

**AMITY UNIVERSITY HARYANA**  
**Internal Quality and Assurance Cell**

**One Day Workshop/Training**  
**5 Parameters of National Institute Ranking Framework (NIRF)**

**29<sup>th</sup> September 2016**

**AMITY UNIVERSITY HARYANA**, 110 ACRE CAMPUS is built on a foundation which embodies all the qualities that have made Amity institutions world-class over the last two decades. It has instituted global standards in education, training and research with state-of-the-art infrastructure and the latest teaching methodologies. Amity University Gurgaon offers UGC recognized degrees (India's apex education body) valid across India and abroad for job opportunities and higher studies. With industry-integrated curricula, the University trains future leaders of the corporate world by blending modernity with tradition in each of its students.

**ABOUT WORKSHOP**

This **quality initiative** is undertaken by the IQAC department for training the IQAC representatives of all Academic and Administrative departments on 5 parameters of National Institute Ranking Framework for implementing documentation of all processes and procedures of the university.

**OBJECTIVE OF THE WORKSHOP**

The key objective of this workshop is to create awareness and train our IQAC representatives and other Amity staff members on 5 parameters of NIRF so that in future Amity University will achieve the best NIRF Ranking.

**RESOURCE PERSON**

Prof.(Dr.) Priti Singh, Director IQAC, HoD ECE, AUH will impart her expertise on NIRF Ranking .

**WHO SHOULD ATTEND THE WORKSHOP?**

IQAC representatives of all Academic and Administrative departments at AUH.

**SCOPE OF THE WORKSHOP**

The participants will:

- be able to understand the requirements of the NIRF Ranking .
- be able to understand the 5 parameters NIRF.

**ORGANIZING COMMITTEE**

- **Dr.Sunita Sharma**, Deputy Director IQAC,
- **Mr.Saurabh Jaglan**, Manager IQAC
- **Dr.Vivek Ballyan**, Manager HR

**CONTACT DETAILS**

Dr.Sunita Sharma ,Deputy Director – IQAC, AUH

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Mobile: (0) 9873562004

Website:<https://www.amity.edu/gurugram/>



## Internal Quality Assurance Cell

### One Day workshop on

### “5 Parameters of NIRF”

September, 29<sup>th</sup> 2016

AUH/IQAC/WS-5/2016

## INTRODUCTION

NIRF framework outlines a methodology to rank institutions across the country. The methodology draws from the overall recommendations broad understanding arrived at by a Core Committee set up by MHRD, to identify the broad parameters for ranking various universities and institutions. The parameters broadly cover “Teaching, Learning and Resources”, “Research and Professional Practices”, “Graduation Outcomes”, “Outreach and Inclusivity”, and “Perception”.

Amity University Haryana being a young university with enthusiasm to achieve global level accreditation in its academics and research organized one day workshop to achieve primary goal to gear up for NIRF accreditation.

## Objectives of the Workshop

### General objective

The key objective of this workshop is to create awareness and train our IQAC representatives and other Amity staff members on 5 Parameters of NIRF so that in future Amity University will achieve NIRF accreditation.

### Participants

The workshop was planned for 22 participants including all IQAC representatives from Institutes/departments - Academic and Non academic at AUH. Dr Priti Singh (HOD Electronics department, ASET) shared her valuable acquaintance in workshop with the participants.



## Methodology of the Workshop

All the listed sessions were conducted in English as per the programme schedule shared by the trainer. All the participants were provided with softcopies of the NAAC guidelines and criteria's. The trainer gave power point presentations on topics followed by group exercises and question and answer sessions.

## Inaugural Session

Dr Sunita Sharma, welcomed the resource person Dr Priti Singh and the participants. She introduced the guests and spoke about the context of the workshop.

## Workshop Schedule

Day	Module	Time
One	Teaching, Learning & Resources <ul style="list-style-type: none"> <li>• Student Strength including Doctoral Students</li> <li>• Faculty-student ratio with emphasis on permanent faculty (FSR)</li> <li>• Combined metric for Faculty with PhD (or equivalent) and Experience (FQE)</li> <li>• Total Budget and Its Utilization: (CBTU)</li> </ul>	9.30 AM- 11.00 AM
	TEA BREAK	11.00 AM
	Research and Professional Practice <ul style="list-style-type: none"> <li>• Combined metric for Publications (PU)</li> <li>• Combined metric for Quality of Publications (QP)</li> <li>• IPR and Patents: Filed, Published, Granted and Licensed (IPR)</li> <li>• Footprint of Projects and Professional Practice And Executive Development Programs (FPPP):</li> </ul> Graduation Outcomes <ul style="list-style-type: none"> <li>• Combined % for Placement, Higher Studies, and Entrepreneurship (GPHE)</li> </ul>	11.15 AM-1.30 PM

	<ul style="list-style-type: none"> <li>• Metric for University Examinations: GUE</li> <li>• Median Salary</li> <li>• Metric for Graduating Students Admitted Into Top Universities (GTOP)</li> <li>• Metric for Number of Ph.D. Students Graduated GPHD</li> </ul>	
<b>LUNCH BREAK</b>		1.30 PM-2.00 PM
	<p><b>Outreach and Inclusivity</b></p> <ul style="list-style-type: none"> <li>• Percent Students from other states/countries (Region Diversity RD)</li> <li>• Percentage of Women (WF) + (WS) + (WA)</li> <li>• Economically and Socially Challenged Students (ESCS)</li> <li>• Facilities for Physically Challenged Students (PCS)</li> </ul> <p><b>Perception</b></p> <ul style="list-style-type: none"> <li>• Peer Perception: Employers and Research Investors (PREMP)</li> <li>• Peer Perception: Academics (PRACD)</li> <li>• Public Perception (PRPUB)</li> <li>• Competitiveness (PRCMP)</li> </ul>	2.00 PM-4.45 PM

### Session -1

Dr Priti Singh opened the session by welcoming the participants, asking participants to introduce themselves, and establishing the ground rules. She then continued the first session on the concept of NIRF, introduction to the 5 parameters of NIRF and then detailed discussions on teaching learning resource, research and professional practice and graduation outcomes etc.

### Session -2 (Post lunch)

Dr Priti Singh introduced the participants to Outreach and Inclusivity and perception parameters of NIRF.

