, with the police.
- (k) Any celebration on part of students will require written permission of hostel warden which should be taken at least two days in advance. Celebrations will be over by 11PM.
- (l) Students going out of campus during classes are required to inform their respective program Directors /Institutional Heads before seeking out pass from the hostel Warden. The application for out pass should be signed by their respective program Director \Dy. Director \program coordinator, only then out-pass will be given by Warden.
- (m) Members of any committee are not permitted to convene any meeting of any sort anywhere in the hostel or its premises without the Warden's permission.
- (n) Shouting, reading aloud playing loud music and other similar acts which are likely to disturb other residents should not be done at any time of the day or night.
- (o) Damaging of the hostel property including the removal of furniture light fittings etc by the students is a major offence which will invite fine and a disciplinary action.
- (p) Cooking inside the room is strictly prohibited.


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- (q) Students are encouraged to engage themselves in sports and games after 5:15 PM in the evening. The Sports equipment will be carefully issued and returned as per the timings. Sports equipments should be taken care of and not misused.
- (r) Switch off fans, lights before leaving the room.
- (s) Write your complaints regarding light, water, mess etc in complaint book kept in hostel office.
- (t) Don't disturb electric boards, internet equipments TV boxes etc.
- (u) No hosteller is allowed to keep a vehicle/motorcycle in the University Campus.

HOSTEL DISCIPLINE COMMITTEE

58. Hostel discipline committee constituted as under will carry out necessary investigation and recommend action to appropriate authority whenever there is breach of discipline in any hostel:-

- (a) **Chairperson** - Dy. Director Hostels
- (b) **Members** - A representative of the Institution /department to which the student belongs and respective hostel warden.

59. Where necessary the cases will be referred to university discipline committee as nominated by Hon'ble Vice-Chancellor.

HOSTEL & MESS COMMITTEE

60. **Hostel Mess Committee** constituted as under will be formed to improve overall quality of food in the mess:-

- (a) **Chairperson** - Dy. Director Hostel
- (b) **Members** - Faculty members, hostel wardens and student representative of various programs.

61. All issues arising from the meeting and requiring action will be attended to by Administrative Branch and will be pursued by Hon'ble Vice-Chancellor.


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62. Proper record of such meetings will be maintained by Administrative Branch including action taken on the points raised by students.

63. Notifications of all –important issues will be done by Registrar’s office.

64. Meal timings will be as under:-

- | | |
|--------------------|------------------------|
| (a) Breakfast | - 07:00AM To 09:00AM |
| (b) Sunday/Holiday | - 08:00 AM to 10:00 AM |
| (c) Lunch | -12:30PM to 02:00PM |
| (d) Dinner | - 08:00PM to 09:30PM |

Miscellaneous

65. Special diet to sick hostellers will be provided to the members under the advice of resident medical officer/ Warden.

66. *The faculty accommodation is out of bounds for all students unless specially invited and should be with the knowledge of Hostel Warden and Dy Director hostel.*

Compulsory Attendance of Hostellers During Central University Functions. The following University Functions are held each year, for which attendance by Hostellers is mandatory.

- Sangathan ----- held each year in the month of Sept to Oct.
- Amity Marathon/Half Marathon ----- held each year in the month of Feb.
- Amity Fest ----- held each year.

Note: No out passes or leave of absence will be given to hostellers during these functions.

67. Hostellers are permitted to keep an Electric Kettle with him/ her in the room.

CONCLUSION.

68. Students are welcome to give their valuable, positive and practical suggestions for consideration and inclusion in the „Hostel Regulation“.

ANTI RAGGING RULES & REGULATIONS

1. SPECIAL ADVISORY TO FRESHERS

- (a) Fresher should not hesitate or feel shy of reporting any incidence of ragging either as a victim or as a witness.


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(b) Freshers (particularly hostel freshers) should move in groups. They are advised to resist individual or collective attempts by seniors towards bullying or ragging .They are also advised to immediately report such incidents at the earliest.

2. **ANTI-RAGGING COMPLAINT CELL**

(a) **Anti-Ragging Monitoring Cell**

Maj Gen Bhim Singh Suhag, Dy VC	Chairman	9810631990
Prof.(Mrs) PadmakaliBannerjee Mishra, Pro VC & Dean Academic	Member	9871054449
Maj Gen G S Bal, DSW, Director Hostels, & Security	Member	9818113805
Squardan Leader S.K. Singh, Director Administration	Member	9910344977
Prof. Vikas Madhukar, Deputy Director ABS	Member	9818153629
Col. Vijai Singh Deputy. Director Hostels	Member	9166452805

(b) **Other important telephone Nos.**

Shri Shengupta , Registrar	8527428899
Dr. (Mrs.) Preeti Singh A.P. ECE	9992521118

(c) Fresher`s are advised to save these mobile numbers in their phones , for establishing contact with authorities in case of emergencies.

3. **REGULATIONS/DIRECTIVE FOR BANNING RAGGING & ANTI –RAGGING MEASURES. 2013**

(a) **Terms of reference**

- (i) Supreme Court Orders
- (ii) UGC Draft Regulations and Guidelines

(b) **Prohibition of Ragging**

- (i) Ragging within the university Campus including its Institutions/ Departments and hostel is strictly prohibited.


