



AMITY
UNIVERSITY
— KOLKATA —

STUDENT HANDBOOK 2023-24



TABLE OF CONTENTS

MESSAGE FROM THE	8
VICE CHANCELLOR	8
1. AMITY EDUCATION GROUP	9
1.1. VISION, MISSION AND CORE VALUES	10
VISION	10
MISSION	10
CORE VALUES	10
1.2. GRADUATE ATTRIBUTES	11
1.3. EDUCATION 5.0	12
1.4. ADOPTING UGC QUALITY MANDATE	12
1.5. NEP 2020	13
1.6. UNIVERSITY COMMUNITY	13
1.7. STUDENT SUPPORT CENTRES / DEPARTMENTS	14
1.8. LIST OF IMPORTANT FUNCTIONARIES	15
1. 2. ACADEMICS: CURRICULUM ASPECTS	17
2.1. UNIVERSITY VISION, MISSION AND CORE VALUES VISION	17
MISSION	17
UNIVERSITY CORE VALUES	17
2.2. UNIVERSITY GRADUATE ATTRIBUTES	18
2.3. NATIONAL EDUCATION POLICY 2020 (NEP 2020)	19
2.4. MULTIDISCIPLINARY EDUCATION	19
2.5. ACADEMIC BANK OF CREDITS (ABC)	19
2.6. INTERNSHIP/APPRENTICESHIP EMBEDDED DEGREE PROGRAMMES	19
2.7. UGC QUALITY MANDATE	20
2.8. ACADEMIC PHILOSOPHY AND ACADEMIC SYSTEM	21
2.9. SEMESTER SYSTEM	22
2.10. CREDIT UNITS CREDIT HOURS SYSTEM AND CREDIT HOUR STANDARD	22
2.11. CREDIT UNIT	22
2.12. CREDIT HOURS SYSTEM	22
2.13. CREDIT HOUR STANDARD	22
2.14. DURATION OF PROGRAMME: MINIMUM AND MAXIMUM	23
2.15. MINIMUM AND MAXIMUM DURATION OF PROGRAMME IS AS GIVEN IN TABLE BELOW:	24
2.16. OUTCOME BASED EDUCATION INDUSTRY 4.0 ORIENTED APPROACH	24
2.17. OUTCOME BASED EDUCATION – CURRICULUM REVIEW	24
2.18. COURSE REVIEW AND CURRICULUM DEVELOPMENT WITH FOCUS ON COURSE LEARNING OUTCOMES (CLOS) AND THEIR ASSESSMENT:	25
2.19. INTEGRATION OF STAKEHOLDERS’ FEEDBACKS	25
2.20. INTEGRATION OF PROFESSIONAL SKILL DEVELOPMENT ACTIVITIES (PSDA) AND REVISION OF WEIGHTAGE OF INTERNAL / EXTERNAL ASSESSMENT	25
2.21. FLEXIBLE CHOICE BASED CREDIT SYSTEM	25
SALIENT FEATURES OF CHOICE BASED CREDIT SYSTEM (CBCS)	25
2.23. COURSE TYPES FOR CHOICE BASED CREDIT SYSTEM (CBCS)	26

2.24. MODEL FRAMEWORK FOR PROGRAMME STRUCTURE	27
2.25. MULTI-DISCIPLINARY EDUCATION FOR THREE/ FOUR YEAR BA, B.Sc, B.COM, BBA, BA (H) & B.Sc (H) PROGRAMME	27
2.26. HONS WITH SPECIALIZATION AND MINOR DEGREE	28
2.7.1 B. TECH (HONS) DEGREE WITH SPECIALIZATION / MINOR DEGREE	28
2.27. SIMULTANEOUS TWO DEGREES	28
2.28. MULTIPLE ENTRY AND EXIT OPTION/ LATERAL ADMISSION	28
2.29. LATERAL ENTRY/ADMISSION	29
2.30. VALUE ADDED COURSES FOR COURSE ENRICHMENT AND EMPLOYABILITY ENHANCEMENT	30
2.31. GENDER SENSITIVITY:	30
2.32. MULTIPLE LANGUAGE OPTIONS	31
2.33. NON-TEACHING CREDIT COURSES (NTCCs))/ SUPERVISED INDEPENDENT LEARNING (SIL)	31
2.34. SUMMER SEMESTER	31
2.35. INTER- CAMPUS SEMESTER	32
2.36. STUDY ABROAD PROGRAMME (SAP)	32
2.37. STUDENT EXCHANGE PROGRAMME (SEP)	32
2.38. ACADEMIC CALENDAR	32
2.39. ACADEMIC/EXAMINATION RELATED	32

3. ACADEMICS: TEACHING LEARNING, STUDENT ENGAGEMENT AND PROFESSIONAL SKILL DEVELOPMENT 39

3.1. STUDENTS ENROLMENT & REGISTRATION IN PROGRAMME OF STUDY	39
3.1.1. PROFICIENCY TEST	40
3.1.2. CAREER ASPIRATIONAL SURVEY	40
3.1.3. DEEKSHARAMBH –STUDENT INDUCTION PROGRAMME (SIP)/ORIENTATION PROGRAMME	41
3.1.4. BRIDGE COURSE	42
3.2. RE-REGISTRATION FROM 2 ND SEMESTER ONWARDS -	42
3.3. STUDENT ACADEMIC PLANNING WORKSHEET (SAPW)	42
3.3.1. MULTIDISCIPLINARY AND HOLISTIC EDUCATION	42
3.3.2. SELECTING THE ELECTIVE COURSES IN APW	42
3.3.3. APPROVAL OF SAPW	43
3.3.4. MOOCs/SWAYAM/NPTEL COURSES	43
3.3.5. EXTRA CREDITS/CREDIT TRANSFER	43
3.4. TEACHING-LEARNING PROCESS	44
3.4.1. TIME TABLE AND CLASS SCHEDULE	44
3.4.2. VIRTUAL LABS	44
3.4.3. BLENDED LEARNING AND FLIPPED MODE OF CLASSES	44
3.4.4. COURSE SESSION PLAN	44
3.4.5. COURSE E-CONTENT AND AMITY LEARNING MANAGEMENT SYSTEM (ALMS)	44
3.4.6. BLENDED LEARNING	45
3.4.7. MOOCs/SWAYAM (NPTEL)	45
3.4.8. PE/FBL/EVS AS MOOC	45
3.4.9. COURSE SPECIFIC VALUE ADDED SESSIONS BY INDUSTRY/EXTERNAL EXPERTS	46
3.4.10. ATTENDANCE AND CLASS DISCIPLINE	47
3.4.11. CONDUCT OF OUTDOOR ACTIVITY BASED COURSES	48
3.4.11.1. HUMAN VALUE & COMMUNITY OUTREACH	48
3.5. ASSESSMENT OF COURSE LEARNING OUTCOMES & ATTAINMENT OF GRADUATE ATTRIBUTES ARE ASSESSED THROUGH VARIOUS METHODS AND TOOLS:	48
3.6. ALIGNING COURSE LEARNING OUTCOMES WITH PROGRAMME LEARNING OUTCOMES	48
3.7. CONTINUOUS ASSESSMENT OF COURSE LEARNING	49
3.8. INTEGRATED ASSIGNMENT WITH MULTI-DISCIPLINARY APPROACH FOR STUDENT LEARNING	49
3.9. CONDUCT AND ASSESSMENT OF VALUE ADDITION COURSES FOR EMPLOYABILITY	49
3.9.1. PERSONALITY ENHANCEMENT COURSES (PEC)/WORKSHOPS	49
3.9.2. CONDUCT OF INDEPENDENT STUDY RESEARCH (ISR) AND SCHOLARLY NON-TEACHING CREDIT COURSE (NTCC) /	

