

MINUTES OF BOARD OF STUDIES MEETING

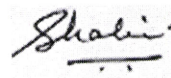
The BoS meeting of Department of Computer Science and Engineering was held on July 19, 2020 and the following programme were proposed:

1. B.Tech. (Artificial Intelligence and Machine Learning), B.Tech.(AIML)

Members of the BoS , external experts and other faculty members of CSE department attended the meeting:

1. Dr. S.N. Sridhara - Director ASET
2. Dr. Shalini Bhaskar Bajaj - HoD(CSE) and AIIT
3. Dr. Vivek Jaglan (External Expert- Academia)
4. Mr. Shubham Jain (External Expert - Industry)
5. Mr. Pankaj Verma (External Expert - Industry)
6. Dr. Sanjeev Sharma
7. Dr. Subhra Das
8. Dr. Rajesh Tyagi
9. Dr. Sunil Sikka
10. Dr. Vikas Thada
11. Dr. Shweta Sinha
12. Dr. Anil Mishra
13. Dr. Aman Jatain
14. Dr. Charu Jain
15. Dr. Meenu
16. Dr. Jitendra Verma
17. Dr. Khushboo Tripathi
18. Dr. Yojna Arora
19. Dr. Rashmi Gupta
20. Mr. Anuj Kumar
21. Ms. Aarti Chugh
22. Mr. Utpal Srivastava
23. Mr. Akshat Agarwal
24. Mr. Ankit Garg
25. Ms. Poonam Sharma
26. Ms. Sarika Chaudhary
27. Ms. Pooja Nagpal

The BoS Meeting held online through MS Team



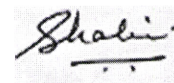
Dr. Shalini Bhaskar Bajaj
Director ASET



28. Ms. Swati Gupta
29. Ms. Komal Rana
30. Ms. Ruchi
31. Mr. Krishan Kumar
32. Ms. Deepthi
33. Ms. Nishu Sethi
34. Ms. Neha Bhateja
35. Ms. Shivangi
36. Mr. Vivek Birla
37. Ms. Ashima Gambhir
38. Ms. Ashima Narang
39. Ms. Priyanka Makkar

Meeting started with a welcome note to the external experts and faculty members at 10:30 am.

The BoS Meeting held online through MS Team



Dr. Shalini Bhaskar Bajaj
Director ASET

Page 2 of 12



Registrar
Amity University Haryana
Manesar Gurgaon-122413

B.Tech. (Artificial Intelligence and Machine Learning)

FIRST SEMESTER

Course Code	Course Title	Lecture (L) Hours Per week	Tutorial (T) Hours Per week	Practical (P) Hours Per week	Total Credits
	Engineering Mathematics-I	3	1	-	4
	Engineering Physics	2	1	-	3
	Introduction to Computers & Programming in C	2	1	-	3
	Elements of Mechanical Engineering	3	-	-	3
	Programming in C Lab	-	-	2	1
	Engineering Physics Lab	-	-	2	1
	Elements of Mechanical Engineering Lab	-	-	2	1
	Open Electives				9*
CSS2152	English-I *	1	-	-	1
BEH2151	Understanding Self for Effectiveness*	1	-	-	1
ENV2152	Environmental Studies	4	-	-	4
	Foreign Language-I*	3	-	-	3
LAN2170	French for Technology-I				
LAN2152	German-I				
LAN2153	Spanish-I				
LAN2154	Russian-I				
LAN2155	Chinese-I				
LAN2156	Portuguese-I				
LAN2157	Korean-I				
LAN2158	Japanese-I				
LAN2159	Hindi-I **				
	TOTAL				25

** Hindi as Foreign Language for Foreign National Students

SECOND SEMESTER

Course Code	Course Title	Lecture (L) Hours Per week	Tutorial (T) Hours Per week	Practical (P) Hours Per week	Total Credits
	Engineering Mathematics-II	3	1	-	4
	Engineering Chemistry	2	-	-	2
	Engineering Mechanics	2	1	-	3
	Basics of Electrical & Electronics Engineering	2	1	-	3
	Object Oriented Programming using C++	2	1	-	3
	Object Oriented Programming using C++ Lab	-	-	2	1
	Engineering Chemistry Lab	-	-	2	1
	Basics of Electrical & Electronics Engineering Lab	-	-	2	1
	Engineering Graphics Lab	-	-	4	2
	Open Electives				5*
CSS2252	English-II*	1	-	-	1
BEH2251	Problem Solving and Creative Thinking*	1	-	-	1
	Foreign Language-II*	3	-	-	3
LAN2270	French for Technology-II				
LAN2252	German-II				
LAN2253	Spanish-II				
LAN2254	Russian-II				
LAN2255	Chinese-II				
LAN2256	Portuguese-II				
LAN2257	Korean-II				
LAN2258	Japanese-II				
LAN2259	Hindi-II				
	TOTAL				25

Manish

THIRD SEMESTER

Course Code	Course Title	Lecture (L) Hours Per week	Tutorial (T) Hours Per week	Practical (P) Hours Per week	Total Credits
	Database Management Systems	3	1	-	4
	Operating Systems	3	-	-	3
	Data Structures using C	3	1	-	4
	Digital Electronics	2	-	-	2
	Data Structures Using C Lab	-	-	2	1
	Database Management Systems Lab	-	-	2	1
	UNIX Programming Lab	-	-	2	1
	Digital Electronics Lab	-	-	2	1
	Concentration Electives				3
	Electronic Devices & Circuits	2	-	-	2
	Electronic Devices & Circuits Lab	-	-	2	1
	E-Commerce & ERP	3	-	-	3
	Statistics & Probability Concepts	3	-	-	3
	Open Electives				4*+3
CSS2151	Effective Listening*	1	-	-	1
BEH2351	Group Dynamics and Team Building*	1	-	-	1
	Foreign Language-III*	2	-	-	2
LAN2370	French for Technology-III				
LAN2352	German-III				
LAN2353	Spanish-III				
LAN2354	Russian-III				
LAN2355	Chinese-III				
LAN2356	Portuguese-III				
LAN2357	Korean-III				
LAN2358	Japanese-III				
LAN2359	Hindi-III				
	Minor Track Course (Flexi)	-	-	-	3