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- (ii) Ragging in any form is prohibited also in the private lodges/buildings where university students are staying.
- (iii) Ragging in any form is prohibited in hostel mess, Canteen, Cafeteria & Transport (College & Private)
- (iv) No person including students /Staff/Faculty shall participate or abet or propagate ragging in any form.

4. **Punishment**

Ragging is a cognizable offence under the law and the punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent. It may include one or more of the following:-

- (a) Cancellation of admission, suspension, rustication or expulsion from the university hostel.
- (b) FIR with the police and arrest.
- (c) Collective punishment may be imposed where involved persons are not identified.

5. **Anti-Ragging Control Room**

- (a) One Anti-Ragging Control Room will be established at Gurgaon Campus under the direction of AUG Anti-Ragging Monitoring Cell. The Control Room will be manned 24 hours based on the duty roster issued by the Anti-Ragging Monitoring Cell. It will be manned by one Marshal and one Security personnel in each shift under direct supervision of concerned duty proctor for a particular shift.
- (b) The Control Room will be equipped with land line and mobile telephone numbers which will be made widely known to all concerned.

6. **Anti-Ragging Monitoring Cell.** The Anti-Ragging Monitoring Cell will be established at the university HQ level and will be totally and fully responsible to ensure that all Anti-Ragging Rules, Regulation and Measures are strictly followed. The Anti-Ragging Monitoring Cell will also ensure that appropriate action is taken in all incidences of ragging. Its Endeavour will be to make Amity University Haryana “Ragging Free”.



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DO's AND DONT's for HOSTELLERS

DO's

<ul style="list-style-type: none">• Expected to be courteous to everyone, respectful to elder, friendly to equals, gentle to juniors in dealing with others.	<ul style="list-style-type: none">• Expected to accept authority.
<ul style="list-style-type: none">• Encourage others in the pursuit of common goals.	<ul style="list-style-type: none">• Expected to read or listen to messages and do as asked to do.
<ul style="list-style-type: none">• Is always honest, overcomes the urge to lie and cheat.	<ul style="list-style-type: none">• Expected to stay in the university block during university hours.
<ul style="list-style-type: none">• Acknowledge and learn by mistakes.	<ul style="list-style-type: none">• Expected to avoid any destructive behavior.
<ul style="list-style-type: none">• Follow high ideals and face difficulties courageously.	<ul style="list-style-type: none">• Expected to be familiar with hostel rules.
<ul style="list-style-type: none">• Insists on fair play, is generous in defeat and applauds the victorious opponent.	<ul style="list-style-type: none">• Expected to recognize the dignity of each individual.
<ul style="list-style-type: none">• Never puts off for tomorrow what he can do today.	<ul style="list-style-type: none">• Expected to shoulder responsibilities and conduct himself \ herself in a mature manner.
<ul style="list-style-type: none">• Is always punctual, punctilious and peace loving.	<ul style="list-style-type: none">• Expected to co-operate with staff members.
<ul style="list-style-type: none">• Is quick to apologize.	<ul style="list-style-type: none">• Expected to take advantage of every chance to learn.
<ul style="list-style-type: none">• Strives for excellence.	<ul style="list-style-type: none">• Expected to produce a medical certificate (from a competent authority) in case of absence due to illness.
<ul style="list-style-type: none">• Is zealous for the common good, name and fame of the institution, family, neighborhood, state and above all the honor and glory of the motherland.	<ul style="list-style-type: none">• Expected to take part in various sport activities outside university hours. Since, games play an important role in all round development.
<ul style="list-style-type: none">• Expected to develop a healthy self – image and develop positive relationship with others.	<ul style="list-style-type: none">• Expected to look after hostel property.
<ul style="list-style-type: none">• Expected to take increasing responsibility for own self and conduct himself\herself in a responsive manner.	<ul style="list-style-type: none">• Expected to see his/her hostel life as part of his/her mission of life, and strive to fulfill it to the best of his\her ability.
<ul style="list-style-type: none">• Contribute towards the development of the institution.	


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DON'T's

• Cook in your room.	• Violate hostel rules.
• Keep or feed pets in your room or campus.	• Play loud music anywhere (in your room or campus).
• Create a disturbance in the corridors.	• Conduct or attend parties (in your room or anywhere on the campus).
• Damage university property or assets.	• Smoke, consume alcohol or indulge in substance abuse.
• Act in a manner that offends the local cultural and social values and sensibilities.	• Indulge in ragging.
• Permit proxy / dummy room –mates in your room.	• Disclose your pin/secret code of your credit/debit card to anybody.
• Permit non residents to stay in or use your room.	• Keep or play television in your rooms.
• Light lamps candles, carry crackers or burn / burst crackers in and around the hostel premises.	• Keep valuables or heavy cash in your rooms.
• Waste water or electricity.	• Go without out pass.

ITEMS ISSUED TO HOSTELLERS ON ADMISSION TO HOSTEL

Sr. No	Items
(a)	Almirah
(b)	Almirah Key
(c)	Bed
(d)	Mattress
(e)	Bed Sheet
(f)	Over Sheet
(g)	Pillow
(h)	Pillow Cover
(i)	Towel
(j)	Room Key
(k)	Study Table
(l)	Study Chair
(m)	Cloth Stand



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HOSTEL STAFF

AMITY UNIVERSITY GURGAON

Director Hostel -- Maj. Gen.Gurpal Singh Bal.