SUPERVISED INDEPENDENT LEARNING (SIL)	50
3.9.2.1. CONDUCT AND PROGRESS MONITORING OF NTCC/ISR/SIL	50
3.9.2.2. ALLOCATION OF FACULTY GUIDE	50
3.9.2.3. REGISTRATION FOR NTCC/ISR/SIL	51
3.9.2.4. APPROVAL OF TOPIC, SYNOPSIS AND WORK SCHEDULE	51
3.9.2.5. STUDENTS INTEGRITY AND ETHICS	51
3.9.2.6. SUBMISSION OF FINAL REPORT	52
3.9.2.7. STUDENTS NOT MEETING THE ELIGIBILITY CRITERIA FOR SUBMISSION OF FINAL REPORT	52
3.10. SUMMER SEMESTER	52
3.11. ACADEMIC SUPPORT TO STUDENTS FOR LEARNING & DEVELOPMENT	53

4. INFRASTRUCTURE & LEARNING RESOURCES **58**

4.1.1. TEACHING – LEARNING RESOURCES	58
4.1.2. ICT ENABLED TEACHING-LEARNING INFRASTRUCTURE	58
4.1.3. AMITY E-RESOURCES REPOSITORY	59
4.1.4. COMPUTER LABS	59
4.2. LABORATORIES	59
4.2.1. ON CAMPUS TEACHING LABORATORIES	59
4.2.2. RESEARCH LABORATORIES	60
4.3. CENTRAL LIBRARY	60
4.3.1. INTEGRATED LIBRARY MANAGEMENT SYSTEM	60
4.3.2. HOURS OF OPERATION	61
4.3.3. BORROWING RIGHTS:	61
4.3.4. LIBRARY SERVICES:	61
4.3.5. LIBRARY GENERAL RULES AND REGULATIONS:	61
4.3.6. SERVICES	62
4.3.7. GENERAL RULES AND GUIDELINES FOR EFFECTIVE USE OF THE LIBRARY SERVICES	62
4.3.8. E-LIBRARY/DIGITAL LIBRARY	63
4.4. ACCESS TO E-LIBRARY RESOURCES	64
4.5. STUDIO & RECORDING FACILITY	64
4.6. INFORMATION TECHNOLOGY RESOURCES	64
4.7. USE OF WI-FI AND INTERNET	64
4.8. ONLINE COMMUNICATION AND RESOURCES	64
4.8.1. AMITY EMAIL	64
4.8.2. AMIZONE - AMITY INTRANET ZONE	64
4.9. FACILITIES FOR SPORTS, GAMES (INDOOR, OUTDOOR), GYMNASIUM, YOGA CENTER ETC. AND CULTURAL ACTIVITIES	66
4.10. OUTDOOR ACTIVITIES BASED COURSES (OABC) ARE OFFERED TO DEVELOP HUMAN VALUES AND LEADERSHIP QUALITIES AMONG STUDENTS. REQUISITE INFRASTRUCTURE FOR OABS COURSES IS AVAILABLE FOR USE BY STUDENTS SUCH AS	66
4.11. SPORTS & FITNESS	66
4.12. CAMPUS SECURITY SYSTEM	66

5. EXAMINATION & ACADEMIC PROGRESSION **68**

5.1. INTRODUCTION	68
5.1.1. SUMMER SEMESTER / SUMMER PROGRAMME	68
5.1.2. STUDY ABROAD PROGRAMME / INTERNATIONAL PROGRAMME	69
5.2. MINIMUM & MAXIMUM DURATION OF ACADEMIC PROGRAMMES	69
5.3. END SEMESTER/YEAR EXAMINATIONS	70
5.3.1. 5.3.1 NOTIFICATION OF EXAMINATION SCHEDULE	70
5.3.2. 5.3.2 ATTENDANCE	70
5.3.3. SUBMISSION OF EXAMINATION FORM	72