	TOTAL				27
--	--------------	--	--	--	-----------

FOURTH SEMESTER

Course Code	Course Title	Lecture (L) Hours Per week	Tutorial (T) Hours Per week	Practical (P) Hours Per week	Total Credits
	Discrete Mathematics	3	-	-	3
	Artificial Intelligence	3	-	-	3
	Analysis & Design of Algorithm	3	-	-	3
	Data Communication & Computer Networks	3	-	-	3
	Artificial Intelligence Lab	-	-	2	1
	Data Communication & Computer Networks Lab	-	-	2	1
	Analysis & Design of Algorithm Lab	-	-	2	1
	Concentration Electives				3
	Artificial Neural Network	2	-	-	2
	Artificial Neural Network Lab	-	-	2	1
	Communication Systems	2	-	-	2
	Communication Systems Lab	-	-	2	1
	Web Designing Technologies	2	-	-	2
	Web Designing Technologies Lab	-	-	2	1
	Open Electives				4*+3
CSS2251	Presentation Skills*	1	-	-	1
BEH2451	Stress and Coping Strategies*	1	-	-	1
	Foreign Language – IV*	2	-		2
LAN2470	French for Technology-IV				
LAN2452	German-IV				
LAN2453	Spanish-IV				
LAN2454	Russian-IV				
LAN2455	Chinese-IV				
LAN2456	Portuguese-IV				

LAN2457	Korean-IV				
LAN2458	Japanese-IV				
LAN2459	Hindi-IV				
	Minor Track Course (Flexi)	-	-	-	3
	TOTAL				25

SUMMER INTERNSHIP-I

FIFTH SEMESTER

Course Code	Course Title	Lecture (L) Hours Per week	Tutorial (T) Hours Per week	Practical (P) Hours Per week	Total Credits
	Computer Architecture	3	-	-	3
	Java Programming	3	-	-	3
	Fundamentals of Machine Learning	3	-	-	3
	Fundamentals of Machine Learning Lab	-	-	4	2
	Java Programming Lab	-	-	2	1
	Python Programming Lab	-	-	2	1
	Summer Internship Evaluation-I	-	-	-	3
	Concentration Electives (Select any one)				3
	VHDL Programming	2	-	-	2
	VHDL Programming Lab	-	-	2	1
	Fuzzy Logic & Genetic Algorithm	3	-	-	3
	Advanced Web Designing Technologies	2	-	-	2
	Advanced Web Designing Technologies Lab	-	-	2	1
	Open Electives				4*+3
CSS2351	Reading & Comprehension*	1	-	-	1
BEH2552	Personality, Nationalism and Human Values*	1	-	-	1

	Foreign Language-V*	2	-	-	2
LAN2570	French for Technology-V				
LAN2552	German-V				
LAN2553	Spanish-V				
LAN2554	Russian-V				
LAN2555	Chinese-V				
LAN2556	Portuguese-V				
LAN2557	Korean-V				
LAN2558	Japanese-V				
LAN2559	Hindi-V				
	Minor Track Course (Flexi)	-	-	-	3
	TOTAL				26

SIXTH SEMESTER

Course Code	Course Title	Lecture (L) Hours Per week	Tutorial (T) Hours Per week	Practical (P) Hours Per week	Total Credits
	Advanced Java Programming	3	-	-	3
	Deep Learning	3	-	-	3
	Research Methodology & Technical Report Writing	2	-	-	2
	Deep Learning Lab	-	-	2	1
	Advanced Java Programming Lab	-	-	2	1
	R-Programming Lab	-	-	4	2
	Minor Project-I	-	-	-	2
	Concentration Electives (Select any one/one set)				3
	VLSI Design	2	-	-	2
	VLSI Design Lab	-	-	2	1
	Open Source Technologies	2	-	-	2
	Open Source Technologies Lab	-	-	2	1
	Data Mining	3	-	-	3

	Open Electives				4*+3
CSS2451	Corporate Communication*	1	-	-	1
BEH2652	Interpersonal Communication*	1	-	-	1
	Foreign Language-VI*	2	-	-	2
LAN2670	French for Technology-VI				
LAN2652	German-VI				
LAN2653	Spanish-VI				
LAN2654	Russian-VI				
LAN2655	Chinese-VI				
LAN2656	Portuguese-VI				
LAN2657	Korean-VI				
LAN2658	Japanese-VI				
LAN2659	Hindi-VI				
	Minor Track Course (Flexi)	-	-	-	3
	TOTAL				24

SUMMER INTERNSHIP-II

SEVENTH SEMESTER

Course Code	Course Title	Lecture (L) Hours Per week	Tutorial (T) Hours Per week	Practical (P) Hours Per week	Total Credits
	Natural Language Processing	3	-	-	3
	Reinforcement Learning	3	-	-	3
	Social Network Data Analytics	3	-	-	3
	Reinforcement Learning Lab	-	-	2	1
	MATLAB Programming	-	-	2	1
	Natural Language Processing Lab	-	-	2	1
	Summer Internship Evaluation-II	-	-	-	3
	Minor Project-II	-	-	-	2
	Concentration Electives-I (Select any one/one set)				3