Dv. Director Hostel -- Col. Vijai Singh

Details of Boys Hostel Staff

Sr.No	Name of the Staff	Designation	Mobile No.
1.	Mr. S.P Yadav	Warden(A,B & B1Blocks)	09650515354
2.	Mr. Deepak Singh Nain	Dy. Warden (C,D&D1 Blocks)	09896193939
3.	Mr. Kuldeep Singh	Asst. Warden	09871241038
4.	Mr. Manoj Kumar Singh	Asst Warden	09205560957
5.	Mr. Manoj Sharma	Supervisor	09671437624
6.	Mr. Praveen Kumar	Supervisor	09717258461
7.	Mr. Amarjeet	Supervisor	07053000413
8.	Mr. Sumit Kumar	Supervisor	09958506252

Details of Girls Hostel Staff

Sr.No	Name of the Staff	Designation	Mobile No.
1.	Ms. KantaNagpal	Asst. Warden (E&E1 Block)	09650254954
2.	Ms. Lily Nain	Asst Warden (E&E1 Block)	09729193939
3.	Ms. MeenakshiNehra	Asst Warden (F&F1 Block)	08571850029
4.	Ms. Bandana Singh	Supervisor	08800860655
5.	Ms. Suman Lata	Supervisor	09650857175
6.	Ms.Neha Mishra	Supervisor	09716953508

Other Important Contact Number

Sr.No	Name of the Staff	Designation	Mobile No.
1.	Dr. Sapan Kumar Ghosh	Chief Medical Officer	08527288339
2.	Ms. Veena Ghosh	Staff Nurse	08527547595
3.	Mr. Krishna Kumar	Medical Assistant	09958379130
4.	Mr. Sunil Dutt	Medical Assistant	09650913287
5.	Mr. Hansraj	Medical Assistant	09718972026

“SukhasyaMoolam Dharma”
(Happiness is rooted in Ethics)

Chanakya



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AMITY

Where aspirations are nurtured



M. Manoj

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HOSTEL RULES

GENERAL

1. These rules known as “**AUH Hostel Rules** “will cover all the Students staying in Amity Hostels at Manesar (Gurgaon) Campus.

ADMISSION TO THE HOSTEL

2. Admission to new students to hostel will be communicated to the desirous students by admission office along with their admission result after which they will be required to deposit their full hostel fees. A photocopy of the bank receipt along with hostel admission form completed in all respects will be submitted to the respective hostel office before occupying the accommodation. The duration of hostel-stay will commence from the day of admission to the last day of the academic year. On completion of the academic year, the hostellers will be required to hand over their accommodation along with allocated furniture items, room and Almirah keys to the respective Hostel Offices. Over-staying in the hostel is not permitted. However, special cases may be recommended by head of the institution/Department to the Dy. Director Hostel.
3. Old students desiring admission in the hostel will apply to Director Hostel, who will decide about their admission or otherwise. On grant of permission they will be required to deposit full hostel fee (for the two semesters) before the due date and submit photocopy of the payment receipt to the concerned hostel office before moving into the hostel

ACCOMMODATION

4. (a).Twin sharing rooms are available in the hostel, which are allotted to students by respective Wardens. Each hosteller is provided with a Bed, Mattress, Pillow, Bed sheets, Pillow cover, Towel, Study Table, Study Chair and an Almirah besides standard electrical fittings such as tube lights and fans. Individual hosteller is responsible for any damage to the items provided to him/her and would be required to make good the loss by paying for cost of damages. In case of damages, if the defaulter is not identified, collective penalty would be imposed.
(b). Procedure for Room Allotment. For the fresher’s a Block will be earmarked in each hostel and the rooms will be allotted on first come first serve basis. Old students will be allotted rooms course-wise and semester-wise. Floor for the students will be rotated every year.
(c). Hostellers desirous of staying on in hostel during the Summer sessional break will be required to inform the Dy Dir Hostel a month in advance. Students permitted to stay back will have to pay an additional fee of Rs 6500.00 per month. During the summer break, those staying back will be relocated by the Dy Dir Hostel for administrative convenience.

LOSS OF KEYS

5. In case a student loses his /her room keys, the complete lock will be replaced and cost will be recovered from the student against a fine of Rs.750/- This is necessary due to security reasons. Besides the three keys that come along with the lock, no additional keys will be fabricated from the lock –smith. The lock smith will only be permitted entry into the Hostel with the express permission of Dir Hostel.

UPKEEP OF THE ROOMS

6. Adequate numbers of Safai karmacharies ,have been employed for general cleaning of rooms and upkeep of hostel premises. Students are expected to ensure cleanliness of their rooms and help maintain general upkeep of hostel premises. All fans tube lights & electrical appliances when not required should be switched off.
7. Pasting of posters/pictures on wall & doors, writing, wall chalking and unnecessary nailing is not allowed. Slogan of any kind or defacing the hostel in any form is strictly prohibited.
8. Any damage to the hostel property must be reported to the authorities. Hostellers will be charged for all damages or loss of hostel property except when caused due to fair wear and tear.