5.3.4. EXAMINATION ADMIT CARDS	72
5.4. CONDUCT OF EXAMINATION	73
5.4.1. MODE OF EXAMINATIONS	73
5.4.2. STUDENT SUPPORT SYSTEM	74
5.4.3. DISCIPLINARY CONTROL OF STUDENTS IN EXAMINATIONS	74
5.4.4. ACTS OF UNFAIR MEANS	75
5.4.5. PENALTIES FOR INDISCIPLINE	77
5.4.6. APPEALS AND REVIEW	78
5.5. RESULT DECLARATION	78
5.5.1. GRADING SYSTEM	79
5.6. PASSING CRITERIA	83
5.7. PROMOTION AND ACADEMIC PROGRESSION CRITERIA	85
5.7.1. PROMOTED WITH ACADEMIC PROBATION	86
5.7.2. YEAR BACK – REPAT YEAR / ACADEMIC BREAK / ACADEMIC BREAK + REPEAT SEMESTER	87
5.8. RECHECKING OF ANSWER SHEETS	88
5.9. ISSUANCE OF GRADE CARD	89
5.10. BACKLOG EXAMINATIONS AND SUPPLEMENTARY EXAMINATIONS	90
5.11. IMPROVEMENT OF SCORE IN EXTENDED PERIOD	91
5.12. REFUND OF EXAMINATION FEE OF BACK PAPER	91
5.13. CREDIT TRANSFER / LATERAL ADMISSION / PROGRAMME TRANSFER/CBCS/ACADEMIC BANK OF CREDIT	91
5.14. CONCLUDING CEREMONY	92
5.15. ACADEMIC AWARDS MEDALS	92
5.16. ISSUANCE OF PROVISIONAL CERTIFICATE	92
5.17. CONVOCATION	92
5.18. DISPATCH OF DEGREES AFTER CONVOCATION	93
5.19. ATTESTATION OF GRADE CARDS / DEGREES	94
5.20. OFFICIAL TRANSCRIPT	94
5.21. ISSUANCE OF OTHER CERTIFICATES – BONAFIDE / MEDIUM OF INSTRUCTION/ BACKLOG /	94
5.22. ALTERNATE DEGREE / DIPLOMA / CERTIFICATE	94
5.23. ASSESSMENT OF ATTAINMENT OF STUDENT LEARNING OUTCOME	95
6. <u>STUDENT SUPPORT, WELFARE, DISCIPLINE AND CODE OF CONDUCT</u>	97
6.1. INTRODUCTION	97
6.2. STUDENT SUPPORT	97
6.2.1. DIRECTOR / DEAN OF STUDENT WELFARE (DSW)	97
6.2.2. DIRECTOR / DEAN STUDENT SUPPORT & ACADEMIC AFFAIRS	98
6.2.3. PROGRAMME LEADERS	98
6.2.4. STUDENT AFFAIRS FACULTY COORDINATORS	98
6.2.5. INTERNATIONAL STUDENT SUPPORT FACULTY COORDINATORS	98
6.3. STUDENT LEADERSHIP AND REPRESENTATION IN VARIOUS DECISION-MAKING BODIES	98
6.3.1. CLASS REPRESENTATIVE SYSTEM	99
6.4. MENTORING SYSTEM	100
6.5. AMITY CENTRE FOR GUIDANCE & COUNSELING (ACGC)	102
6.6. ON ADMISSION SCHOLARSHIPS	103
6.6.1. ON ADMISSION MERIT SCHOLARSHIPS	103
6.7. OTHER SCHOLARSHIPS	103
6.7.1. MERIT-SCHOLARSHIP DURING THE PROGRAMME (30%)	103
6.7.2. AMITIAN 10% SCHOLARSHIP	103
6.7.3. PHD SCHOLARSHIP	103
6.7.4. GOVERNMENT SCHOLARSHIPS	104
6.8. UNIVERSITY EXPECTATIONS FROM SCHOLARSHIP HOLDERS	104
6.9. FINANCIAL ASSISTANCE	105
6.10. COVID FINANCIAL ASSISTANCE SCHEME (CFAS)	105

6.10.1. FINANCIAL SUPPORT	105
6.11. ASSISTANCE IN ACADEMIC LOANS FROM BANKS & OTHER FINANCIAL INSTITUTIONS.	105
6.12. STUDENT SUPPORT & PROGRESSION	105
6.13. STUDY ABROAD PROGRAM	106
6.14. MILITARY TRAINING CAMP	106
6.15. HEALTH CLINIC FACILITIES	106
AMITY CLINIC	106
6.16. SUPPORT FACILITIES FOR DIVYANGJANS	106
6.17. SAFETY & SECURITY	107
6.18. AMITY ID CARD	107
6.19. HOSTEL ACCOMMODATION	107
6.20. GUEST & VISITOR FACILITY	110
6.21. TRANSPORT	110
6.22. ATM	110
6.23. SPORTS COMPLEX	110
6.24. CAFETERIA AND FOOD PLAZA	110
6.25. REPROGRAPHIC FACILITIES & STATIONERY SHOPS	110
6.26. EVENTS IN THE CAMPUS	110
6.26.1. ANNUAL AMITY YOUTH FESTIVAL	110
6.26.2. ANNUAL SPORTS MEET -SANGATHAN	111
6.26.3. DAY OF BELONGINGNESS	111
6.26.4. FRESHERS' PARTY	111
6.26.5. FAREWELL FUNCTION	111
6.26.6. CONCLUDING CEREMONY	112
6.26.7. SWACHH BHARAT	112
6.26.8. BHARAT KA AMRUT MAHASTAV -31ST MARCH'21 TO 15TH AUGUST 2023	112
6.26.9. OTHER EVENTS/CELEBRATIONS CONDUCTED IN CAMPUS	112
6.27. STUDENT CLUBS	113
6.28. STUDENT GRIEVANCE REDRESSAL	117
6.29. STUDENT DISCIPLINE AND CODE OF CONDUCT	117
AUK CODE OF CONDUCT FOR STUDENTS	117
OBJECTIVE	117

7. STUDENT CAREER ASPIRATIONS, SUPPORT & PROGRESSION **129**

7.1. ASPIRATIONAL SURVEY	129
7.2. INITIAL ACADEMIC ASSESSMENT SERVICE	129
7.3. CAREER COUNSELLING	130
7.4. PERSONAL CAREER ASPIRATIONS, GOAL SETTING	130
GRADUATE ATTRIBUTES AS PLACED BELOW.	130
7.6. UNDERSTANDING OTHER CAREER RELATED REQUIREMENTS	131
7.7. COMPETENCY MAPPING	131
7.8. SUPPORT FOR PERSONAL ENHANCEMENT AND DEVELOPMENT FOR ATTAINMENT OF CAREER ASPIRATIONS	131
7.9. INDUSTRY & ALUMNI MENTORING	131
7.10. SELECTING THE RIGHT ELECTIVES	132
7.11. SELECTING THE RIGHT INTERNSHIPS/MAJOR PROJECTS/DISSERTATION	132
7.12. REMEDIAL COACHING	132
7.13. CAPACITY ENHANCEMENT AND SKILL DEVELOPMENT	132
7.14. CAREER GUIDANCE, INDUSTRY PLACEMENT AND ENTREPRENEURSHIP	132
7.14.1. ASPIRING TO START A NEW VENTURE	132
7.14.2. ASPIRING TO JOIN THE FAMILY BUSINESS	132
7.14.3. ASPIRING FOR CAMPUS PLACEMENT	133
7.14.4. INDUSTRY INTERACTION CELL(IIC)	133
7.14.5. GROOMING FOR INTERVIEWS	133