Manan

	Mobile Computing	3	-	-	3
	Robotic Process Automation Design & Development	3	-	-	3
	Responsive Web Design	2	-	-	2
	Responsive Web Design Lab	-	-	2	1
	Open Electives				4*+3
CSS2551	Employability Skills*	1	-	-	1
BEH2751	Relationship Management*	1	-	-	1
	Foreign Language-VII*	2	-	-	2
LAN2770	French for Technology-VII				
LAN2752	German-VII				
LAN2753	Spanish-VII				
LAN2754	Russian-VII				
LAN2755	Chinese-VII				
LAN2756	Portuguese-VII				
LAN2757	Korean-VII				
LAN2758	Japanese-VII				
LAN2759	Hindi-VII				
	Minor Track Course (Flexi)	-	-	-	3
	TOTAL				27

EIGHTH SEMESTER

Course Code	Course Title	Lecture (L) Hours Per week	Tutorial (T) Hours Per week	Practical (P) Hours Per week	Total Credits
	Project-Dissertation	-	-	-	8
	Concentration Electives				3
	Digital Image Processing	2	-	-	2
	Digital Image Processing Lab	-	-	2	1
	Dot Net Programming	2	-	-	2
	Dot Net Programming Lab	-	-	2	1
	Advance Robotic Process Automation Design & Development	3	-	-	3


	Open Electives				2*+3
CSS2651	Workplace Communication*	1	-	-	1
BEH2851	Personal & Professional Excellence*	1	-	-	1
	Minor Track Course (Flexi)	-	-	-	3
	TOTAL				16

*Compulsory

Following were the discussions points

1. Dr. S.N.Sridhara, Director, ASET asked to verify the ratio of NTCC course in the programme to be as per the UGC norms.
2. Mr. Anuj K. Singh verified the CS and BS courses included in the programme structure.

The points raised during the discussion are verified and the programme structures of B.Tech (AIML) is presented for assigning codes.



Registrar



Internal Quality Assurance Cell- IQAC

Action taken report on Students, Alumni and Parents Feedback Session 2020-2021

IQAC had implemented a quality initiative of obtaining online feedback from the graduating students, their parents, and alumni during the session 2020-2021 due to the pandemic. The feedback was obtained for the purpose of evaluating the Academic and Administrative criteria of Amity University Haryana (AUH) for continual quality improvement. The reports were shared with all the departments of AUH.

ISSUE -1: Improvement in handling student grievances and resolving it timely by HOI/HOD

Action Taken

- Students Services Department under the office of Academic Affairs was established in the year -July 2016

Remarks

- Implemented- The number of students grievances have reduced, and queries are resolved the same day or within 24 hrs. due to the online initiation of student services form as a quality initiative by IQAC.

ISSUE -2: Curriculum Enrichment

Action Taken-

- IQAC had recommended to the institutes/ schools to continuously conduct interactive webinars for faculties and students with eminent intellectuals of their discipline and industry experts to enrich the curriculum without losing its core essence.

Remarks

- Webinars with Distinguished Global Indian Speaker Series have been organized for students.
- Student-Centered Approach to Learning is adopted to enhance hands on experience through Industry based learning and Cooperative Learning in the form of projects and internships which students had successfully completed even during the pandemic.
- The present curriculum has been discussed in Board of Studies (BoS) with experts from industry and academic experts to ensure that it is designed as per industry requirements. As a result, in few institutes/ schools 15 revisions have been carried out in few courses.



ISSUE -3: More diverse Teaching-Learning methods should be adopted

Action Taken:

- Focus on Student Centric ICT enabled pedagogy.
- Academic audits were conducted by IQAC on online mode.
- FDPs were organized by IQAC for training faculty on use of LMS for internal evaluation and imparting classroom sessions.
- Hybrid mode has been adopted for blended learning student centric pedagogical tools in the Teaching Learning process.

Remarks:

- ICT enabled learning is used to enhance teaching learning experience and make it more conducive for learning.
- Behavioral Science and Communication skills classes were conducted in a workshop mode online to create an interactive environment towards learning.

ISSUE -4: Assessment/Continuous Evaluation/Examination- Improvement in Internal Evaluation Process

Action Taken:

Online examination process as a quality initiative has been implemented by IQAC. To maintain transparency in scrutinizing the evaluation sheet's objective based and Open Book Examination (OBE) was successfully implemented at AUH.

Remarks:

- Evaluation methods are clearly communicated to students through AMIZONE
- Through LMS students can reach out to all relevant assignments and projects for progressive achievements.
- Semester End Term examination was conducted online during the pandemic.

ISSUE -5: Faculty- Student feedback

Action Taken:

- Developed an Online mechanism of obtaining student feedback in the form of "Student Satisfaction Survey".

Remarks:

- Based on student's satisfaction survey improvement strategies "CAPA" is deployed.



ISSUE -6: Student Support- More remedial and diagnostic arrangement should be provided

Action Taken:

- MS Teams and LMS platform was used for remedial classes.

Remarks:

- Students were encouraged to talk to their faculty mentor for all academic and emotional issues during the -pandemic. in the mentor mentee sessions.
- Faculty work extensively to help students to improve their note-taking skills.
- Mentor Mentee sessions were implemented in the timetable for counseling and resolving students issues during unprecedented times.

ISSUE -7: Placement- Preparedness for facing prospective recruiters

Action Taken:

- IQAC had implemented online employer feedback form as a quality initiative during the pandemic.
- CRC had taken measures to provide students campus placement on virtual platform with prospective recruiters.

Remarks:

- Alumni connect webinar was organized for students.
- GDs, Mock Interviews, and role plays were conducted on MS Teams.
- Number of channels is being used for dissemination of information about job openings including posting on AMIZONE, sending E-mails, WhatsApp messages and notice to respective institutes/ schools.

