

Student Charter

A. Admission and Registration

Aim: to communicate the prospective students about the admission procedure of the Institute

1. Program of Study:

MBA (Full Time), affiliated to Maharshi Dayanand University, Rohtak and approved by AICTE, New Delhi. Offering dual specialization in the functional area of Marketing, Finance, Human Resources, Information Technology and International Business

No. of Seats : 60+1 (Kashmiri Migrant)

Duration : 2 Years

2. Entry Requirements:

Eligibility: Graduation in any stream from any University recognized by AICTE/ UGC/ MD University, Rohtak, with at least 50 per cent aggregate marks. Admissions are made as per procedure laid down by the Haryana State Government from time to time

ADMISSION PROCEDURE:

The admission of the eligible candidates is made on the basis of the score of MAT (conducted by AIMA). Out of the 60 sanctioned seats, the reservation of seats, if any, is made as per the policy of the State Government/ Supreme Court ruling. Admissions are made through online counseling conducted by the Haryana State Counselling Society, Government of Haryana. More details about the admission are available on the website/ Admission Brochure published by the State Government. (Details are available on website <http://tehadmissions.gov.in> and also in the Admission Brochure published by the State Government)

3. Facilities/Services along with Fees and Charges

Details of Fee, as approved by the State Fee Committee, for the Institution:

Fees and funds are charged as per State Govt. and University notifications from time to time. The State Fee Committee, at present, has prescribed Rs.30,000/- per annum as the tuition fee plus other charges as mentioned in the Prospectus issued by the Haryana State Counselling Society, which are subject to change as per decision of the State Fee Committee and the charges fixed by the M D University, Rohtak, fixed from time to time.

Time schedule for payment of fee for the entire programme

The fee is to be deposited in the month of August and January (Semester-wise) in each year of the programme

Number of scholarships offered by the Institute, duration and amount:

With effect from 1st Jan, 2007, the following financial aid/scholarships may be offered to the students :
(a). For both Boys and Girls : A Scholarship of Rs.500/- per month to about 10% of the MBA (Prev.) students is given to the poor and deserving students whose family income from all sources is less than Rs.One Lac p.a. and have secured at least 60% marks in the qualifying examination, or as decided from time to time, provided that they are not getting any other Scholarship/ Financial Aid

from anywhere. The final selection of such students is made on the basis of recommendation made by the Committee constituted for the purpose.

(b) For Girl Students (Exclusively) : **a)** In order to encourage and motivate girl students of the Institute, prizes of Rs.2,100/- Rs.1,100/- and Rs.500/- are given to the girl students securing 1st, 2nd and 3rd position (with at least 70% marks) in the Institute in MBA (1st & 2nd Semester Examinations taken together) among girl students of the Institute.

(c) Free books are provided to all girl students of MBA.

Facilities with Charges

Hostel Facility: It is based on self financing basis and keeps fluctuating. While lodging cost is at present around Rs.11,000/- per semester, the boarding is on cooperative basis. The charges may vary from semester to semester.

Transport Facility : It is provided on 'no loss no profit' basis. The present charges are Rs.6,500/- per semester per student (for traveling from Gurgaon to Institute and back). The charges may vary from time to time according to contingencies.

Foreign Language Facility: At Amity students have to undertake Foreign Language compulsorily on payment of nominal fees of Rs.100/- per month per student. This will, however, be subject to the availability of foreign language expert.

Mediclaim Policy: The Students are got insured with Insurance Company for Mediclaim on nominal payment of Rs.450/- per student per annum.

Internet Facility: Internet Facility is provided to all the students at no profit no loss basis. At present every student has to pay Rs.1123/- per semester.

Facilities without Charges

Seminar Hall

Air Conditioned Class Rooms

Audio/Visual teaching aids (OHP, LCD etc)

Library

Computer Lab

Replication Facility

Medical Room

Badminton Court

Canteen

Large Play Grounds

4. Application Procedure

See Admission Procedure under para 2

5. Instructions on registration and other essential information on services and facilities.

The students are briefed about the programme, the Institute, the University, etc and relevant information is passed onto them during the orientation programme which is conducted after the admission are over.

The required instructions are given verbally and main ones are displayed on the Notice Board of the Institute also on the first day of opening the session. Full day orientation programme for the students is organized on the first day of their joining the Institute, in which students are briefed about the objectives of the course, course contents, examination pattern, discipline matters, faculties, facilities available, and other relevant informations.

6. Student induction or orientation program which introduces them to UIC and their program of study.

See para 5

Students on their part are expected to read carefully any information provided and follow the relevant instructions and seek clarifications wherever required.

B. Teaching, Learning and Academic Guidance –

Aim: To provide to all its faculty and students, an effective learning and teaching environment, guidance, and supervision, through a variety of study methods, supported by a wide range of learning resources. Students, on their part, should take responsibility for their own learning and pursue their academic program with a positive commitment.