### Outcome of the Workshop

Upon successful completion of this workshop, the participants will:

- be able to understand the requirements of the NIRF certification.

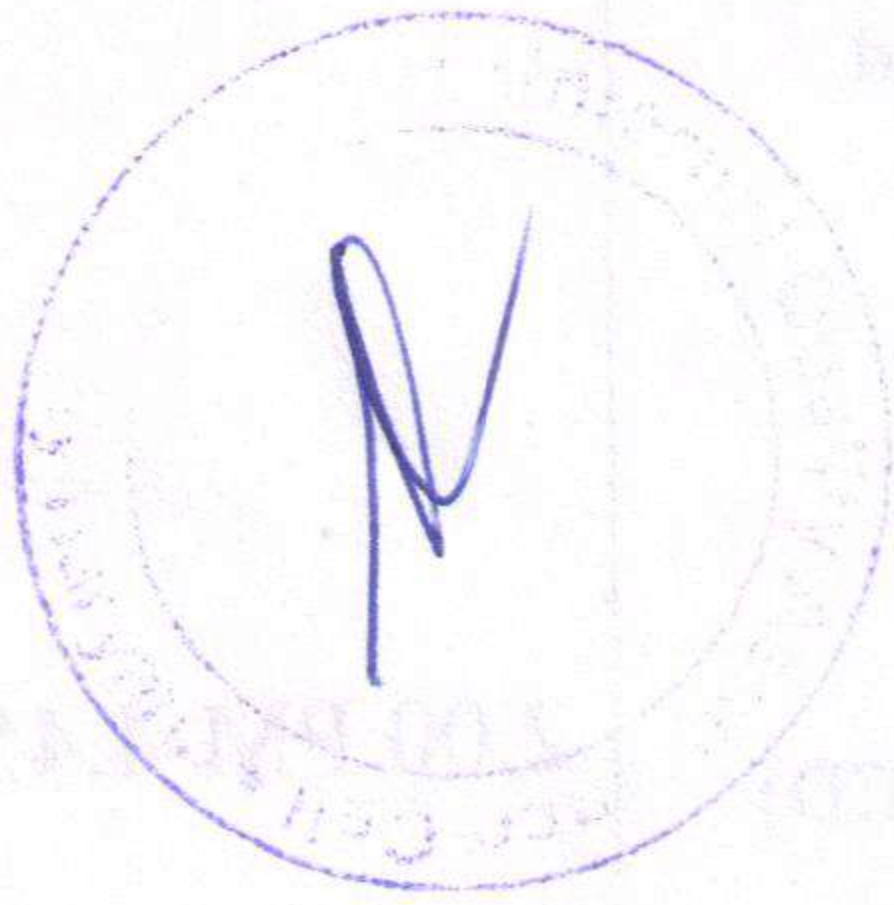


- be able to develop the strategy and documentations with respect to NIRF.

### Conclusion

The workshop culminated with a vote of thanks by Dr Sunita Sharma, to the resource person Dr Priti Singh and the participants. It was further extended to all the administrative staff at AUH for their contribution to a successful culmination of the workshop.

**Annexure (I)** Attendance sheet of participants.



**Attendance Sheet**  
**Workshop on "5 Parameters of NIRF"**  
**Date : September, 29th 2016**

S.no	Name	Department	Signature
1	Dr Priti Singh	IQAC	<i>Priti Singh</i>
2	Dr Sunita Sharma	IQAC	<i>Sunita Sharma</i> 29/9/16
3	Mr Gaurav Singh Arora	ABS	<i>Gaurav Singh Arora</i> 29/9/16
4	Ms Habiba Abbasi	ACC	<i>Habiba Abbasi</i>
5	Mr Bhartendra	ACON	<i>Bhartendra</i> 29-9-16
6	Mr Robin	ACON	<i>Robin</i> 29/09/16
7	Ms Sheetal	AMS	<i>Sheetal</i> 29.09.2016
8	Dr Kamini C Tanwar	AIBAS	<i>Kamini C Tanwar</i>
9	Dr Sarika Chaturvedi	AIB	<i>Sarika Chaturvedi</i>
10	Ms Monica Yadav	ALS	<i>Monica Yadav</i>
11	Mr Rakesh Kumar	ASAP	<i>Rakesh Kumar</i>
12	Ms Jyotsana Thakur	ASCO	<i>Jyotsana Thakur</i>
13	Mr Ali. T Quraishi	ASLA	<i>Ali T Quraishi</i> 29/9/16
14	Ms Suniti	ASFDT	
15	Dr Ranjan Kumar Mallik	ASFA	<i>Ranjan Kumar Mallik</i>
16	Dr Debasree	AINT	<i>Debasree</i>
17	Mr Vinod Chauhan	ASH	<i>Vinod Chauhan</i> 29/09/16
18	Dr Joydeep Dutta	ASAS	<i>Joydeep Dutta</i>
19	Mr Anuj Singh	ASET	<i>Anuj Singh</i>
20	Dr Deepika Pandey	ASEES	<i>Deepika Pandey</i>
21	Dr Seema R. Pathak	ASAS	<i>Seema R. Pathak</i>
22	Dr Rajesh Sharma	Library	<i>Rajesh Sharma</i>



Dear Dr. Sunita Sharma,

In ref to Audit of IQAC on 13.01.2017 regarding "Going Green" i.e. to pursue practices that can lead to more environmental friendly and ecologically responsible decision.

The following steps have been initiated as per the suggestions given by IQAC from our Maintenance Section toward achieving the above goal.

**1. Use of LED Lights in place of conventional lights: -**

- The existing conventional lights are being replaced by LED lights progressively.
- It is expected that, by next three to four years total conventional lights will be replaced by LED Lights.

**2. Disposal of Waste (including Electrical waste like tube lights, engine oil, ETP waste) :-**

- ETP waste from kitchen and laundry is kept in gunny bags presently. The department is in process to tie-up with GEPIL (Gujarat Environment Protection and Infrastructure Pvt. Ltd). An authorized agency of Haryana Gov. for disposal of ETP waste.