ISSUE -8:

- **Library-**Photocopying facility
- Updated books, Journals, and online access to e- resources

Action Taken:

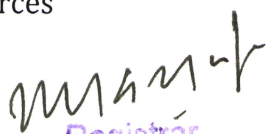
- Quality Improvement in services offered to the students by the library staff by providing extensive online resources to the students during the pandemic.

Remarks:

- An incremental increase in the number of E- Resources for an easy access for students.

ISSUE -9: Institutional Structures- LCD Projectors, Lab- Resources




Registrar
Amity University Haryana
Manesar Gurgaon-122413

Action Taken:

- Latest software's are needed for technology related courses/programs

Remarks:

- Required software's and tools are made available as per the needs of the researchers and students to facilitate enhanced learning experiences.
- V Lab platform was implemented for practical classes.

ISSUE -10: Institutional Facilities-

1- Competitions on indoor games was made online.

2- Providing recreational facilities online by the Dean Students Welfare (DSW)

Action Taken:

- New eating joints and other facilities were created before the pandemic.

Remarks:

- There has been a 70% increase in the student participation in various sports and recreational activities on online mode.

ISSUE -11: Admission Process


Action Taken:

- Online admission process to ensure complete transparency.
- Students fee payment has been completely made online.

Remarks: Website is regularly updated for all stakeholders.


1. Dr. Sunita Sharma
Deputy Director- IQAC


a 2. Dr. Anil Yadav
Deputy Director- IQAC


3. Prof (Dr) Padmakali Banerjee
Pro Vice Chancellor & Dean Academics
Chairperson- IQAC


Registrar
Amity University Haryana
Manesar Gurgaon-122413



(Accredited with Grade 'A' by NAAC)

Student Satisfaction Survey Report - Key Indicator - 2.7.1 Session- 2020-2021

Students Satisfaction Survey has been conducted by Amity University Haryana IQAC on the format given by NAAC. The SSS questionnaire which consist of 20 objective & one subjective question has been used which is available on NAAC website. The survey was conducted with the help of Microsoft form, which was designed as per guidelines and the link was circulated among students from 17 institutes.

Sample: Sample for the student satisfaction Survey consists of 948 students from all the 17 departments of the University.

Data Analysis: There are 20 objective questions and students' response were taken on a scale of 4 to 0, with the most positive response rated as 4 and most negative response rated as 0. The average satisfaction percentage for each question was calculated and the overall satisfaction percentage was arrived at. In addition, average percentage for each scale was also calculated for better insights.

Result:

Table 1- Shows Item wise Satisfaction and Dissatisfaction level of 20 items (mentioned in table 1). The maximum satisfaction % obtained is 99.8 % for item no. 3 which stands for "Teachers Communication Skill". The minimum satisfaction % obtained is 90.1 % for item no. 11 which stands for "Necessary follow-up of students with an assigned task.". The overall satisfaction % value is 95.7 % which shows, out of 948 students who participated in the survey 919 students have positive satisfaction level for the university.

Table 2- Shows average percentage for each scale to understand student satisfaction levels.