7.14.6. ASPIRING FOR COMPETITIVE EXAMINATIONS	133
7.14.7. ASPIRING FOR HIGHER EDUCATION	133
7.14.8. VALUE ADDITION COURSES FOR SKILL DEVELOPMENT FOR EMPLOYABILITY	134
<u>8. STUDENT PARTICIPATION</u>	<u>135</u>
8.1. CONTRIBUTION OF STUDENTS IN LEADERSHIP AND GOVERNANCE THROUGH ACADEMIC AND ADMINISTRATIVE BODIES/COMMITTEES	135
8.2. STUDENT FEEDBACK AND QUALITY ASSURANCE	136
<u>9. ABOUT RESEARCH PROGRAMME (PH.D.)</u>	<u>138</u>
<u>10. AMITY ACADEMIC INTRANET ZONE-AMIZONE</u>	<u>150</u>
10.1. INTRODUCTION	150
10.2. REGISTRATION-CUM-ENROLLMENT PROCESS / RE-REGISTRATION	151
10.3. DEEKSHARAMBH-STUDENT INDUCTION PROGRAMME	152
10.4. DOCUMENTS DOWNLOAD, NOTICES, PRE-READS ETC	152
10.5. ACADEMIC CALENDAR	152
10.6. CURRICULAR ASPECTS	152
10.7. ASSESSMENT OF STUDENT LEARNING OUTCOMES	155
10.8. EXAMINATION	155
10.9. EXTRA-CURRICULAR ACTIVITIES	157
10.10. STUDENT SUPPORT AND ACHIEVEMENTS	158
10.11. INDUSTRY INTERACTION AND ENGAGEMENT	159
10.12. CAREER ASPIRATIONS AND STUDENT PROGRESSION	160
10.13. CONCLUDING CEREMONY AND CONVOCATION	160
10.14. ALUMNI RELATIONS	160

MESSAGE FROM THE VICE CHANCELLOR



Amity University, Kolkata has become one of the most sought-after destinations for students. It has shown remarkable growth in last couple of years. Over 6000 students in just few years is the testimony of its quality education, world class infrastructure, state-of-art laboratories, highly qualified and experienced teachers, sound learning - teaching pedagogy, rich resource centers and importantly student's satisfaction. Thanks to students and parents who have shown their keen interest to be a part of Amity family.

My dear Students! We are ushering into the new era of education where the new education policy 2020 has completely revamped the old pattern of education. A lot many changes have been brought in for student's benefits. The most important changes for you is the credit bank system where you can get your earned credits accumulated and will remain valid even if you leave the university in the middle of your course due to medical or economic reasons. When you come back, after some time, you can restart your education from where you left the course curriculum with your earned credit. Similarly, there are so many changes. We are fully geared up to adopt the changes and implement the same. Also, the university is going to soon establish MSME approved Incubation Centre. Your any idea will get incubated, nurtured and get fructified as commercial product.

Our aim is to build the nation and society through providing total, integrated, and trans-cultural quality education and become the global front runner. In this endeavor, we constantly improve our infrastructure, quality of teachers and laboratories. University strives for the uncompromising quality, upholds the highest ethical values, integrity and professionalism, unwavering commitment to academic freedom, transparency, and accountability. Our university nurtures the most conducive and friendly environment for students. We pamper our students to lead the academic shows, cultural activities, fests, workshops, seminars, and many other co- curricular activities. The most interesting and attractive place for students is the canteen of Amity where you can seat relaxed with your friends. You will be glad to know that inside our campus we have Café Coffee Day (CCD) and two additional multicuisine canteens. In addition to this, there is a Coffee House, and many tea stalls right Infront of the main building. We do have a very descent and well-furnished hostel for boys and girls.

I can assure you that university will provide you ample opportunities to realize your dreams. We have a wonderful placement team who will map your aptitude and place you for the right job. But above all, you must be willing to learn, and for that you have to put in relentless efforts to build your professionalism and personality to get placed in the best companies. We can take you the pond but certainly cannot make you drink. It is your willingness to learn which will help you to come out with flying colors on the day you graduate from the portal of the university.

Wish you all the best! Good Luck! Stay safe!

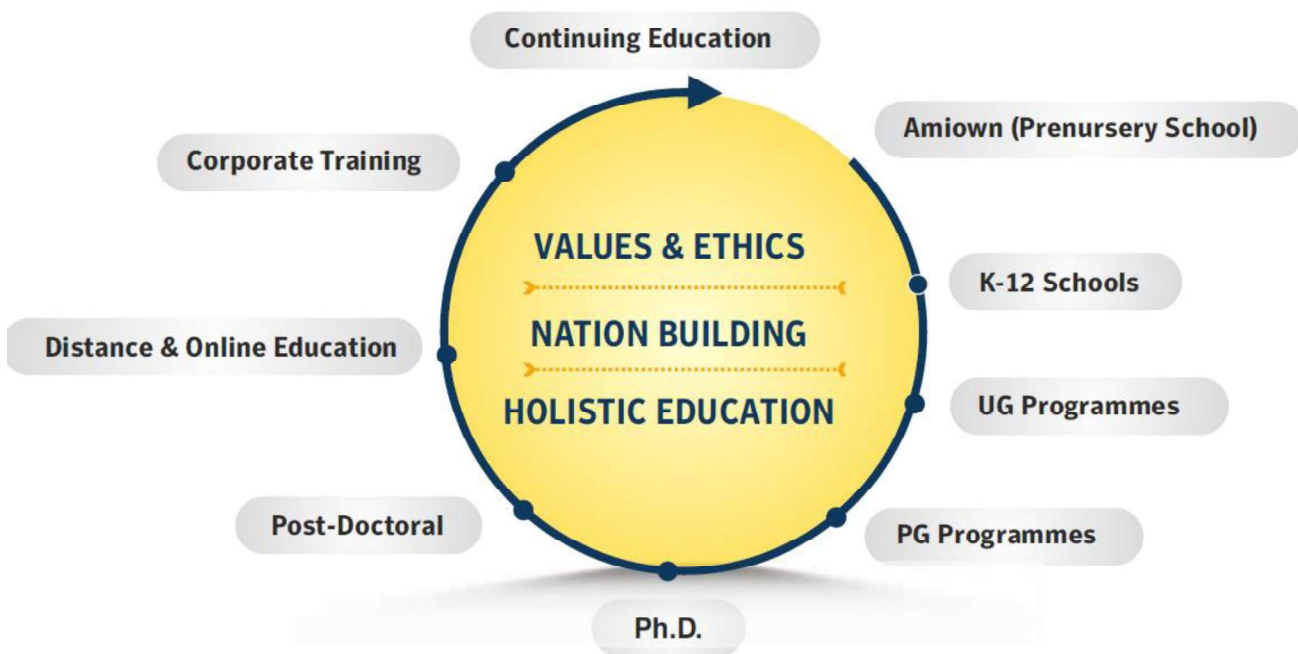
Prof (Dr.) Sanjay Kumar

Vice Chancellor

Amity University, Kolkata

1. AMITY EDUCATION GROUP

Amity Education Group is one of India's leading private non-profit education group, offering globally benchmarked education right from pre-school to Post-Doctoral level. Amity's fast expanding global network of institutions has resulted in campuses at Dubai, Abu Dhabi, London, Singapore, New York, San Francisco, Sharjah, South Africa, Mauritius, Tashkent, Amsterdam and South Africa with further plans of establishing campuses in 25 countries in the next few years. The figure below depicts the entire canvas of educational curriculum of Amity.