Regards,

*AK Mittra* 24.01.2017  
 AK Mittra **Amal Kumar Mittra**  
 Dy Dir Maint. **Director (Maintenance)**  
 Amity University Haryana **Amity University, Haryana**



# AMITY UNIVERSITY

## HARYANA

Established vide Government of Haryana Act No.10 of 2010

16

Dated 4<sup>th</sup> /April/2017

Dear Dr Sunita Sharma,

In reference to audit of IQAC on 24.03.2017 in Amity Institute of Design (Fashion Technology) regarding "Safety interventions" followed while working on special machines.

It is for your information that required measures have been implemented by the faculty, staff and students for better management of practical work in the labs under the following categories:

1. Basic Patterns, sitting postures and safety procedure while working on special machines have been defined in the lab manuals/booklets.
2. Booklets have been prepared for working operations of machine, procedures and precautions to be followed during practical work while handling special machines.
3. Lab manuals have been prepared as per the designed practical work.

With Regards,

*Sunita Sood*



Ms.Suniti Sood

Head of Department

Amity Institute of Design (Fashion Technology)

Faculty of Arts



# AMITY UNIVERSITY GURGAON

## IQAC Department

### Academic Audit- Checklist

Semester –EVEN

Month – March 2017

Name of the Department: Faculty of Arts

Name of the Institute - Amity Institute of Design (FT)

Sr. No	Item	Remarks
<b>A</b>	<b>Summer Projects</b>	
1.	Is Summer training a part of curriculum of your institute as teaching-learning process?	Yes
2.	List of summer Projects & students involved for the year 2016.	List of summer projects was available. Students work in departments like designing and merchandising. The training is of 6 credits and students are evaluated on the summer report.
3.	Number of student not allotted summer project.	Nil – It is compulsory for all as it is a part of the curriculum.
4.	Any Exceptional achievements during the summer projects highlighted by the host company?	No
5.	List of students absorbed by the companies after completion of the project.	1 student ' Mr Ashish' has been absorbed in the Matrix Clothing company
6.	Is there any monitoring process for summer projects?	The mentors remain in touch with the students & the organization.
7.	Are the assignment / projects given Inter-disciplinary?	Yes, to some extent it is. Students work in retail and export houses.
8	Are the project / assignment given to students, testing their critical thinking?	Yes
9.	Whether the assignments / projects given are relevant and useful.	Yes
10.	Are the OD's of student maintained?	Yes, record was perused.
<b>B</b>	<b>Examination and Internal Assessment</b>	
11.	Have institutes constituted Exam subcommittee?	Yes



12.	Have the institute submitted list of debarred students to CoE?	Yes, for the Odd semester exam
13.	Has the CoE submitted list of reappearing students to institutes?	Yes, for the Odd semester exam
14.	Are the students informed about the Internal Assessment scores?	Yes, it reflects on Amizone ID of the student.
15.	Have Sessional been conducted?	Yes
16.	Have the students submitted the term paper?	Yes
<b>D</b>	<b>Check of Labs</b>	
17.	Is Material Safety Data Sheet (MSDS) list available?	Not Applicable
18.	Is the lab manual available for each lab?	The institute has different patterns displayed in the lab.
19.	Are safety precautions followed by students, listed in the manual for each experiment?	Yes
20.	First Aid Box (a) Is it available in each lab? (b) Are the contents replaced before expiry date? (c) Are the labs in charges/ faculty confident of administering first aid?	Not available
21.	Is the hazard category of the lab displayed prominently? Are the faculty and students aware of the implications of hazard categorization?	Not Applicable
22.	Do fire fighting arrangements exist in the lab?	Outside the labs
23.	Is there a system of maintaining record of chemicals issued every day?	Not Applicable
24.	Have any measures been adopted for saving energy?	Switching off the lights, fans and machines when not in use.
25.	Have any measures been adopted for waste reduction?	Left over's fabrics are used for making accessories etc.
26.	Do arrangements exist for segregation of waste at source? If yes, are students aware of the same?	Yes
27.	Are students and faculty aware of actions to be taken in case of fire?	Yes
28.	Is the floor plan showing exit routes displayed on each floor?	Yes
29.	Are exit signs displayed prominently?	Yes



Remarks:

- (i) It was suggested by IQAC to have the following course booklets made in English.
  - a) About Machines, details of Fabric, details about various types of needles.
  - b) Basic patterns, Sitting postures and safety procedures to be followed while working on special machine using 2 needles.
- (ii) The patterns for dresses displayed in the lab should be compiled into a booklet.

Name of the Checker: Dr. Sumita Sharma D/S

Signature: [Signature]

Date: 24<sup>th</sup> March 2017

IQAC Department



<p>1. List of summer projects was available. Similar work in departments like designing and merchandising. The training was completed and students are employed in the respective areas.</p> <p>2. No - Please refer to the attached list of projects.</p>	<p>1. Yes - List of projects was prepared for the IQAC.</p> <p>2. The list of projects was attached with the report of the department.</p>
<p>3. Any Entrepreneurial achievements during the summer projects are to be noted by the host company?</p>	<p>No</p>
<p>4. List of students awarded by the companies after completion of the projects.</p>	<p>1. Yes - List of students was prepared for the IQAC.</p>
<p>5. Were any monetary prizes for summer projects?</p>	<p>The host company did not award any prizes to the students.</p>
<p>6. Are the assignments / projects given Inter-disciplinary?</p>	<p>Yes - assignments were given to students from design and merchandising.</p>
<p>7. Are the project / assignments given to students, having their special talents?</p>	<p>Yes</p>
<p>8. Under the assignments / projects given are relevant to the course?</p>	<p>Yes</p>
<p>9. Are the files of student maintained?</p>	<p>Yes</p>
<p>10. Evaluation and Internal Assessment</p>	<p>Yes</p>
<p>11. How is the data for the IQAC submitted?</p>	<p>Yes</p>



# AMITY UNIVERSITY

## HARYANA

Established vide Government of Haryana Act No.10 of 2010

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Date : - 17 July 2017

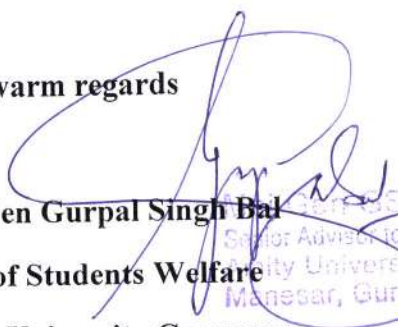
Dear Dr. Sunita Sharma,

In reference to audit of IQAC on 17.06.2017 regarding "Hostel Quality Initiative, Improvisation of hostel left over articles of students in hostel".