Page-1 - 5

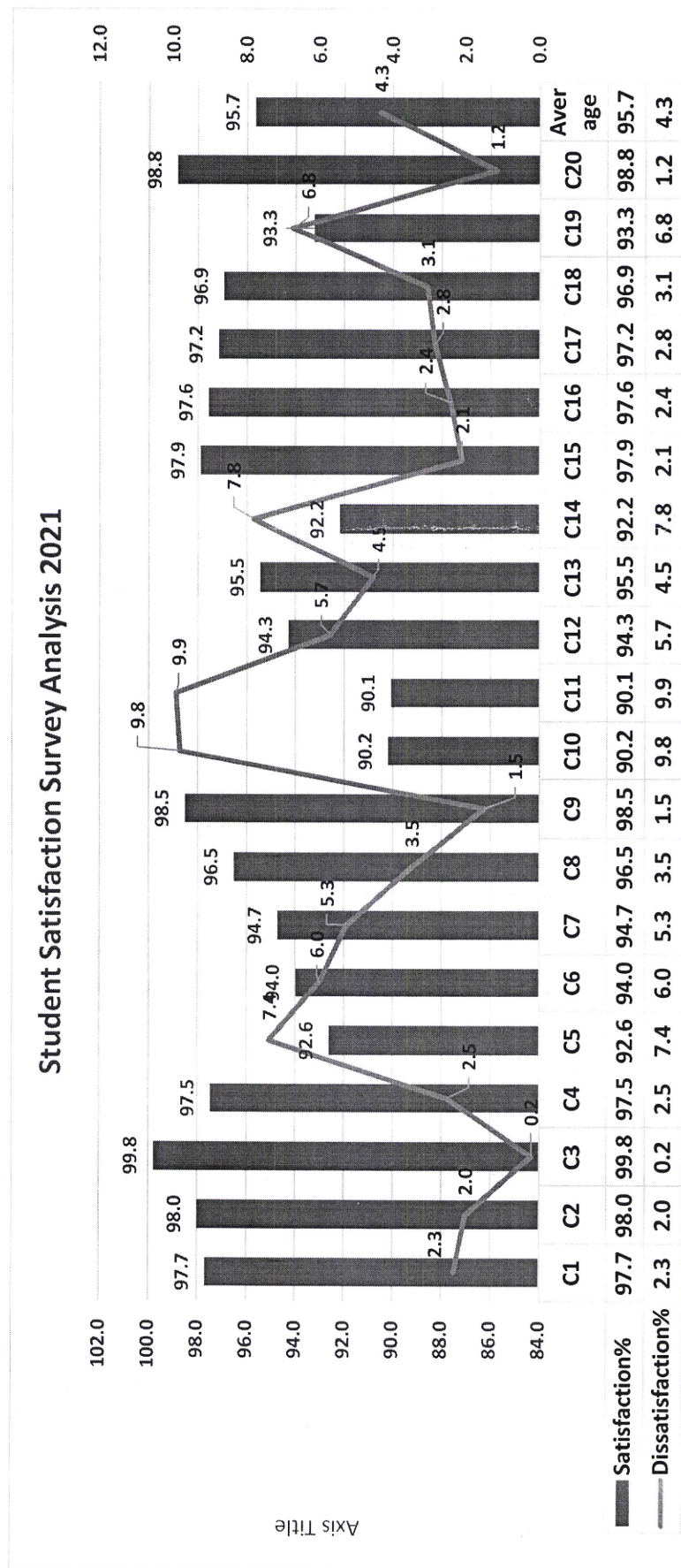
J. Sharma
Dy. Dir. IQAC

[Signature]
Registrar
Amity University Haryana
Manesar Gurgaon-122413

Key Indicator- 2.7.1

C1	How much of the syllabus was covered in the class?
C2	How well did the teachers prepare for the classes?
C3	How well were the teachers able to communicate?
C4	The teacher's approach to teaching can best be described as
C5	Fairness of the internal evaluation process by the teachers.
C6	Was your performance in assignments discussed with you?
C7	The institute takes active interest in promoting internship, student exchange, field visit opportunities for students.
C8	The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.
C9	The institution provides multiple opportunities to learn and grow.
C10	Teachers inform you about your expected competencies, course outcomes and programme outcomes.
C11	Your mentor does a necessary follow-up with an assigned task to you.
C12	The teachers illustrate the concepts through examples and applications.
C13	The teachers identify your strengths and encourage you with providing right level of challenges.
C14	Teachers are able to identify your weaknesses and help you to overcome them.
C15	The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.
C16	The institute/ teachers use student centric methods, such as experiential learning, participative learning and problem-solving methodologies for enhancing learning experiences.
C17	Teachers encourage you to participate in extracurricular activities.
C18	Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work.
C19	What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching?
C20	The overall quality of teaching-learning process in your institute is very good.

Table No - 1



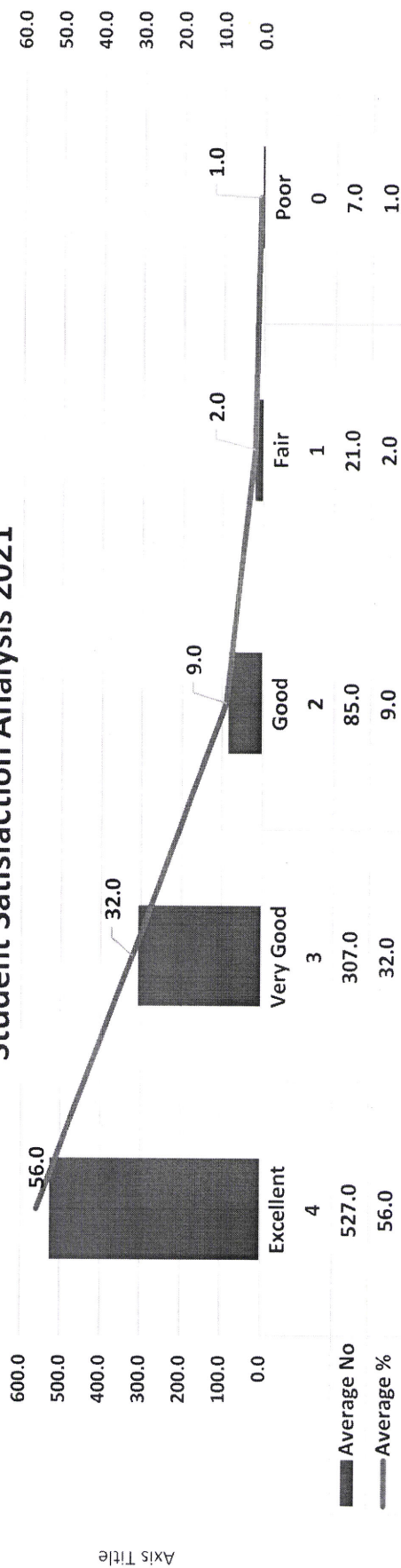
Interpretation: - 95.7 % Students are Satisfied and Only 4.3% students are Dissatisfied



Range	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
1 Excellent	657 69.3	469 49.5	687 72.5	442 46.6	602 63.5	489 51.6	525 55.4	431 45.5	464 48.9	565 59.6
2 Very Good	225 23.7	460 48.5	188 19.8	333 35.1	276 29.1	302 31.9	257 27.1	369 38.9	372 39.2	290 30.6
3 Good	44 4.6	12 1.3	71 7.5	149 15.7	53 5.6	100 10.5	116 12.2	115 12.1	98 10.3	74 7.8
4 Fair	18 1.9	7 0.7	2 0.2	22 2.3	11 1.2	40 4.2	35 3.7	28 3.0	12 1.3	17 1.8
5 Poor	4 0.4	0 0.0	0 0.0	2 0.2	6 0.6	17 1.8	15 1.6	5 0.5	2 0.2	2 0.2
Range	Q11	Q12	Q13	Q14	Q15	Q16	Q17	Q18	Q19	Q20
1 Excellent	53 4%	55 4%	23 2%	39 3%	23 2%	52 4%	26 2%	67 5%	428 45.1	500 52.7
2 Very Good	86 6%	88 6%	40 3%	67 5%	48 3%	56 4%	43 3%	73 5%	338 35.7	335 35.3
3 Good	336 24%	284 20%	198 14%	226 16%	232 16%	214 15%	155 11%	341 24%	118 12.4	102 10.8
4 Fair	556 39%	573 40%	655 46%	599 42%	628 44%	580 41%	626 44%	546 38%	35 3.7	7 0.7
5 Poor	390 27%	421 30%	505 36%	490 34%	490 34%	519 37%	571 40%	394 28%	29 3.1	4 0.4

Table No -2

Student Satisfaction Analysis 2021




Interpretation: Out of total 948 students who participated, on an average 919 Students are Satisfied, and 28 students are Unsatisfied.