Over 1,75,000 students, 2,00,000 alumni, 6,000 faculty members and scientists, more than 284 research projects, more than 1733 patents have been filed, 1200 acres of hi-tech campuses, 12 Universities (in the states of Noida, Lucknow, Jaipur, Gurgaon, Gwalior, Greater Noida, Mumbai, Raipur, Kolkata, Ranchi, Patna and Mohali), 17 overseas campuses and 28 Schools & pre-schools. All campuses are fully Wi-Fi enabled with over 4000 networked HP/IBM machines.

All Amity locations are connected to Amity University Campus, over MPLS VPN Network, enabling us to transmit Live Classrooms to all locations through e-Learning Solution and IP Cameras. High throughput Wi-Fi Access Points with Omni and Sectoral Antenna helps students to browse Internet for education from any part of the Campus. 1 Gbps internet bandwidth from multiple ISP's give high speed bandwidth to students.

Amity's focus to transform the future of world education by a true convergence of knowledge, application, opportunity, ethics and excellence and on path-breaking innovations in science & technology, a globally benchmarked curriculum, infrastructure, strong industry linkages and global exposures have directly resulted in career opportunities. The Amity Institutes are emerging as the most sought after education destinations for student

2.3. National Education Policy 2020 (NEP 2020)

As per the NEP 2020, quality higher education must aim to develop good, thoughtful, well-rounded, and creative and employable individuals. The Higher Education Institutions (HEI) must enable an individual to study one or more specialized areas of interest at a deeper level. The HEI must also develop character, ethical and Constitutional values, intellectual curiosity, scientific temper, creativity, spirit of service, and 21st century capabilities across a range of disciplines including sciences, social sciences, arts, humanities, languages, as well as professional, technical, and vocational disciplines.

2.4. Multidisciplinary Education

University programmes are designed to inculcate multidisciplinary learning and abilities across all faculty of studies and has further aligned to the NEP 2020 by:

- a. Fully flexible Choice Based Credit system (CBCS) courses from different Faculty of Studies/domains.
- b. Courses and projects in the areas of Human Values Community Engagement and Service, Environmental Education, and Value-based Education.
- c. Providing Value-based education that includes the development of humanistic, ethical, Constitutional, and universal human values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem), nonviolence (ahimsa), scientific temper, citizenship values, and also life-skills; lessons in seva/service and participation in community service programmes as an integral part of all programme for holistic development.
- d. Empowering learners to become aware of and understand global issues and to become active promoters of more peaceful, tolerant, inclusive, secure, and sustainable society.
- e. Providing opportunities for internships/apprenticeship with local industry, businesses, artists, crafts persons, etc., as well as research internships with faculty and researchers of the University or other HEIs/research institutions, so that students are actively engaged with the creative side of their learning and, as a by-product, further improve their employability.

2.5. Academic Bank of Credits (ABC)

University will implement the provisions of Academic Bank of Credit (ABC) as per National Educational Policy (NEP) 2020 which will digitally store the academic credits earned from various recognized HEIs so that the degrees from an HEI can be awarded taking into account credits earned.

2.6. Internship/Apprenticeship Embedded Degree Programmes

Apprenticeship/Internship is considered as the most efficient and promising structured training for exposure to the real working environment. This has enormous potential to combine work-based learning with theoretical knowledge of related disciplines. Therefore, the University has embedded the

apprenticeship/internship in curriculum in all offered programmes. Through apprenticeship/internship, students are actively engaged with the practical side of their learning like problem-solving, creative thinking, digital skills, teamwork etc.

2.7. UGC Quality Mandate

To enhance employability and prepare graduates for a rewarding career, UGC has framed a Quality Mandate so as to transform higher education in India at par with global standards.

University has aligned its curriculum and academic process as under:

S.No.	UGC Quality Mandate	Implementation of Mandate in AUK
1	Deeksharambh	Induction Programme for Students: The University has a well-structured orientation programme at the commencement of all programmes for the first year students/ senior students at the beginning of academic session. The details of orientation programme are available on Amizone.
2	Learning Outcomes based Curriculum	All programmes of the University have well Framework (LOCF)defined Programme Education Objectives (PEOs) and Programme Learning Outcomes (PLOs) at course and programme level with appropriate Professional Skill Development Activity (PSDA) and Assessment methods/tools for each learning outcome. Curriculum is reviewed, designed and is aligned with Local, Regional, National & Global requirements and market trends by incorporating stakeholders feedback.
3	ICT based learning tools	The University has effective teaching learning process using ICT that uses Four Quadrant Approach of e-content, e-Tutorial, Discussion and Assessments. E-content of all courses is available in Amity Learning Management System (A-LMS) on Amizone for students to come to class well- prepared for blended mode of Teaching -Learning using various ICT tools and digital platform like MS- Teams, Kahoot, Canvas, Google Meet etc. The students can also opt for upto 40%of the courses on MOOCs.
4	Jeevan Kaushal	Courses to impart Life skills and Transferable Skills integrated as per curriculum needs domain-wise It comprises of effective communication skills, social skill, time management, problem-solving ability, decision-making capacity, leadership ability, and integrity are essential for professional development of students. Therefore, many Value -Added Courses, Soft Skills Courses, Behavioral Science, Communication Skills/Business Communication are part of Curriculum for UG and PG programmes.