It is for your information that measures have been implemented by the hostel staff for better management of articles left over by hostellers in the following categories:-

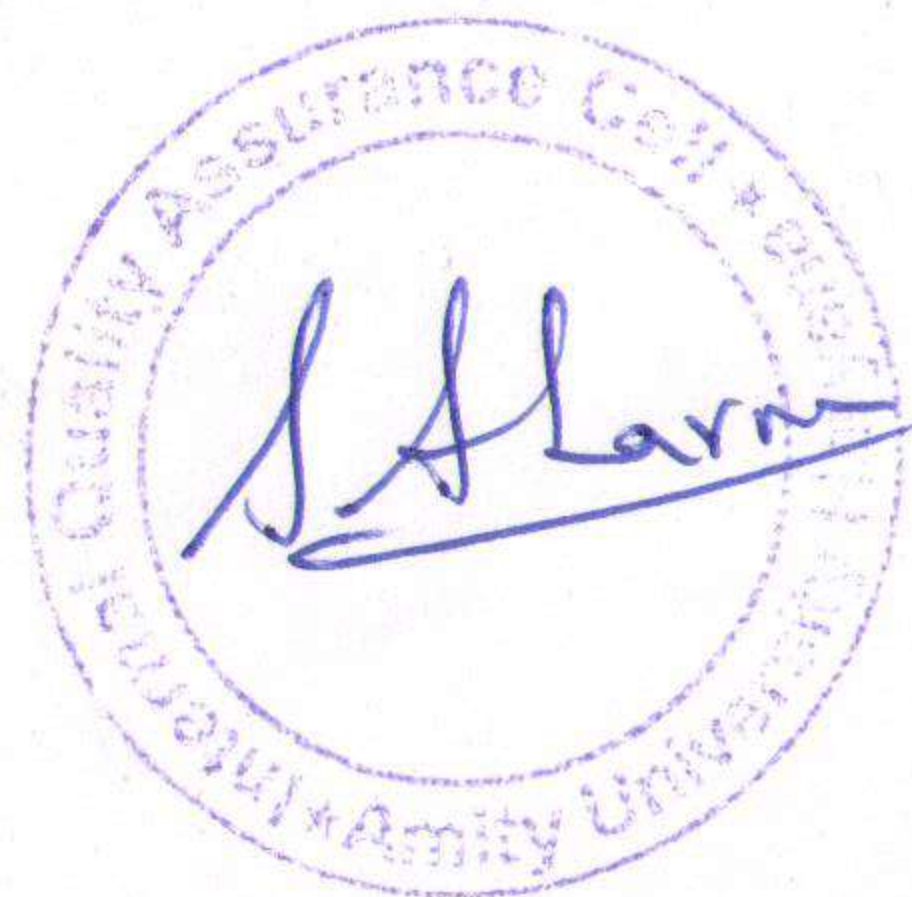
- (a) Articles left by hostellers with hostel staff during summer vacation.
- (b) Articles of hostellers lost and found.
- (c) Articles left over by hostellers who have permanently left the hostel (after finishing their prescribed course).

With warm regards

  
Maj Gen Gurbal Singh Bal  
Senior Advisor to Founder President  
Amity University Haryana  
Manesar, Gurgaon  
Dean of Students Welfare  
Amity University Gurugram

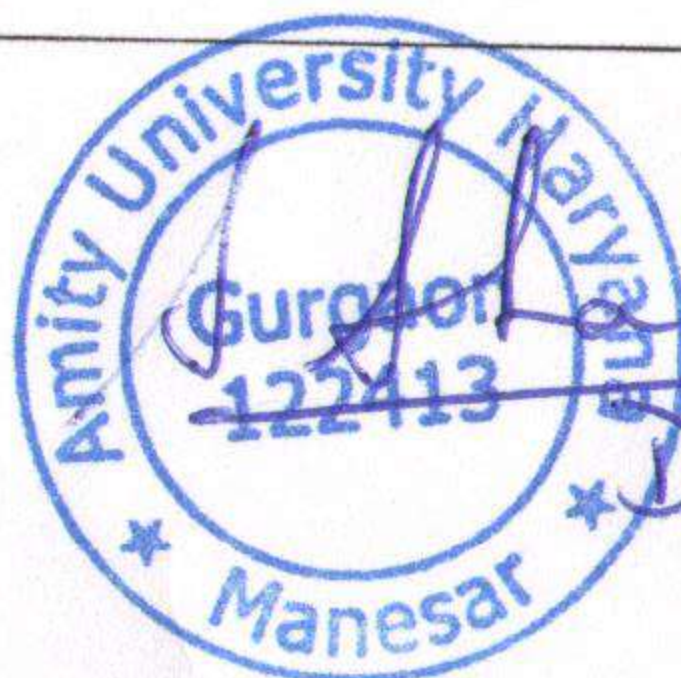
AMITY UNIVERSITY GURGAON				
CHECKLIST - INTERNAL AUDIT 2017-2018				
Check List No. 2016 - 1, Rev I Date : 14 June 2017			Appendix 'E'	
Internal Auditor- Dr Sunita Sharma and Mr Saurabh Jaglan				
<u>Checklist For Hostel</u>				
S.N	Points for Checking	Yes	No	Type of evidence (in brief)
1	Does the hostel meet the requirement to accommodate no more than the maximum number of boarders as per the availability of rooms?	Yes		Accommodation for two boarders in one room.
2	Does the hostel have on display, in a place easily inspected by visitors various rules and regulations for students?	Yes		Notice Board and Handbook(Hostel Rules and Regulations)
3	A notice which explains a procedure for handling complaints made by boarders or boarders' parents?	Yes		Students are informed to lodge complaints in designated registers.
4	Does the hostel have written policies and operating procedures to ensure that the boarders: <ul style="list-style-type: none"> <li>● Are supported in a positive learning environment?</li> <li>● Are given the opportunity to develop positively within reasonable boundaries?</li> <li>● Feel secure and valued?</li> <li>● Have ready access to people they can trust, confide in. and are supported in raising problems and issues of concern to them?</li> <li>● Have ready access to, and a degree of choice about health and other personal services they require?</li> </ul>	Yes		
		Yes		
		Yes		Study rooms for students , Scholarships for meritorius students
		Yes		Anti Ragging cell and security provisions are there for students. Entry of oustiders is restricted and can only be permitted after proper verification.
		Yes		Boarders can directly meet Wardens 24*7 . Also, floor coordinators are appointed and monthly meetings are carried out.
		Yes		Fully equipped Medical room with all First Aid and qualified medical officer. Also, in case of Chicken pox and other Chronic illness , a separate room can be allotted for boarders.