(Analysis of Item no. 21) (Open Ended)

Observations /Suggestions by students to improve the overall teaching learning experiences in the university. IQAC will attend to these observations in their subsequent IQAC meetings.

1. More exposure towards practical experiences.
2. Additional mock test and mock interviews before placements for students who are not fairing well in campus interviews.
3. Online student engagement using more Graphics and Visual Media while teaching.
4. More exposure towards student industry engagement.
5. Faculty student personal interactions.
6. Online student engagements through role plays.
7. More faculty attention for weak students.
8. More number of online/offline doubts resolution classes.
9. Online resources can be increased and ICT facilities to be strengthened.


Registrar
Amity University Haryana
Manesar Gurgaon-12241

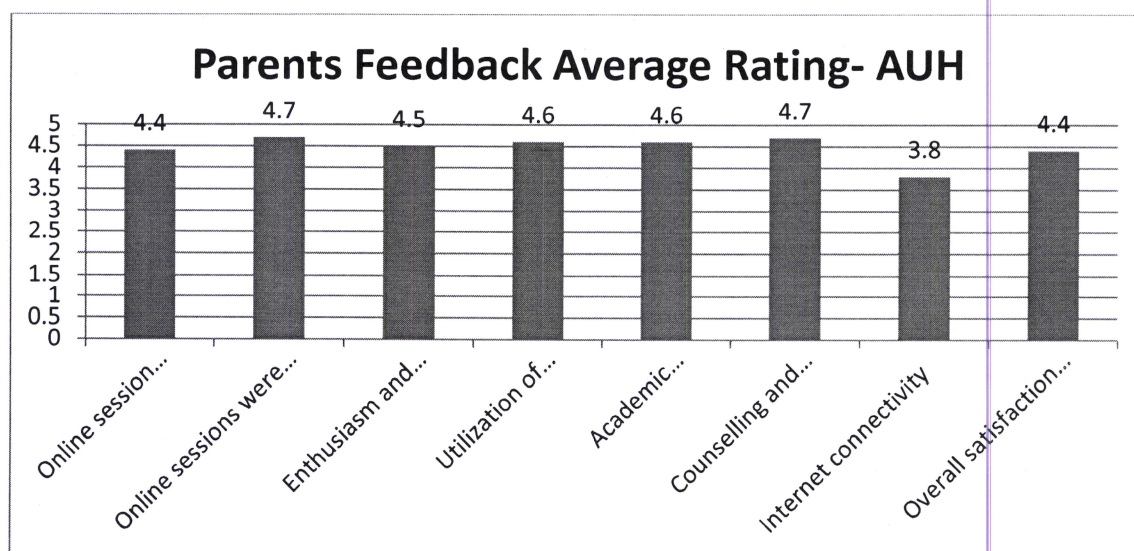




(Accredited with Grade 'A' by NAAC)

Parents Feedback Average Rating- AUH

Feedback aspect	Online session ensures conducive learning environment	Online sessions were conducted as per schedule	Enthusiasm and participation of your ward	Utilization of uploaded study material by your ward	Academic engagement of your ward at home - self learning, assignments, quizzes etc.	Counselling and guidance by Faculty members	Internet connectivity	Overall satisfaction about online classes
Average Rating- Overall	4.4	4.7	4.5	4.6	4.6	4.7	3.8	4.4



IQAC Analysis:

The feedback given by the parents is very satisfactory except for the internet connectivity which the students face many a times. Faculty members have used ICT enable pedagogical approach in the classroom sessions delivered by them as per the time table.

Manish
Registrar
Amity University Haryana
Manesar Gurgaon-122413



(Accredited with Grade 'A' by NAAC)

Alumni Feedback Analysis Report 2021 Pass-out

Alumni Feedback was taken by Amity University Haryana -IQAC department for 2021 Pass out students. The questionnaire consists of 35 objectives & One subjective question. The survey was conducted with the help of Microsoft form, which was designed as per the management guidelines and the link was circulated amongst the passed-out students from 17 institutes.

Sample: Sample for the Alumni Feedback Analysis consists of 391 passed-out students from all the 17 departments of the University.

Data Analysis: Out of 35 objective and One Subjective questions, students' response was taken on a scale of 1 to 5 against 30 Questions, with the most positive response rated as 5 and most negative response rated as 1. The average satisfaction percentage for each question was calculated and the overall satisfaction percentage was arrived at. In addition, from Q31 to Q35, Pie Graphs are used to show graphical analysis along with Key observations.

Result:

Table 1 & 2- Shows Item wise Satisfaction and Dissatisfaction level of 30 questions. The maximum satisfaction percentage obtained is 97% for Question no. 5 which stands for "Faculty members are knowledgeable and have helped in improving my learning quotient.". The minimum satisfaction percentage obtained is 54% for Question no. 12 which stands for "I got my placement through campus.". The overall satisfaction% value is 88% which shows, out of 391 students who participated in the survey 345 students have positive satisfaction level for the university.

Table 3 to 7- The Pie Graphs gives an insight of percentage of student's satisfaction levels.