LEAVE/ OUTPASS FROM HOSTEL

9. The students are allowed to visit their local guardian on weekends and holidays and stay overnight after obtaining due permission and out pass from respective Wardens. Before issuing out-passes to students, the Warden must inform parents about their child's request for out-pass. The warden must ask the parents to send email \ fax or alternatively a SMS from their registered mobile numbers to the Warden.
10. **Day out Pass.** Day out passes are permitted from 9AM to 6PM on weekends /holidays only. On other working days, in case of an emergency, the hosteller will first obtain permission from respective Heads of Institution / Departments. Thereafter, the application will be forwarded to Director Hostels for his approval, based on which the Wardens will issue the out pass.
11. **Holiday / Break out-pass.** Will be issued by Wardens during Amity University Holidays / Breaks.
12. **Procedure for out-pass.** All out-passes will be issued one day in advance (between 8:00PM to 10:00PM). A Student requiring an out pass is to fill the out-pass slip and enter the details



in the register maintained in the hostel. Prior to issuing out pass Wardens must obtain consent of parents as detailed above.

13. The students are to show the out pass while leaving and on returning at the main security gate, to the security staff on duty.
14. The student has to check out \ check in, in the register maintained in the hostel and submit the out pass in the warden's office on return.

ATTENDANCE

15. The Muster for both male & female hostelers will commence at 10:00 PM. All hostel doors will be shut for the night at 10:00 PM. Thereafter no hostellers is permitted to leave the hostel premises
16. In case any student is unable to present himself / herself for attendance due to sickness, he/ she should inform the warden in time.
17. A student coordinator (nominated on each floor) is responsible for discipline and attendance of the students.
18. Supervisor /Assistant warden accompanied by the Student prefect are to take random surprise checks floor wise for attendance. A report on defaulters will be submitted to the Warden.

ATTENDANCE OF CLASSES BY HOSTELLERS

19. Hostel staff will conduct regular checks to identify students staying back in the hostel during working hours ie 9AM to 5 PM. Repeated offenders , who stay back in the hostel without any valid reasons will be asked to vacate their accommodation in the hostel.

CRITERIA FOR RE-ADMISSION TO THE HOSTEL

20. Admission to the hostel for fresh entrants in the UG & PG courses does not guarantee re-admission to students for subsequent semesters. The University reserves the rights for re-admitting students to the hostel. Hostellers have to seek re-admission at the commencement of each new session. The criteria for re-admission is as under:-
 - (a) **Discipline Record** .The Hostel disciplinary committee will scrutinize the disciplinary record of each hosteller during the summer break. Hostellers involved in repeated cases of indiscipline will be denied accommodation.
 - (b) **Minimum CGPA**. Hostellers have to score a minimum of 5.5 CGPA in the previous academic year.
 - (c) **Academic attendance**. Hostellers must have a minimum of 80% attendance, in the previous academic year.
 - (d) **Intimation To Parents**. Parents of students who do not meet the above listed criteria, will be informed in writing during the summer break, so that they can make alternative arrangements for their wards for the coming session.



GUESTS/VISITORS FOR BOYS HOSTEL

21. Guests/visitors are permitted to visit the hostel only on weekends and holidays between 9:00 AM to 11:45AM and 4:00PM to 6:00PM. They are not permitted to visit rooms of the students. Visitors will be entertained in the cafeteria/CCD/Plaza area. They are not permitted to stay overnight in the campus.
22. Students will receive their guests at the warden's office and fill in particulars of their visitors in the Hostel Visitors Register kept there. It will be the responsibility of the concerned student to receive and see off his/her Guest at the gate.
23. Day scholars will not be allowed entry in hostel without prior permission from the competent authorities. Defaulter day scholars as well as hostellers will each be penalized by 50% hostel fee for one month and will also be liable for disciplinary action.

RULES FOR VISTING GIRLS HOSTELS

24. Barring male members already staying in the girl's hostel in faculty flats, with their spouses, entry of any other male member is strictly prohibited to the girl's hostel from 7PM to 9PM.
25. In case of any emergent requirement, a visitor wanting to meet the inmates of hostel, he /she will obtain written permission of Dy Director Hostels. The visitor on grant of permission will then be escorted in /out of hostel. Female escort to be detailed by the Warden/Asst Warden.
26. From 9AM to 7PM the visitor will meet the security guard and enter his/her name in the visitors register. The guard will take the register to the Warden /Asst Warden. The Warden / Asst Warden will grant the necessary permission and endorse the same in front of the entries made by the visitor in the register.
27. The visitor on grant of permission will wait for the faculty/student to come down and meet in the hostel foyer/CCD/cafeteria or plaza area.
28. The maintenance staff like carpenter, electrician, plumber etc on grant of permission will be accompanied by the hostel staff to the flat/suite for repairs.
29. On conclusion of the visit, the visitor will make relevant entry of time out in the register. Guard will ensure that the entries are made correctly.

MEDICAL FACILITIES

30. First aid medical treatment is available within the campus. Amity clinic has a resident doctor and nursing staff with Ambulance available 24X7. On falling sick the hosteller will inform the warden who will arrange medical help. Should the hosteller be advised hospital admission, necessary communication to this effect will be sent to the parents/local guardians by the Amity resident doctor/warden.