*S. Sharma*  
*Dr Dix*  
*IAAC*

*S. Sharma*

5	<p>Is there for every boarder living in the hostel a record of</p> <p>(a) The boarder's name, date of birth, home address or addresses?</p> <p>(b) The name and, if it differs from the boarder's address, the home address of all guardians of the boarder?</p> <p>(c) Details of any chronic illness from which the boarder suffers, and of any medication the boarder has to take as a result?</p> <p>(d) The names and addresses of the people authorized by a guardian of the boarder to collect the boarder from the hostel; and people who by law-</p> <p>(i) Are entitled to have contact with, or access to the boarder; or</p> <p>(ii) Are forbidden to have contact with, or access to the boarder; or have an entitlement to have contact with, or access to, the boarder, that is subject to conditions.</p> <p>(e) Is the record retained until at least one year after the boarder ceases to be accommodated at the hostel?</p> <p>(f) Does the hostel have a procedure for resolving complaints by a boarder, boarder's parents, or from their respective institute in which they are enrolled?</p>	Yes	Registration form
		Yes	If the address differs the parents are consulted.
		Yes	Boarder - Ms Bhavya is a diabolic patient . She has to take injections daily .Hostel staff has provided refrigerator to keep the medication.
		Yes	
		Yes	Details of local guardians are maintained and entered in register.
		Yes	
		Yes	Boarder records are retained.
		Yes	Complaint register.
6	What procedure is adopted in the allotment of Rooms to students?		<p>1. For Freshers it is first come first basis . For seniors it is - Course wise , Session wise.</p> <p>2. Students submit Hostel forms ,Payment receipt and permission letter from Director/Deputy Director hostel to wardens , accordingly rooms are allotted .</p>
7	<p>What is the process for giving outpasses to students ?</p> <p>(a) For daytime</p> <p>(b) For night time</p> <p>(c) During examination</p>		Hostel Rules and Regulations Handbook
			Permission from Parents, HOD undersigned by Director/Deputy Director Hostels
			Permission from Parents and Director/Deputy Director Hostels
			Permission from Parents, HOD undersigned by Director/Deputy Director Hostels



8	Is daily attendance taken in the hostel? (a) How many times is attendance taken? (b) What action is taken in case a student is missing from the hostel?	Yes		
				Only once at night time
				First the friends of concerned student is contacted . If the student is not traceble then it is reported to Director/Deputy Director immediately and thereafter the Parents of the student are informed .
9	Procedure adopted for resolving students grievances.	Yes		In case of grievance students submit request (verbal/written) to their Wardens. Wardens take action accordinlgy
10	Is a complaint register being maintained related to facilities? (a) How much time is taken to resolve the complaint?	Yes		Registers related to Carpentry , Plumbing , Electrical and Mess.
		Yes		Within 24 hours. In extreme cases it is 24 - 48 hours.
11	Are the hostel's premises ventilated and well lit by natural and artificial light?	Yes		Physical verification . All rooms have two windows
12	Does the hostel ensure that it has in place a system for ensuring the hygienic laundering of boarders' sheets and bath towels, and of other clothes, linen, or towels used in or as part of their bedding or bathing?	Yes		The students weekly give their cloths for lawndry and pay for it on monthly basis.
13	Does the hostel have a medical room and in-house doctor and nurse for both boys and girls in the premises?	Yes		One Medical room in the hostel and one Medical CMO with two male Nursing assistant and one female Nursing assistnt are present 24*7 .
14	Is there a procedure for granting the boarders leave of absence from the hostel? For how many days is the leave sanctioned and by whom?			Leave request should be approved from HOD and Director/Director-Hostels and permission from parents. Leave is sanctioned as per the recommendation of HOD & Director/Deputy Director hostels.
15	Does the hostel adopt any procedure in relation to abuse, harassment, or serious neglect of boarders?	Yes		Steps taken as per Hostel Rules and Regulations Book. Case history file is mainatined.



16	Does the hostel ensure that there are enough hostel staff or other adults with the boarders on any excursion or activity outside the hostel to ensure the safety of boarders?	Yes		Security personnels/Marshals are available in University.
17	Does the hostel ensure that— (a) Food is served in the hostel at such times, and in such variety, quantity, and quality as to meet the boarders' nutritional needs? And (b) Food is free of, and adequately protected against contamination when stored, prepared and served? and (c) An ample supply of potable water is available at all times to boarders for drinking?	Yes		Food is served in hostel 3 times i.e Breakfast,Lunch and Dinner . Proper Mess Menu is prepared monthly.
		Yes		Storage facility is provided in the mess i.e refrigerator, racks.
		Yes		Cold and RO water is supplied.
18	In case of a boarder or hostel staff suffering from or suspected to be suffering from an infectious disease? Does the hostel have an area and facilities for the temporary isolation and care of the concerned person?	Yes		Medical Room with Doctor ,Nurse and Emergency vehicle are available in case of health issue. Also, in case of Chicken Pox and other Chronic illness , a separate room (isolation) can be allotted for boarders/hostel staff.
19	Are all reasonably practicable steps taken to get medical aid and to notify a parent or other appropriate family member of the boarder in the case of an accident or serious illness?	Yes		All proper medical aid steps are taken immediately if the patient is beyond the control . Student is taken to hospital with a hostel attendant/medical attendant in ambulance. University has provided two medical van in case of emergency.
20	Are reasonably practicable steps taken to ensure that no member of the hostel staff and no boarder at the hostel uses or is affected by alcohol or any other substances to the extent that it is an actual or potential cause or source of harm to the person or others?	Yes		As per Hostel Rules & Regulations.