Following are the questions for Online Alumni Feedback Analysis- 2020-21

S. No	Key Performance Areas
Q1	I have acquired good knowledge of subject matter at Amity.
Q2	Amity was able to develop knowledge application, applicable to Industry/ Business.
Q3	Course curriculum is tailored for future application in business environment.
Q4	Knowledge gained has helped me in my career progression.
Q5	Faculty members are knowledgeable and have helped in improving my learning quotient.
Q6	Faculty members were responsive to student's learning needs.
Q7	Faculty mentoring provided by my faculty guide was useful to me.
Q8	Professional Ethics and Value Education imparted has been beneficial through all these years.
Q9	Amity has helped me to identify my core competency for better professional life and career.
Q10	Amity Alumni enjoy a good reputation in the industry.
Q11	Amity has helped me to develop into a better professional as compared to students of other Universities.
Q12	I got my placement through campus.
Q13	I was quite satisfied with the support provided during the placement process.
Q14	I am happy and satisfied with my career growth.
Q15	Examinations are conducted in a fair, disciplined & organized manner.
Q16	Results are declared on time.
Q17	Evaluation is fair: -Internal
Q18	Evaluation is fair: - External
Q19	Examination system is effective in comparison to other Universities.
Q20	Infrastructure at Amity University is good in comparison to other Universities.
Q21	Hostel facilities are impressive in comparison to other Universities.
Q22	Quality of food in Mess & Cafeterias is good.
Q23	I had a hassle-free exit process.
Q24	Process of obtaining mark sheets is convenient.
Q25	Security deposit was easily refunded: - Academic
Q26	Security deposit was easily refunded: - Hostel
Q27	Academic inputs at Amity University are worth mentioning in comparison to other Universities.
Q28	I feel proud when I compare myself with students from other Universities.
Q29	I continue to get necessary updates about Amity's events, ranking etc.
Q30	I am aware that Amity has campuses in and outside India.
Q31	No. of times you have visited Amity after completion of your course.
Q32	Have you recruited students from Amity?
Q33	Have you recommended Amity to other recruiters?
Q34	I would like to recommend aspiring students to come to Amity.
Q35	I am involved with the Mentoring Process of Amity.

Table No 1

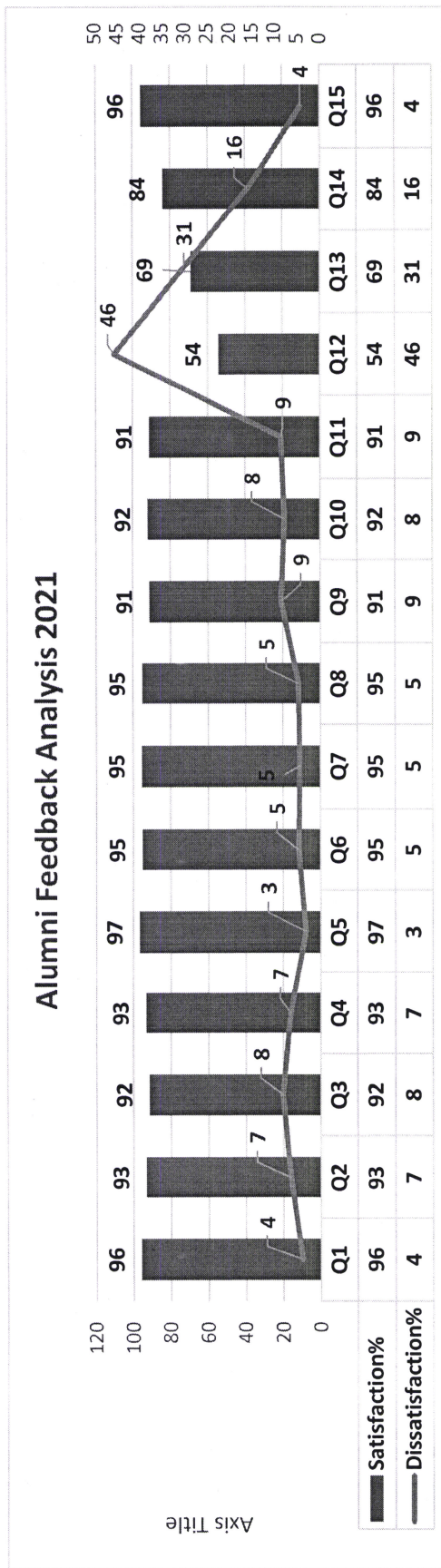
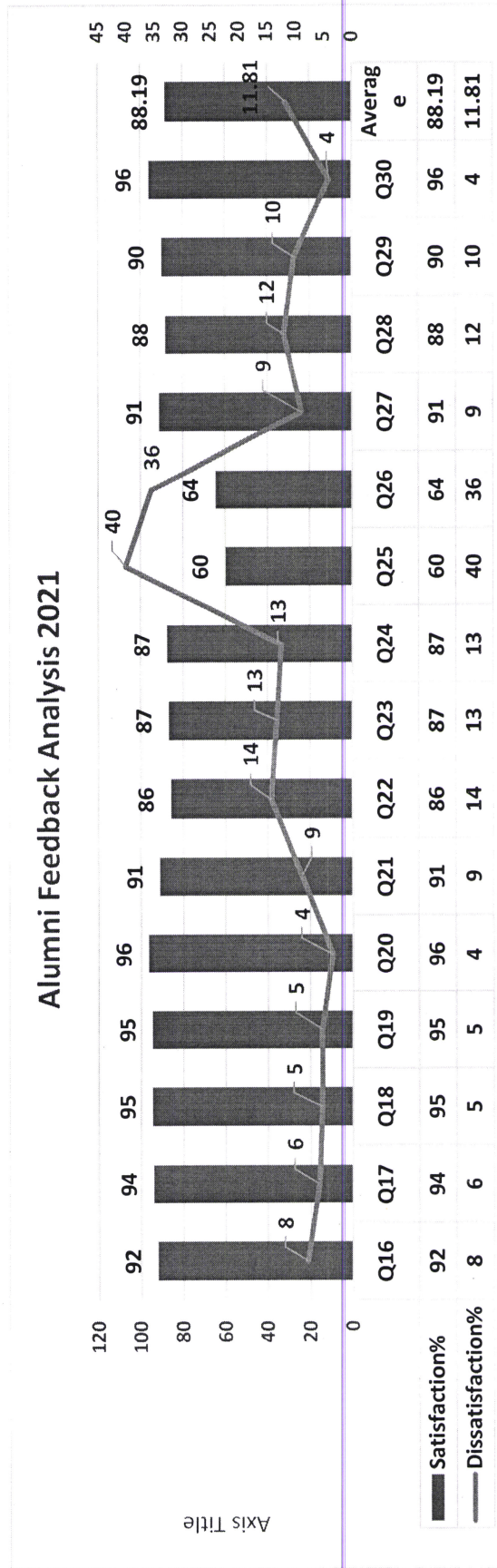