5	CARE (Consortium for Academic and Research Ethics)	Students are encouraged to undertake scholarly activities through NTCC, ISR and write research articles, to publish in reputed journals and conference proceedings that improves their co curricular skills and develops high- order cognitive Skills. The versatile and dynamic nature of the curriculum design and development ensures that the academic faculty and students are actively engaged in borderless trans disciplinary and trans- cultural research.
6	STRIDE (Scheme for Trans-Disciplinary Research for India's Developing Economy)	Students are encouraged to develop their life skills by incorporation of Field Visits, Projects, internships/ apprenticeship and Skill Council Courses in the curriculum.
7.	Social and Industry Connect	To foster Social Responsibility & Community Engagement amongst the students, the University has integrated relevant courses in curriculum such as Human Value and Community Outreach (HVCO), Social Responsibility and Community Engagements and Professional Ethics etc. It is mandatory for students to take any of these courses during their programme for award of degree. The course curriculum of each programme is aligned to meet the requirements of Industry 4.0 strong Industry connect through Expert Lectures, Webinars with industry on current topics, Industry internship/Apprenticeship etc.is maintained by every institution.
8.	SATAT (Framework for Eco-Friendly Sustainable Campus)	Students are encouraged to be environment friendly and create awareness by various courses and activities related to Environment and Sustainability
9.	MULYA PRAVAH	Human Values and Professional Ethics are an integral part of curriculum and lays emphasis on Indian culture, systems/sanskars. The values and ethical practices are offered as value addition courses
10	Evaluation Reforms in HEI	University has a well-established process for evaluation of students based on continuous assessment modes, the grading system, assessment rubrics, a question bank system for setting good quality question papers etc. and effective usage of technology for conducting examinations
11	GURUDAKSHTA	Professional development of faculty is a continuous process. Regular Faculty Development Programmes (FDPs) are held to upgrade the knowledge and skills of faculty so that quality education can be imparted to students.

2.8. Academic Philosophy and Academic System

The University aims to provide multidisciplinary, holistic and inclusive education to all students since its inception. AUK has implemented fully flexible choice based credit system with Outcome Based Education (OBE) that imparts interdisciplinary and multidisciplinary education and encourages research and innovation in education cut across all disciplines. The curriculum is designed to develop cognitive abilities amongst the students during the time of study to become T-shaped Professionals.

- ii. Club -Committee meetings
- iii. Mentor- Mentee meetings
- iv. IQAC meetings
- v. Faculty Meetings

2.39.2. Events

- i. Sangathan
- ii. University Fresher's Party
- iii. Amity Youth Festival (Amiphoria)
- iv. Conference/Workshops and other Events Calendar
- v. Convocation

2.39.3. Guest Lectures/Training and Workshops

- i. Student Development Programmes
- ii. Expert Lectures/Seminars/Webinars
- iii. Industry Interaction & Placement Activity Calendar
- iv. Industry visit

Annexure 1

CHOICE BASED CREDIT SYSTEM: TYPE OF COURSES

S.No.	Course Type Name	Definition	Course Abbreviation
1	Human Social Sciences & Management Courses	Courses that expand the students' horizon of knowledge by exposing them to areas of study which make them sensitive to a wide range of human problems and social phenomena	HSSC
2	Basic Sciences Courses	Basic science courses, include Biology, Physics, Inorganic and Organic Chemistry, are the foundation/fundamental for the understanding of science.	BSC
3	Engineering Sciences Course	Courses which involve the application of scientific knowledge to practical problems	ESC
4	Core Courses	Courses that are relevant to the chosen specialization/branch of particular programme and must successfully be completed to receive the Degree and which cannot be substituted by any other course. This constitutes major chunk of credits. There must be some minimum Credits fixed to earn a degree.	CC

5	Core Courses 1	Courses that are relevant to the chosen specialization/branch of particular programme and must successfully be completed to receive the Degree and which cannot be substituted by any other course. This constitutes major chunk of credits. There must be some minimum Credits fixed to earn the first degree of integrated/dual degree programme.	CC1
6	Core Courses 2	Courses that are relevant to the chosen specialization/branch of particular programme and must successfully be completed to receive the Degree and which cannot be substituted by any other course. This constitutes major chunk of credits. There must be some minimum Credits fixed to earn the second degree of integrated/dual degree programme.	CC2
7	Allied Courses	These courses are also called core allied and are from similar subject domain, say Pharmacy is an allied area of Biotechnology. Courses from the allied/multidisciplinary areas which support the main discipline are termed as Allied Courses. It may be called "Core Allied" as well.	ALC
8	Specialisation Elective Courses	Courses which are relevant to the chosen specialization/branch of particular programme. An elective course may be discipline centric. Permissible Credits per course 2-3.	SEC
9	Specialisation Elective Courses 1	Courses which are relevant to the chosen specialization/branch of particular programme. An elective course may be discipline centric. Permissible Credits per course 2-3. These include courses offered in the first degree of integrated/dual degree programme.	SEC1
10	Specialisation Elective Courses 2	Courses which are relevant to the chosen specialization/branch of particular programme. An elective course may be discipline centric. Permissible Credits per course 2-3. These include courses offered in the second degree of integrated/dual degree programme.	SEC2
11	Domain Elective Courses	Optional Courses offered at Domain level to all students admitted to any programme in the domain. These are chosen from specialization branch of any stream, subject to fulfillment of pre-requisites. Permissible Credits per course 2-3.	DEC

12	Open Elective Courses	Courses offered by other departments/ institutions; and chosen as per interest of the students without lab. Generally a course which can be chosen from a Basket of courses and which is very specific or specialized or advanced or supportive to the discipline of study or which provides an extended scope or which enables an exposure to some other discipline/domain or nurtures the candidate's proficiency/skill is called an Open Elective Course. Military Training Camp, NCC, NSS may be taken under OE.	OEC
13	Value Addition Courses	VAC is considered add on courses to add professional and ethical values in students. The courses like Behavioral Science (BS), Business Communication (BC), and Foreign Business Language (FBL).	VAC
14	Non Teaching Credit Courses	Non Teaching Credit Courses are self exploratory courses for professional development of students as well as to allow them to pursue their interest; It includes Summer Training, Dissertation, Term paper, Seminar and/or Minor project; these courses are conducted as per University Guidelines.	NTCC
15	Mandatory Courses	Course work on peripheral subjects in a programme, wherein familiarity considered mandatory; to be included as non-Credit, Mandatory Courses with only a pass in each required to qualify for Degree award from the concerned institution; such courses should be limited to < 5 % of the maximum permissible Course/Credit Load.	MC
16	Audit Courses	Students is able to register for Courses outside the prescribed range of Credits for audit only, when interested to supplement their knowledge/skills; Optional for students to appear/pass in CIE, ESE of these courses and/ or seek their inclusion in the Grade cards or Transcripts issued (but, not for earning Credit)	AC
17	Behavioural Science	It is a type of add on value addition course considered to add professional and ethical values in students	BS
18	Communication Skills	An add on value addition course imparting skills for professional communication	CS
19	Business Communication	An add on value addition course imparting skills for professional communication in management programmes	BC