21	Are any activities organized for international students in respect of their- (a) Festivals (b) Cultural activities (c) National celebrations	Yes		
		Yes		International students (Nigerians) do prayers on Sundays with approval from Director - Hostel.
		No		
22	Has the hostel ensured that boarders or staff members who supervise them in the hostel are at all times supervised by a responsible person?	Yes		
23	1. Has the hostel ensured that- (a) all permanent staff members, and all people (excluding boarders and parents) who have regular access to the hostel or have unsupervised contact with boarders, are the subject of rigorous suitability checks (including Police vetting)? (b) no staff member has been convicted of a crime involving dishonesty and sentenced for that crime within the preceding 7 years, and (c) no staff member has been convicted of any sexual offence, or is unfit to be a staff member because of mental illness or serious behavioral problems? (d) staff and boarders are encouraged to maintain positive relationships with each other? (e) security measures are used to prevent unauthorized access to the hostel's premises?	No	No record found	
		Yes		
		Yes		



24	Are there appropriate internal procedures for receiving and dealing with information about serious wrongdoing?	Yes		Hostel Rules & Regulations book.
25	Has the hostel taken all reasonably practicable steps to ensure that the hostel's buildings and facilities are- (a) kept in good repair? And (b) Not used in ways that endanger boarders' safety? (c) A telephone is available for emergency calls to and from the hostel? (d) A plan for the boarders' evacuation, care, and temporary accommodation (if required) in emergencies? (e) Are the evacuation procedures prominently displayed on the hostel's premises? (f) Are all hostel staff trained in fire and earthquake drills and in other emergency procedures? (g) Regular evacuation drills are carried out?	Yes		For all facility and civil complaints, complaint registers are maintained . Regular repairs are carried on as and when required.
			No	
		Yes		Mobile and Landline phone (warden/supervisors)
			No	Plan/ procedure for Evacuation , care and temporary accommodation is not documented.
			No	
			No	
		Yes		Last fire drill was carried out in April 2017 . No earthquake or evacuation drill is carried out till date.
	No			
26	Does the hostel have provisions for (a) quiet activities (for example, study)? And (b) boarders' indoor and outdoor recreation (whether as individuals or in groups)?	Yes		Study room facility is available on the first floor . Room for prayers ( for Nigeria and Afghani students ) is also allotted as and when required after seeking permission from Director/Deputy DirectorHostels.
		Yes		Indoor games - Recreation room facility is available on the first floor ( table tennis , carrom baord etc) . Outdoor games for hostellers on regular bases.

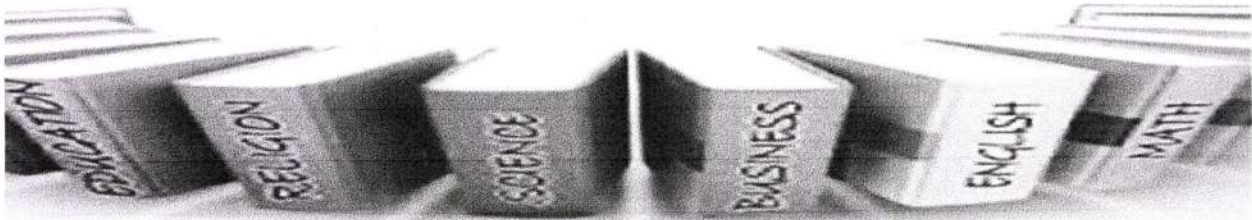


**Suggestion by IQAC :**

1. SOP on disposing of all item (Consumables / Non consumable) given to boarders for examples bath towels, bed sheets, blanket etc. was not available during audit by IQAC. They were found lying in the store room & inventory for the same was not maintained .IQAC has advised the wardens to maintain a full record of these items & if these are to be disposed, it should be done at the earliest as per the AUH hostel norms/ SOP on disposable items.
2. Lost and found register to be maintained.
3. Annual stock verification (physical count of items) should be carried out.
4. Indexing of the files (for examples Registration form file) should be done to segregate data year wise.
5. All the registers should be certified by the Deputy Director/Director Hostels.
6. Evacuations drills must be carried out regularly and record of same must be maintained.
7. In Mess, Nutrition chart should be referred while drafting the food plan.
8. At the time of admission ID proof ( Aadhar card / Voter card / Driving licence ) of the Parents/Guardians and students should be maintained for proper identification and futuristic reference.
9. Records of all the expelled students should be maintained & updated regularly. The letters should have the signature of the Registrar with the official seal.
10. Signage (dustbin, lift, exit plan) should be implemented on all floors.
11. The feedback given by students regarding the quality of food is recorded in a register.
12. African students requested that Non vegetarian food should be available in the campus.
13. Event file of international students should be maintained.
14. Block wise record of outsourced housekeeping staff should be maintained along with ID proof ( Aadhar card / Voter card / Driving licence )



**AMITY SKILLS INSTITUTE  
PERSONALITY DEVELOPMENT PROGRAM  
FOR NON-TEACHING STAFF**



*Achieving Academic Excellence*



**AMITY UNIVERSITY HARYANA**



# AMITY SKILLS INSTITUTE

## Personality Development Programs for Non-Teaching Staff

### **Amity Skills Institute-A mission with a vision**

Our mission is to create a niche in the arena of Training and Consultancy. The aim is to garner internal resources and construct a robust premise of top of the line training consultancy. Amity Skill Institute is a vision towards an integrated, evolved and sublime system of education that seeks to promote wisdom, integrity and employability among individuals by addressing the gap between education and the skills needed for a particular job. Our commitment to make a palpable difference in the employability quotient of a person shall continue to remain our guiding 'mantra'. We are obligated to make a difference in the culture and lives of the people. Creating skilled professionals will balance out the demand and supply equation and also put a check on the exodus of the population seeking greener pastures and yet settling for unskilled jobs. We have delineated a roadmap reaching the remote and far flung reaches of this country through imparting skills. We remain sensitive to the aspirations of our youth force and will continue to touch lives with feeling and panache. We take immense pride in focusing on the skill development of the non-teaching faculty members of our university.