31. Each student of Amity University is legible for medical insurance under following terms and conditions :-

- (a) Cashless treatment up to Rs. 25,000/- if a student is admitted in hospital for more than 24 hours.
- (b) Cashless hospitalization facility is available in impaneled hospitals. The list of all such hospitals is given in the guide book.
- (c) In case of major injury the amount of insurance may be increased upto Rs. 1,00,000/-.

LAUNDARY

32. Each student is issued a laundry kit comprising of bed sheet, top sheet, pillow cover, and towel, the students are required to use linen issued to them and give it for washing on a regular basis. The laundry facility is available twice a week.

STUDENTS MESS/CAFETERIA

33. A well run students mess and café operates to provide wholesome vegetarian meals, however Eggs are provided .The menu is regulated by a mess committee. Hostellers will be at liberty to consume food and beverages at their discretion at any of the eateries within the Campus. However, Hostellers will not be permitted to eat or order food from outside the Campus premises.

MESS RULES

- 34. The Mess/ cafeteria will remain open from 8:00AM to9:30PM, and meal timings as displayed will be observed.
- 35. Students other than the mess committee members are strictly prohibited from entering the kitchen or store room of the mess.
- 36. No Student will abuse/quarrel/man handles the mess staff.
- 37. Any kind of complaint regarding mess i.e. quality, quantity of food cleanliness/hygiene etc is to be made in writing to the mess committee.
- 38. Sharing of buffet meals is not permitted. The defaulters will have to pay a fine of Rs.100/- per meal.
- 39. Students are not allowed to take the food -plates and cutlery out of the dining halls.
- 40. After meals, students are expected to deposit their plates in the designated utensil cleaning area.


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41. Smoking and drinking alcohol is prohibited in the mess and campus.
42. Food is strictly not allowed in the hostel living rooms either from mess or outside.
43. While dining in the mess/cafeteria hostellers are to be attired in decent/presentable dress .Slippers & nightdress etc are prohibited.

OPTIONS FOR MEALS IN THE HOSTEL

44. For the hostel mess students can exercise any one of the following options :-
 - (a) Eat on a monthly basis for which payment will be made in advance on the first of every month to the caterer. For this purpose the caterer will recharge the Monthly Meal Swipe Card of the students who make the payment under this option.
 - (b) Eat specific meals by purchasing coupons.
 - (c) Eat in the cafeteria at will, by maintaining a balance in the Cafeteria Recharge Card issued by the Caterer and recharged when money is deposited in it by students.
45. Should a hosteller exercise option 45(a) he/she will give a written undertaking to this effect in the hostel registration form.
46. Should a hosteller wish to change from option 45(a) to 45 (b)/(c) he/she will have to given a written application one month prior, to the hostel office, stating the change in option. The DD Hostel will authorize the change, the coming month onwards, the change will come into effect.

MAINTENANCE

47. Repair/maintenance of fixtures and facilities is an ongoing process. Requirements are to be projected by noting the details in the register kept with the respective wardens for the purpose. Undue delays in repairs are to be reported to the hostel warden.

CODE OF CONDUCT

48. All the hostellers are required to maintain standards of behavior expected of students of prestigious educational institutions. Thus they are expected to behave courteously and fairly with everyone inside and outside the campus.
 - (a) All hostellers are required to carry their valid Identity cards issued to them by the university/Institute.


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(b) Smoking, consumption of alcoholic drinks, theft/stealing, vandalism/destruction of public property, gambling, unlawful assembly or gathering for committing acts ie illegal gossip, abusing, fighting and possession of illegal materials is prohibited. Offenders are liable for appropriate legal action by the disciplinary committee, as per university regulations.

(c) Smoking weed / consuming drugs will invite immediate expulsion from the hotel.

SECURITY

49. Hostellers are responsible for the security of their cash and valuables. They are advised not to keep jewelry, expensive items and excessive cash in their rooms.

50. Hostellers are strongly advised to properly secure all their valuable i.e. mobile phones, laptop, watches, ATM cards money etc at all times.

51. Hostellers are not permitted to change rooms or sleep in any other room without prior permission from the hostel authorities. All students are to return to their rooms by 10:00PM.

52. Any students who finds his/her roommate missing for more than two hours, after 5PM must report to the warden immediately. This is to enable the authorities to take immediate action in case of any untoward incident. Your cooperation will be very much appreciated.

RAGGING

53. Ragging is illegal as per the Honorable Supreme Court ruling. Display of noisy disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic institution, including teasing, abusing, playing practical jokes or causing hurt to such students, asking the student to do any act or perform something which such student will not in the ordinary course be willing to do, will amount to ragging.

54. Any violation of this by the students will be dealt with very severely by appropriate action which may even result in expulsion from the hostel/university. Implication of any student by a court of law could lead to him/her being imprisoned upto a period of two years and/or a fine of up to Rs 10,000/-. Other Institutional punishments for Participation in/or Abetment of Ragging :

- (a) Cancellation of admission.
- (b) Suspension from attending classes.
- (c) Withholding/withdrawing scholarship/fellowship and other benefits.
- (d) Debarring from appearing in any test/examination or other evaluation process.
- (e) Withholding results.
- (f) Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
- (g) Suspension/expulsion from the hostel.
- (h) Rustication from the institution for periods varying from 1 to 4 semesters or

- equivalent period.
- (h) Expulsion from the institution and consequent debarring from admission to any other institution.