20	Foreign Language Business	An add on value addition course imparting skills for communication in Foreign languages viz., French, German, Spanish, Arabic, Chinese & Sanskrit	FBL
21	Indian Language Hindi	The Language course imparting professional communication in Hindi	ILH
22	Outdoor Activity Based Courses	Courses include Military training camp, sports and Human Values & Community Outreach	OABC
23	Basket Electives	Courses offered to students to supplement their BECKnowledge/skills/interests; offered by other departments/institutions/university. Such courses must be picked up from basket of courses offered under following categories, other than professional core courses	
24	SAP Courses (Optional/Inclusive)	Elective Courses with in the area of study or multidisciplinary and offered in the Study Abroad Programmes of the University.	SAP/ISAP
25	Clinical Training	Course that imparts the formal and practical "real-life" learning experiences for students to apply classroom knowledge and skills in the clinical environment (eg, rotations on different units within the same practice setting, rotations between different practice settings within the same health care system) to include comprehensive care of patients across the life span and related activities.	CT
26	Practicum	Course offered in a specialized field of study with supervised practical experiences.	PR
27	Teaching Practice	Courses that require a student teacher to spend teaching at a school as part of training	TP
28	Skill Enhancement Courses	Courses are relevant to area of specialization and enhance the professional competencies	SKE
29	Practical	Courses that impart handon training on equipment to provide the application of theory in a discipline	PL
30	Enhancing Professional Capacities	Courses design to enhance profession knowledge with the aim to enhance the employability	EPC
31	Field Engagement Courses	Courses to give insight on operational systems in the industry.	FE
32	Specialization Core (Functional/Sectoral)	Courses offered in functional/sectoral areas of programme of a discipline	SC
33	Industry Readiness Courses	Courses offered so as to prepare students for entry to mid-level jobs in the local, diverse advanced manufacturing industry.	IRC

34	Concurrent fieldwork/Rural camp/Block placement	Courses that impart learning experience / provide an opportunity of working with communities, groups, individuals/ families and managing organization tasks.	CFRC
35	Remedial Courses	Courses that help improve Mathematics or Biology to meet the degree requirements	RC
36	Clinical Study and Research	Courses design for research through life case studies and data analysis	CSR
37	Soft Skills Courses (Case Study/log book)	The courses are designed to enhance the personality of students and instill confidence in them.	SSC
38	Communication Skills for diploma	An add on value addition course imparting skills for professional communication for Diploma programmes	COMM
39	Behavioural Science for diploma	An add on value addition course considered to add professional and ethical values in students pursuing Diploma	BSS
40	NPTEL / SWAYAM / MOOCs	Online courses made available on the SWAYAM platform of Government of India	NPTEL / SWAYAM / MOOCs
41	General Electives	An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective. A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.	GE
42	Professional Core Courses	Courses that are relevant to the chosen professional programme and must successfully be completed to receive the Degree and which cannot be substituted by any other course. This constitutes major chunk of credits. There must be some minimum Credits fixed to earn a degree.	PCC
43	Professional Ability Enhancement Courses	Courses relevant to enhance the professional ability of the students so as to make them relevant in the industry	PAEC
44	Core Courses (Law)	Courses that are relevant to the chosen specialization/branch of Law programme and must successfully be completed to receive the Degree and which cannot be substituted by any other course. This constitutes major chunk of credits. There must be some minimum Credits fixed to earn a degree	CCL
45	Clinical Courses	Courses that impart the exposure to real life learning experience in clinic	CLC

46	Specialisation Courses	Elective	Courses which are relevant to the chosen specialization/branch of particular programme. An elective course may be discipline centric. Permissible Credits per course 2-3. These include courses offered in the first degree of integrated/dual degree in Law programme.	SECD
47	Optional Courses	Elective	Courses designed to develop and support the specialization	OC

Annexure 1

Open Elective(OE)/ Domain Elective(DE)/ Outdoor Activity Based Courses(OABC)			
S. No.	Responsible Institute	Courses	Credit Units
1	Amity School of Fine Arts	Poster Designing	2
2		Painting Techniques	1
3	Amity School of Business	Strategic Financial Management	3
4		Advertising & Sales Promotion	3
5	Amity School of Communication	Basic of Photography	1
6		Introduction to Radio	3
7		Anchoring & Presentation for Radio & TV	1

3. Academics: Teaching Learning, Student Engagement and Professional Skill Development

3.1. Students Enrolment & Registration in Programme of Study

The enrolment and registration of student in programme is 1st step towards their commencement of their academic journey at Amity. Enrolment and registration is done in the 1st Semester/1st Year depending upon the mode of programme i.e. semester/yearly system. The students upon receiving their Admission Letters will pay the Academic Fees as prescribed in their Admission Letter. Upon full payment of Academic Fees, Students will be given username and password for login into AMIZONE.

Thereafter, following ten (10) Online steps will be required to be completed on Amizone for their Registration-cum-Enrollment Process: -

- (i) Online submission of Profile Entry Form (Registration-cum-Enrollment Form)
- (ii) Online acceptance of Undertaking of Registration Form by the student
- (iii) Upload Signature
- (iv) Club/Committee Option Form
- (v) Online acceptance of Undertaking by the student at the time of Registration
- (vi) Student will upload their documents on Amizone for online verification by Institutional Registration Desk
- (vii) Uploading of contact details of students and family
- (viii) Online acceptance of Anti-Ragging Affidavit/Undertaking by the Student
- (ix) Online acceptance of Anti-Ragging Affidavit/Undertaking by the Parent/Guardian
- (x) Online submission of Indemnity Bond by Parents.

The Above mentioned ten (10) online steps are visible to New Joinees on Admission Microsite. A Provisional Enrolment Number will be generated to facilitate preparation of Amity Smart Card (Amity Student Identity Card).

After completion of these ten (10) online steps, students are ready for “Pre-Approval” and “Registration” to be done by Institutional Registration Desk Users as assigned on Amizone by respective Head of Institutions (HOIs) of Amity University Kolkata.

Documents Upload by 1st Semester/1st Year Students

At the time of Registration of the students into 1st Semester/1st Year, certain documents are uploaded by the students on Amizone for further verification by the West Bengal Amity University Kolkata related to their educational qualifications as under:

- I) Mark sheets of class 10th, 12th, Graduation, Post-Graduation,
- II) Examination admit cards of class 10th and 12th, diploma/degree certificates,

- III) AIU Equivalence Certificate of last qualification (In case of Foreign Certificate/Diploma/Degree),
- IV) Migration certificate of last qualification obtained,
- V) JEE Score Card (If student has been awarded a Scholarship by Amity University based on JEE Score),
- VI) Other applicable Score Card(s) as per requirement of the programme,
- VII) Aadhaar Card/ Voter ID Card/ Passport,
- VIII) Self-Photograph, Scanned Signatures etc.