### **ASI & ASH conducted Soft Skills and F&B training for Drivers & Pantry Staff at HVSU**

HVSU trusted the able hands of ASI & ASH for the training and grooming of their staff and drivers, which was done with full responsibility. Amity Skills Institute and Amity School of Hospitality conducted a one-day training programme for the drivers and office boys of HVSU, on 14<sup>th</sup> August 2018. This was done to impart the basic communication skills and knowledge of hygiene along with the basic etiquettes in F&B service. Our able trainers who went and conducted the training were Ms. Sonali Kakkar and Mr. Subrato Pal. The training was highly appreciated and lauded as a great step towards skilling employees to create a professional environment. The drivers of HVSU were trained about the right behaviour and courtesy to be displayed while on the job and the things to do and not to do. The office boys and the pantry staff at HVSU were trained on how to be pleasantly armed with the best of manners when serving others. The basics of body language, grooming and how to be presentable were given to all present for the training.

### **ASI undertook a programme to train and develop the Drivers of Amity Vehicles**



ASI believes in appreciating, valuing and developing all our resources, including the Drivers of our University vehicles. This training programme was conducted by Amity Skills Institute and Human Resources Department, Amity University Haryana on 3<sup>rd</sup> & 4<sup>th</sup> May 2018. The programme started with the opening remark from Professor Dr. Padmakali Banerjee, Pro Vice Chancellor, AUH. The training was conducted over a span of two days. It would not have been the same without the guidance given by Major General (Retd.) G.S. Bal and Major General B S Suhag and Colonel Harbans Singh. The training started with a focus on the basics about etiquettes, courtesy towards the guests, greeting and proxemics. Dr. Reena Nigam took everyone through the each of these topics with the appropriate examples. After that, Colonel Anil Gulati, Coordinator English & Business Communication, Amity School of Liberal Arts, took over to speak to the gathering about grooming and personal hygiene, uniform and other etiquette. Dr. Reena Nigam addressed the importance of road awareness and recognition of signs. The last topic for the day was anger management and tips on how to deal with road rage. It was a successful training programme which was really appreciated by the drivers of Amity vehicles who are valuable Human Resources for all of us at AUH.

### ● **ASET collaborated with ASI to hone English Communication Skills of the Non-Teaching Faculty giving them an Immense Opportunity for Development**

ASI aids non-teaching faculty of ASET in improving and practicing correct Spoken English language through an extensive two-week long workshop A workshop on 'Enhancing English Language Skills' was organized by ASET in association with ASI from 03 June to 14 June 2019. The objective of the workshop was to initiate non-teaching staff of ASET to learn basics of speaking, writing, listening and reading of English. A total of 39 members of non-teaching staff, (31 lab assistant and 08 office staff) participated in the training. The coordinators of the training were Dr. Reena Nigam, HoD, Amity Skills Institute and Mr. Manish Kumar Bharti, Assistant Professor, Department of Aerospace Engineering, ASET. The workshop also included a guest lecture on the second day of the training. Mr Inderjeet Mittal (Senior Class-I Gazetted) Central Secretariat, Government of India, imparted a lecture on 'Human values and Ethics'. The modules for the training focused on practical uses of English language. Every single participant was encouraged to speak, write and read in front of other participants through various activities. The response for the activities was overwhelming. The activities were helpful in creating an atmosphere of open and mutual learning and participants were able to participate without any hesitation. Ms. Sonali Kakkar, from ASI, took a session on etiquette and grooming.

Speaking on the first day of the training Prof. (Dr.) S. N. Sridhra, Director, ASET, said that there is no age or time for learning. Emphasizing on the importance of learning languages, he said that it is important to know more languages, especially English language which will create more career opportunities and also create a better interaction between students and non-teaching staff and between them and faculty. The two-week long training programme ended on 14 June 2019 with Hon'ble Pro Vice Chancellor Prof. (Dr.) Padmakali Banerjee addressing the facilitators and the participants. Speaking on the occasion, she expressed happiness over the successful completion of the training. She said it was a great beginning and every institute should try to replicate the model. She praised Director, ASET and HoD, ASI for initiating the concept and encouraged each participant by asking them of their experience through the training. She also expressed her satisfaction over the level of confidence that each participant showed after the



training. Dr. Reena Nigam, HoD, ASI and also the facilitator and coordinator of the training gave a brief of the training to Pro Vice Chancellor. She praised each participant for showing great motivation towards learning irrespective of their age and role at ASET. She suggested that an English club can be created for the sustainability of training content and also for further improvement. A refresher programme should also be conducted from time to time so the momentum of learning continues. Mr. Sanjeev, Lab Assistant, Department of Civil Engineering, ASET thanked the organizers and facilitators on behalf of the trainees. Dr. Sridhra, Director ASET gave his concluding remark by expressing his satisfaction over successful completion of the workshop. He expressed the need for the continuous improvement of the staff through such trainings. The event ended on a happy note with the commitment from all trainees that they will continue to make efforts towards improving themselves.

**Basic Etiquette , Grooming and hygiene & Anger Management for Security Guards & Marshals- 2018**

With the growth of the organization in the time, it has been observed more delegates and people interaction has increase hence not only staffs and faculties dealing directly with students need to be trained, we have to focus on our Marshalls and security staffs aswell.

Marshalls and security skill training will improve their way of talking and handling students, clients and staffs on duty, enhancing and giving them confident by understanding importance of these skills when employed in daily routine.

With the visitors and parents visiting for admissions, enquiry, parents teachers meet and students themselves interact firstly with gate security and guards assigned all over the campus, so they have to be well informed and must have basic communication skill along with training on Basic etiquettes, Grooming hygiene and Anger Management resulting in improving the standard of the service delivering and making the environment more professional.

A purpose of this training was to impart or improve basic communication skill and hygiene knowledge along with how to handle students. faculties and staffs well ensuring their safety and security all the time when in campus. This helped them to understand and employ basic methods and ideas to create a professional environment.

The training was divided in three sections first is Basic Etiquette and Hygiene & Sanitation knowledge by Ms Sonali Kakkar and second half of the session was on Grooming and basic communication skill by Col. Gulati, Amity School of Communication and final session was conducted by Rear Admiral K. K. Pandey on Anger Management.