NOTE

Each student and his/her parents/ guardian shall have to furnish an affidavit along with the application form to the effect that they will not participate in or abet the act of ragging and that, if found guilty, shall be liable for punishment under the penal law of India.

WITHDRAWAL FROM HOSTEL

55. Any application of withdrawal from hostel should have the concurrence of parent/guardian and should reach hostel office (after getting clearance from respective Warden) specify the date of leaving. The following guidelines will be applicable:-
- (a) Students who withdraw from the hostel without occupying the room (even for a single day) will be refunded the full amount of hostel fee and security.
 - (b) Students who have stayed in the hostel for a month or less, will pay charges for two months and the remaining amount of fee & security will be refunded.
 - (c) If the stay is over a month but less than three months. Students will be eligible for refund of half of the academic year's hostel fee and security deposit.
 - (d) Any request of hostel withdrawal after three months will not get the benefit of any refund other than the security deposit.

EXPULSION FROM HOSTEL

56. Students may be expelled from hostel by the management on disciplinary grounds.

RULES OF CONDUCT & REGULATIONS

57. All students staying in hostel are required to observe rules of conduct and regulation as listed below so as to ensure a conducive atmosphere for their studies and growth:-

- (a) Male and female students are not permitted to visit each other's hostels.
- (b) Possession and consumption of liquor, drugs, cigarettes and any tobacco product is strictly prohibited. Defaulters will be required to vacate the hostel and will be liable for legal action.


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- (c) Students are not permitted to change their rooms without the permission of the hostel Warden.
- (d) Use of electrical appliance like air-conditioners, heater, irons, & kettles in the rooms is not permitted. Use of electric appliance like air conditioners, heaters, hot plate & irons in the rooms is not permitted. Rs 1000/ will be imposed as fine on violation of this rule.
- (e) For annual repairs & stock taking, students are required to vacate their rooms within 48h after their annual examinations. They are advised to leave only after handing over their rooms and inventory to the hostel office.
- (f) It is mandatory for every student to study during the study hours (9:30PM to 11:30PM) without any excuse.
- (g) Respective hostel Wardens have the authority to enter any room or get any room opened even in the absence of the occupant.
- (h) Students involved in any brawl/fight will invite serious disciplinary action. Such cases are to be brought to the notice of the authorities promptly.
- (i) Hostellers are not permitted to allow any day scholar to visit or stay overnight with them in the hostel. However in exceptional cases permission may be granted by the Director Hostels.
- (j) In case the I-card is lost, new card will be issued by the register office on payment of fine of Rs.500/- and a copy of FIR, with the police.
- (k) Any celebration on part of students will require written permission of hostel warden which should be taken at least two days in advance. Celebrations will be over by 11PM.
- (l) Students going out of campus during classes are required to inform their respective program Directors /Institutional Heads before seeking out pass from the hostel Warden The application for out pass should be signed by their respective program Director \Dy. Director \program coordinator, only then out-pass will be given by Warden.
- (m) Members of any committee are not permitted to convene any meeting of any sort anywhere in the hostel or its premises without the Warden's permission.
- (n) Shouting, reading aloud playing loud music and other similar acts which are likely to disturb other residents should not be done at any time of the day or night.
- (o) Damaging of the hostel property including the removal of furniture light fittings etc by the students is a major offence which will invite fine and a disciplinary action.
- (p) Cooking inside the room is strictly prohibited.



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- (q) Students are encouraged to engage themselves in sports and games after 5:15 PM in the evening. The Sports equipment will be carefully issued and returned as per the timings. Sports equipments should be taken care of and not misused.
- (r) Switch off fans, lights before leaving the room.
- (s) Write your complaints regarding light, water, mess etc in complaint book kept in hostel office.
- (t) Don't disturb electric boards, internet equipments TV boxes etc.
- (u) No hosteller is allowed to keep a vehicle/motorcycle in the University Campus.

HOSTEL DISCIPLINE COMMITTEE

58. Hostel discipline committee constituted as under will carry out necessary investigation and recommend action to appropriate authority whenever there is breach of discipline in any hostel:-

- (a) **Chairperson** - Dy. Director Hostels
- (b) **Members** - A representative of the Institution /department to which the student belongs and respective hostel warden.

59. Where necessary the cases will be referred to university discipline committee as nominated by Hon^{ble} Vice-Chancellor.

HOSTEL & MESS COMMITTEE

60. **Hostel Mess Committee** constituted as under will be formed to improve overall quality of food in the mess:-

- (a) **Chairperson** - Dy. Director Hostel
- (b) **Members** - Faculty members, hostel wardens and student representative of various programs.

61. All issues arising from the meeting and requiring action will be attended to by Administrative Branch and will be pursued by Hon^{ble} Vice-Chancellor.



62. Proper record of such meetings will be maintained by Administrative Branch including action taken on the points raised by students.

63. Notifications of all –important issues will be done by Registrar’s office.

64. Meal timings will be as under:-

- | | |
|--------------------|------------------------|
| (a) Breakfast | - 07:00 AM To 09:00AM |
| (b) Sunday/Holiday | - 08:00 AM to 10:00 AM |
| (c) Lunch | - 12:30 PM to 02:00PM |
| (d) Dinner | - 08:00 PM to 09:30PM |

Miscellaneous

65. Special diet to sick hostellers will be provided to the members under the advice of resident medical officer/ Warden.