In addition to above-mentioned documents, University reserves the right to ask students to upload/provide any additional document(s) at any point of time during/after their studies at West Bengal Amity University Kolkata.

Students are advised to upload the authentic documents on Amizone. In case, at a later stage University finds any of the document(s) as fake/forged/illegal, the admission of concerned student will be liable to be cancelled.

If a student opt to join two degrees from West Bengal Amity University Kolkata , One in Regular mode and other in Online mode , the details for filling application for second degree from Amity Online are as follows:

1. Candidate has to visit Amity University Website
2. Candidate will fill the application form with /without showing the interest for online program
3. Once candidate will pay fee for regular program, payment options for online program/s shall be activated
4. Direct registration link : <https://portal.amity.edu/onlineformBeta/onlineforms/basicInformation>

3.1.1. Proficiency Test

- I. An online Proficiency Test of two (02) hours' duration comprising 100 MCQs (20 MCQs per Section/Subject, for 5 Sections/Subjects) will be conducted before/during the Student Orientation Program to assess the academic preparedness of New Joinees for the programme they are enrolled in. Names/Nomenclature of various Sections/Subjects of Proficiency Test are shared with the students (new joinees) atleast 10 days prior to Student Orientation Programme. Study material related to Proficiency Test is available to students under "Pre-reads" option of "Downloads" links of Student Amizone.
- II. Students can attempt the online Proficiency Test at any time as per their convenience within the already announced date(s). Date and Time of the Proficiency Test will not be extended from the given date(s) and timings. Therefore, students are advised to complete it within the given time period.
- III. Result of Proficiency Test will also be visible to students on their Amizone accounts under

3.1.2. Career Aspirational Survey

- i. To gauge the career aspirations of the students, University conducts Online Aspirational Survey every year through Amizone. Students' aspirations play a vital role in students' educational accomplishments. The objective of the aspirational survey is to know about the career goals of the students for placements, joining family business, starting own venture, pursuing higher studies/professional qualifications, and appearing

in competitive examinations.

- ii. Prior to the beginning of your journey in Amity University, if career aspirations of students are known, it will help in designing a practical, realistic career education program as per aspirations. While the fundamental duty for training & development and skill enhancement planning rest with individual students, the University role is to develop an environment for personal growth and provide students training and development opportunities. Based on this survey, several activities relevant to individual performance areas, professional development as career goals are planned for the students.

You are advised to take this survey seriously so that the university may help you in a best possible way to achieve your career goals. In case of any query related to Aspirational Survey, please write to aspirationalsurvey@amity.edu.

3.1.3. Deeksharambh –Student Induction Programme (SIP)/Orientation Programme

- i. By following the Vision and Mission of the Amity University Kolkata and by incorporating the Guidelines of University Grants Commission on “Deeksharambh”- a Student Induction/ Orientation Programme is organized every year.
- ii. The purpose of SIP is to help new students adjust and feel comfortable in the new academic environment, inculcate the ethos and culture of the University in the new joiners, also help them to build bonds with other students and faculty members, and expose them to a sense of larger purpose and self exploration. The SIP covers different aspects of Socializing (S), Associating (A), Governing (G), Experiencing (E).
- iii. SIP starts with a sacred HAVAN for the fresh batches to facilitate their transition to the University system, and for senior students to keep them up-to-date with the latest norms, standards, techniques, technologies of industry and academia.
- iv. **The Orientation Program prior to the commencement of classes will help the students get a better insight into various facets of University life from Academics & Community engagement to resources and support services. Orientation programme is a well planned and organized programme to educate the students about Academic environment, Core Values, Ethos and Culture of the University and introduce them with academic requirements, processes, Amity Intranet, Mentoring and Club Committees etc.**
- v. The schedule of Student Orientation Programme is visible to student under tab “Orientation” of their Amizone accounts. In addition, the Orientation Programme schedule is also uploaded on the Registration and Orientation Information Page for visibility and download. The URLs of the recording of sessions conducted during Student Orientation Programme are uploaded on Amizone for further access to students which they can view the recordings from their Amizone accounts.

Further, the schedule of Student Orientation Programme is visible to existing senior students of AUK under tab “Student Document -> Document Downloads -> Orientation Programme Schedule” on their Amizone accounts.

3.1.4. Bridge Course

- i. Based on result of proficiency test, a bridge course will be conducted for 1st year students who have received less marks in Area Specific Section(s)/ Subject(s) of Proficiency Test. The class schedule of bridge courses will be accessible to students on Amizone.
- ii. A proficiency test will again be conducted on completion of bridge course to help students to improve their basics, wherever needed, for better learning experiences during the programme.
- iii. Further “English Communication Skills” and “IT Application Skills” of students will be improved through inbuilt assignments of various courses during 1st Semester.
- iv. If student faces any difficulty related to their Bridge Course, student may contact their Programme Leader.

3.2. Re-Registration from 2nd Semester onwards -

The Re-registration of existing eligible students will be from second semester/year onwards on the date(s) decided and notified as per the Block Academic Calendar issued by the Academic Office of the University.

It is mandatory for all existing eligible students to Re-register themselves for the Semester/Year/ Programme as per Commencement Date of respective Semester/Year.

For students of Academic Session 2023-24, following Six (06) Online Steps will be required on Amizone for completion of their Re-Registration:

- I. Verify Contact Details [Students and their parents with functional/active mobile numbers and e-mails via One Time Password (OTP)]
- II. Online Submission of pre-filled Re-registration Form:
- III. Online acceptance of Anti-Ragging Affidavit/Undertaking by the Student
- IV. Online acceptance of Anti-Ragging Affidavit/Undertaking by the Parent/Guardian
- V. Online acceptance of Undertaking by the student as well as Parent/Guardian at the time of Re- registration
- VI. Online acceptance of Undertaking of Re-registration Form.

3.3. Student Academic Planning Worksheet (SAPW)

3.3.1. Multidisciplinary and Holistic Education

Three-Discipline Pattern Model Framework has been implemented for a holistic and multidisciplinary education in accordance with National Education Policy 2020 and West Bengal Higher Education Department (WBHED)

3.3.2. Selecting the elective courses in APW

MAPW based on model framework, Programme structure, value addition courses, domain electives and open electives offered during semester is available on AMIZONE for students. A student is required to choose the courses