**BASIC SKILL AND HYGIENE AND SANITATION**

General Objective: Teach Participants basic etiquettes and how to maintain Hygiene and Sanitation on duty and off duty.			
Time Required: 1 hours			
Materials Needed: Audio/Visual setup along with mike /white board			
Topic	Method	Participants	Remarks
<b>Creating a positive image by correct Body language</b>	<b>Discussion / Demo / Guided Practice</b>	Marshalls and Security staffs	One on One



<b>Workplace Etiquette</b>	<b>Discussion / Demo/ppt</b>	Marshalls and Security staffs	One on One
<b>How to maintain basic Hygiene and Sanitation</b>	<b>Discussion / Demo/ppt</b>	Marshalls and Security staffs	One on One

### **BASIC COMMUNICATION SKILL AND GROOMING**

General Objective: Teach them importance of grooming and basic communication skill			
Time Required: 1/2 hours			
Materials Needed: White board/Marker			
Topic	Method	Participants	Remarks
<b>GENERAL RULES</b>	Discussion / Demo	Marshalls and Security staffs	One on one practice
<b>CARRY RIGHT UNIFORM DAILEY</b>	Discussion / Demo / Guided Practice	Marshalls and Security staffs	One on one practice
<b>HOW TO GREET VISITORS, FACULTIES AND STAFFS</b>	<b>Discussion / Demo</b>	Marshalls and Security staffs	One on one practice

### **ANGER MANAGEMNET - HOW TO DEAL WITH STUDENTS AND PARENTS**

General Objective: Teach participants how to handle temperament right while handling students and parents.			
Time Required: 1/2 hours			
Materials Needed: Audio/Visual setup along with mike /white board			
Topic	Method	Participants	Remarks
<b>WHAT IS ANGER MANAGEMENT</b>	<b>Discussion</b>	Marshalls and Security staffs	One on One
<b>HOW TO HANDLE SITUATION</b>	<b>Discussion / examples</b>	Marshalls and Security staffs	One on One
<b>BENEFIT IT HAS ON ORGANIZATION AND INDIVIDUAL</b>	<b>Discussion / Demo/ppt</b>	Marshalls and Security staffs	One on One

#### **Duration of Training**

11:00 am - 12:00 pm - Basic Etiquette and Hygiene and sanitation  
 12:00 pm - 12:30 pm - Grooming and hygiene- Uniform and other etiquette





12:35 pm - 1:00 pm - Anger Management- how to deal with students & parent

**Number of participants: 15**

### **Workshop On Soft Skills And Communication For The Road To Success**

A two hours workshop on soft skills for the non-teaching faculty was organized twice ie. Dated 5<sup>th</sup> May 2020 and 26<sup>th</sup> May 2020. The objective of the workshop was to help the participants to recognize the key areas in soft skills and help them understand how to use soft skills and relate more effectively to others in the workplace. It is also aimed at helping them in comprehending how to use soft skills to communicate, solve problems, and resolve conflicts.

Amity Skills Institute and Amity Business School organized this workshop for the non-teaching faculty of all the institutes and schools. It was attended by 13 participants. In the workshop, Dr. Reena Nigam started the session and helped the participants understand the importance of first impressions and how to make a great first impression. She then moved on to explain the concept and significance of effective communication. Her session was placed with perfect example and anecdotes which made it extremely easy for the participants to relate. She also talked about interpersonal communication and performance excellence in detail.

The second part of the session was conducted by Dr. Tanushri Purohit. She dedicated her session to the discussion of time management and conflict resolution. She laid emphasis on planning and prioritising and how to efficiently and smartly use technology to aid in time management and planning. She stressed on the importance of keeping timelines and making short goals, knowing your limitations.

The workshop was well received by the participants and the speakers were highly appreciated.

### **Online Workshop On Netiquette: Understanding The Norms Of Online Communication**

The workshop was aimed at educating the participants i.e. non teaching faculty at AUH about the rules and norms of online communication. They were educated on the extremely relevant topic in current times. Dr. Nigam introduced us to the term Netiquette and linked it to the offline or in-person etiquette. She stated that etiquette is equally important inline as it is offline, if not more since we have a large audience scrutinizing our actions on online platforms. She talked about the principles of Netiquette and basic norms of behaviour when presenting ourselves or giving any inputs on any online medium. She emphasized on the importance of language when communicating on the internet since that greatly influenced the others' judgment about us. The participants were also taught the Dos and Don'ts for following Netiquette, with relevant examples. The session was concluded with an online quiz contributed by Mr. Manish Bharti, to which all the participants responded on the spot. The impromptu quiz acted as the perfect energizer for the participants to end the session on a high note.

### **AUH organized a talk on the need for Motivation and how to tackle work-related Stress**

A talk on how stress, a constant challenge in staying positive at work, can be dealt with motivation. The talk revolved around managing work related stress. This talk was conducted on 13<sup>th</sup> July 2017, for all the teaching and non-teaching staff, students of Amity Military College



and Group D staff at Amity University, Gurgaon. Ms. Reena Nigam, Head of Department, Amity Skills Institute, welcomed the speaker Dr. Brahmdeep Sindhu, Senior Medical Officer Civil Hospital Gurgaon, MBBS, MD (Psychiatry) and expresses gratitude to all the dignitaries and the staff/faculty of Amity who had gathered for the event. She also emphasized the importance of motivation. This was followed by Pro Vice Chancellor Prof (Dr.) Padmakali Banerjee sharing her own experience on how the performance of staff/employees and their contribution towards organizational growth can increase manifold with motivation. She stated that all Amitians, in whatever capacity they are working, are equally important and that they should work like a well-knit family towards achieving goals. Dr. Viveak Ballyan, Manager HR echoed the same adding the importance of an optimistic outlook in the ever standing strife towards happiness. This was followed by a clip from our Honorary Vice Chancellor sharing his experiences. The talk covered all the pointers right from the identification of signs of work related stress and its causes to the ways to reduce and relieve oneself of the same. He said that the solution to this problem is in our approach towards our lives. The talk ended in a thunderous round of applause for Dr. Sindhu.