1. Programme and Course Detail

- The MBA programme is of two years which is divided into four semesters
- The first two semesters are common/compulsory for every student and the next two semesters are of specialization, in which specialization options in key functional areas (Marketing, Finance, Human Resources, Information Technology and International Business) are available for the students
- The Institute provides dual specialization to its students.
- The course contents of each subjects are distributed to each student in the beginning of each semester and the same is also available in the library
- The time-table of the classes is duly placed on the Notice Board in the beginning of each of the semester.
- The final exams of the semesters are held twice a year i.e. December/ January (for odd semesters) and May/ June (for even semesters) at the end of the each semester as per the decision of the University.
- The students are also evaluated internally by concerned faculty on the basis of their performance in the semester. The various parameters used for the evaluation are; Class participation, Case Study and seminar presentation, surprise class tests, written and practical assignments, etc.
- Two class tests of each subject are generally conducted in a semester.
- It is mandatory on the part of each student to secure at least 50% marks in each subject in internal assessment, failing which he/she is not eligible to appear in the University examinations.
- Students are required to have atleast 75 per cent attendance in each subject, failing which they will not be eligible to appear in the University examinations.

2. The Institute communicates well in advance about the changes in structure or content of the program or modules to the students through notice board and announcement in the respective class.
3. An Academic In-charge, a Class In-charge of each class and a Time-Table In-charge is designated to ensure the smooth conduct of lectures and laboratory sessions.
4. In the beginning of each semester, the list of reference books, web-resources and required information pertaining to concerned subject is provided/communicated to the students by the concerned faculty and the same is submitted to the library for further reference of the students.
5. Academic calendar is prepared for each semester and notified and followed.
6. The necessary help and advice is provided by the faculties about the various learning resources.
7. The Institute has got computer lab having a range of software suitable to support and enhance student's learning experience

Students on their part should:

1. Read and note the information and guidance provided for them through out the duration of the program of the study and act on it accordingly.
2. Comply with any Institute's regulations relating to their program of study including attendance, examinations and use of learning facilities. Examination means a process of assessment, whether by written examination paper, Viva-Voce, written or practical assignment, continuous assessment of course works, or other means, which enables the examiner to return a mark or grade.
3. Meet regularly their tutors or supervisors.
4. Notify their tutors or supervisors, or appropriate departmental representative, at the earliest opportunity, if there are extenuating circumstances that prevent them from satisfying any of the above requirements.

C. Tutorial Support:

Aim: To monitor students' progress and, therefore, provide a high standard of advice, support and academic guidance.

1. The Institute follows 'Mentor – Mentee System', where students are divided in groups and a teacher is assigned to each group as their Mentor.
2. The each Mentor organizes meeting twice in a month with the respective group of the students to discuss their personal and academic issues.

3. The Mentor provides advice, support and academic guidance to the students and takes keen interest in their overall development.
4. The effectiveness of the system is judged through personal discussions with the students.

Students will be obliged to do the following:

1. Attend all meetings arranged with their personal tutor as far as possible.
2. Inform their personal tutor promptly of any difficulties that they experiencing might be that might have a bearing on their studies.
3. Act responsibly on the advice offered to them by their personal tutors.

D. Student Academic Representation and Evaluation

Aim: To seek and respond to students' view on their educational experience.

1. The Institute has faculty-student committee to ensure the smooth and effective academic environment.
2. The committee is constituted taking students from both MBA-Previous and MBA-Final year.
3. All taught programs are evaluated by the students at the end of each semester and action is taken accordingly to improve the academic environment.

E. Academic Services

Aim: To provide a high standard of academic services to all students.

1. The Institute has state-of-art computer lab, well stocked library and other academic facilities to meet the academic requirements of the students
2. The Institute lays great emphasis on the 'personality development' of the students. Besides other activities, due focus is given on English and other Foreign Languages.
3. The status and demand for academic services will be monitored and service users feed-back obtained for improvement possibilities.

Students will:

1. Use academic services responsibly by following all the regulation intended for their use, with due consideration to the needs and rights of other users.
2. Provide feedback for their betterment, when requested to do so.

F. Student Services

Aim: To provide quality services for the students.

1. Student Service Information Desk provides required useful information pertaining to Hostel, Bus facility, ID Cards, Examination schedule, etc.

2. Institute has a Medical Room equipped with first-aid facility and doctor on call.
3. Counseling is provided to the students through 'Mentor Mentee System'
4. Corporate Resource Centre (CRC) maintains liaison with corporates and arranges training and final placement to the students.

Students will:

1. Read and note the information provided to them by UIC on Student Services and make use of them when needed or advised to do so by their personal tutors.
2. Keep any appointments with Institutes' support service staff wherever possible.
3. Provide needed and timely information to support services when requested to do so.

G. Health, Safety and Security

High priority is given to maintain the adequate arrangements for the safety and security of the students.

H. Personal Development

The Institute provides and maintains good facilities and resources for sporting, cultural, personal development and other extra-curricular activities to the students.

I. Complaints, Appeals and Grievance Procedure

To redress the complaints and grievances of the students, a 'Discipline Committee' is maintained. The redress procedure of the committee is fair and clear and follows the principal of natural justice.

Students will:

1. Take notice of this procedure and honour it.
2. Refrain from making complaints of trivial or frivolous nature.

J. Discipline

See para (I) above.

Students will:

1. Obey the law of the land
2. Observe the provisions of Institute's regulations
3. Be sensitive to needs of others and uphold the good reputation of their Institute.