66. *The faculty accommodation is out of bounds for all students unless specially invited and should be with the knowledge of Hostel Warden and Dy Director hostel.*

Compulsory Attendance of Hostellers During Central University Functions. The following University Functions are held each year, for which attendance by Hostellers is mandatory.

- Sangathan ----- held each year in the month of Sept to Oct.
- Amity Marathon/Half Marathon ----- held each year in the month of Feb.
- Amity Fest ----- held each year.

Note: No out passes or leave of absence will be given to hostellers during these functions.

67. Hostellers are permitted to keep an Electric Kettle with him/ her in the room.

CONCLUSION.

68. Students are welcome to give their valuable, positive and practical suggestions for consideration and inclusion in the „Hostel Regulation“.

ANTI RAGGING RULES & REGULATIONS


Registrar
Amity University Haryana
Manesar, Gurgaon-122413

1. SPECIAL ADVISORY TO FRESHERS

- (a) Fresher should not hesitate or feel shy of reporting any incidence of ragging either as a victim or as a witness.
- (b) Freshers (particularly hostel freshers) should move in groups. They are advised to resist individual or collective attempts by seniors towards bullying or ragging .They are also advised to immediately report such incidents at the earliest.

2. ANTI-RAGGING COMPLAINT CELL

(a) Anti-Ragging Monitoring Cell

Maj Gen Bhim Singh Suhag, Dy VC	Chairman	9810631990
Prof.(Mrs) Padmakali Bannerjee Mishra, Pro VC & Dean Academic	Member	9871054449
Maj Gen G S Bal, DSW, Director Hostels, & Security	Member	9818113805
Squardan Leader S.K. Singh, Director Administration	Member	9910344977
Prof. Vikas Madhukar, Deputy Director ABS	Member	9818153629
Col. Vijai Singh Deputy. Director Hostels	Member	9166452805
Lt.Col Harbans Singh Addl. Director Admin	Member	9818266370

(b) Other important telephone Nos.

Shri Shengupta , Registrar	8527428899
Dr. (Mrs.) Preeti Singh A.P. ECE	9992521118

- (c) Fresher"s are advised to save these mobile numbers in their phones , for establishing contact with authorities in case of emergencies.

3. REGULATIONS/DIRECTIVE FOR BANNING RAGGING & ANTI -RAGGING MEASURES. 2013

(a) Terms of reference

- (i) Supreme Court Orders
- (ii) UGC Draft Regulations and Guidelines

(b) Prohibition of Ragging

- (i) Ragging within the university Campus including its Institutions/ Departments and hostel is strictly prohibited.
- (ii) Ragging in any form is prohibited also in the private lodges/buildings where university students are staying.
- (iii) Ragging in any form is prohibited in hostel mess, Canteen, Cafeteria & Transport (College & Private)
- (iv) No person including students /Staff/Faculty shall participate or abet or propagate ragging in any form.

4. Punishment

Ragging is a cognizable offence under the law and the punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent. It may include one or more of the following:-

- (a) Cancellation of admission, suspension, rustication or expulsion from the university hostel.
- (b) FIR with the police and arrest.
- (c) Collective punishment may be imposed where involved persons are not identified.

5. Anti-Ragging Control Room

- (a) One Anti-Ragging Control Room will be established at Gurgaon Campus under the direction of AUG Anti-Ragging Monitoring Cell. The Control Room will be manned 24 hours based on the duty roster issued by the Anti-Ragging Monitoring Cell. It will be manned by one Marshal and one Security personnel in each shift under direct supervision of concerned duty proctor for a particular shift.
- (b) The Control Room will be equipped with land line and mobile telephone numbers which will be made widely known to all concerned.

- 6. Anti-Ragging Monitoring Cell.** The Anti-Ragging Monitoring Cell will be established at the university HQ level and will be totally and fully responsible to ensure that all Anti- Ragging Rules. Regulation and Measures are strictly followed. The Anti-Ragging Monitoring


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Cell will also ensure that appropriate action is taken in all incidences of ragging. Its Endeavour will be to make Amity University Haryana “Ragging Free”.

DO’s AND DONT’s for HOSTELLERS

DO’s

<ul style="list-style-type: none"> • Expected to be courteous to everyone, respectful to elder, friendly to equals, gentle to juniors in dealing with others. 	<ul style="list-style-type: none"> • Expected to accept authority.
<ul style="list-style-type: none"> • Encourage others in the pursuit of common goals. 	<ul style="list-style-type: none"> • Expected to read or listen to messages and do as asked to do.
<ul style="list-style-type: none"> • Is always honest, overcomes the urge to lie and cheat. 	<ul style="list-style-type: none"> • Expected to stay in the university block during university hours.
<ul style="list-style-type: none"> • Acknowledge and learn by mistakes. 	<ul style="list-style-type: none"> • Expected to avoid any destructive behavior.
<ul style="list-style-type: none"> • Follow high ideals and face difficulties courageously. 	<ul style="list-style-type: none"> • Expected to be familiar with hostel rules.
<ul style="list-style-type: none"> • Insists on fair play, is generous in defeat and applauds the victorious opponent. 	<ul style="list-style-type: none"> • Expected to recognize the dignity of each individual.
<ul style="list-style-type: none"> • Never puts off for tomorrow what he can do today. 	<ul style="list-style-type: none"> • Expected to shoulder responsibilities and conduct himself \ herself in a mature manner.
<ul style="list-style-type: none"> • Is always punctual, punctilious and peace loving. 	<ul style="list-style-type: none"> • Expected to co-operate with staff members.
<ul style="list-style-type: none"> • Is quick to apologize. 	<ul style="list-style-type: none"> • Expected to take advantage of every chance to learn.
<ul style="list-style-type: none"> • Strives for excellence. 	<ul style="list-style-type: none"> • Expected to produce a medical certificate (from a competent authority) in case of absence due to illness.
<ul style="list-style-type: none"> • Is zealous for the common good, name and fame of the institution, family, neighborhood, state and above all the honor and glory of the motherland. 	<ul style="list-style-type: none"> • Expected to take part in various sport activities outside university hours. Since, games play an important role in all round development.
<ul style="list-style-type: none"> • Expected to develop a healthy self – image and develop positive relationship with others. 	<ul style="list-style-type: none"> • Expected to look after hostel property.
<ul style="list-style-type: none"> • Expected to take increasing responsibility for own self and conduct himself\herself in a responsive manner. 	<ul style="list-style-type: none"> • Expected to see his/her hostel life as part of his/her mission of life, and strive to fulfill it to the best of his\her ability.
<ul style="list-style-type: none"> • Contribute towards the development of the institution. 	

M. Manoj

Registrar
Amity University Haryana
Manesar, Gurgaon-122413

DON'T's

• Cook in your room.	• Violate hostel rules.
• Keep or feed pets in your room or campus.	• Play loud music anywhere (in your room or campus).
• Create a disturbance in the corridors.	• Conduct or attend parties (in your room or anywhere on the campus).
• Damage university property or assets.	• Smoke, consume alcohol or indulge in substance abuse.
• Act in a manner that offends the local cultural and social values and sensibilities.	• Indulge in ragging.
• Permit proxy / dummy room –mates in your room.	• Disclose your pin/secret code of your credit/debit card to anybody.
• Permit non residents to stay in or use your room.	• Keep or play television in your rooms.
• Light lamps candles, carry crackers or burn / burst crackers in and around the hostel premises.	• Keep valuables or heavy cash in your rooms.
• Waste water or electricity.	• Go without out pass.

ITEMS ISSUED TO HOSTELLERS ON ADMISSION TO HOSTEL

Sr. No	Items
(a)	Almirah
(b)	Almirah Key
(c)	Bed
(d)	Mattress
(e)	Bed Sheet
(f)	Over Sheet
(g)	Pillow
(h)	Pillow Cover
(i)	Towel
(j)	Room Key
(k)	Study Table
(l)	Study Chair
(m)	Cloth Stand



Registrar
Amity University Haryana
Manesar, Gurgaon-122413

HOSTEL STAFF

AMITY UNIVERSITY GURGAON

Director Hostel -- **Maj. Gen. Gurpal Singh Bal.**

Dy. Director Hostel -- **Col. Vijai Singh**

Details of Boys Hostel Staff

Sr.No	Name of the Staff	Designation	Mobile No.
1.	Mr. S.P Yadav	Warden(A,B & B1Blocks)	09650515354
2.	Mr. Deepak Singh Nain	Dy. Warden (C,D&D1 Blocks)	09896193939
3.	Mr. Kuldeep Singh	Asst. Warden	09871241038
4.	Mr. Manoj Kumar Singh	Asst Warden	09205560957
5.	Mr. Manoj Sharma	Supervisor	09671437624
6.	Mr. Praveen Kumar	Supervisor	09717258461
7.	Mr. Amarjeet	Supervisor	07053000413
8.	Mr. Sumit Kumar	Supervisor	09958506252

Details of Girls Hostel Staff

Sr.No	Name of the Staff	Designation	Mobile No.
1.	Ms. KantaNagpal	Asst. Warden (E&E1 Block)	09650254954
2.	Ms. Lily Nain	Asst Warden (E&E1 Block)	09729193939
3.	Ms. MeenakshiNehra	Asst Warden (F&F1 Block)	08571850029
4.	Ms. Bandana Singh	Supervisor	08800860655
5.	Ms. Suman Lata	Supervisor	09650857175
6.	Ms.Neha Mishra	Supervisor	09716953508

Other Important Contact Number

Sr.No	Name of the Staff	Designation	Mobile No.
1.	Dr. Sapan Kumar Ghosh	Chief Medical Officer	08527288339
2.	Ms. Veena Ghosh	Staff Nurse	08527547595
3.	Mr. Krishna Kumar	Medical Assistant	09958379130
4.	Mr. Sunil Dutt	Medical Assistant	09650913287
5.	Mr. Hansraj	Medical Assistant	09718972026

“Sukhasya Moolam Dharma”

(Happiness is rooted in Ethics)

Chanakya

Mishra
Registrar
Amity University Haryana
Manesar, Gurgaon-122413

AMITY

Where aspirations are nurtured



Mishra

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