Table No 2




 Registrar
 Amity University Haryana
 Manesar Gurgaon-122413

Table No. 3

Q31- No. of times you have visited Amity after completion of your course.

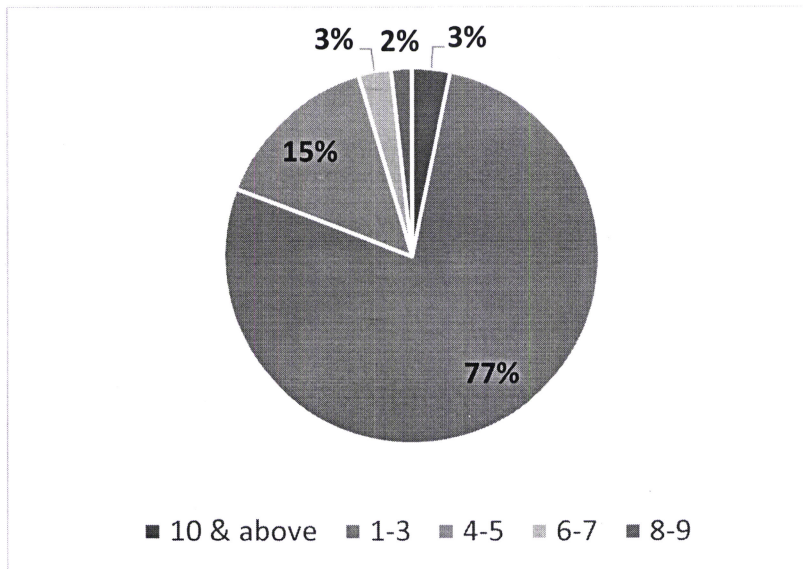


Table No. 4

Q32- Have you recruited students from Amity?

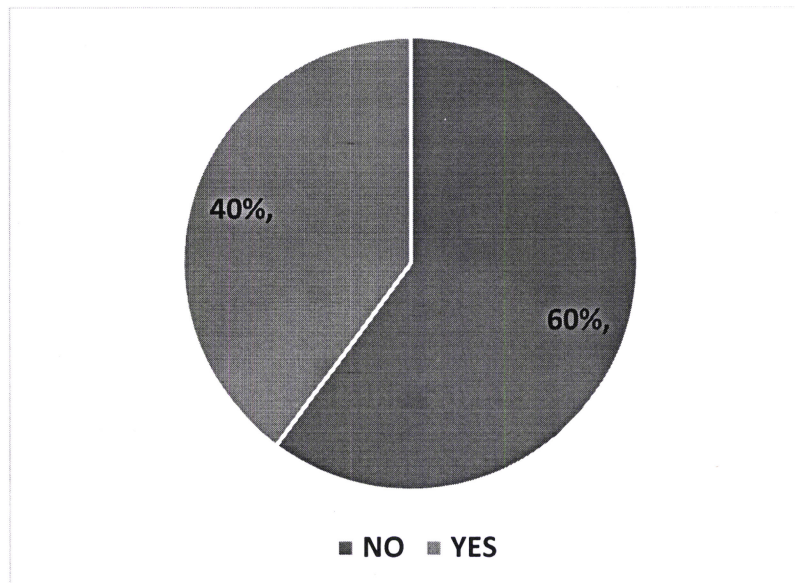


Table No. 5

Q33- Have you recommended Amity to other recruiters?

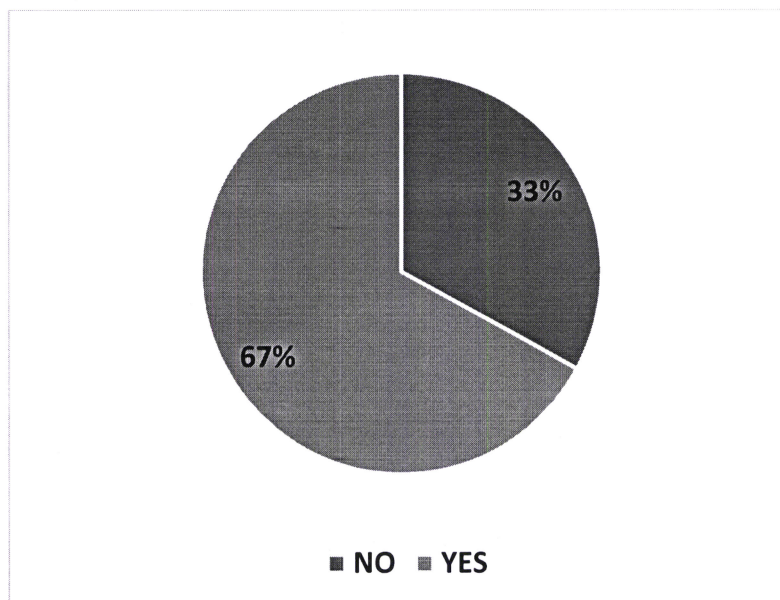


Table No. 6

Q34- I would like to recommend aspiring students to come to Amity.

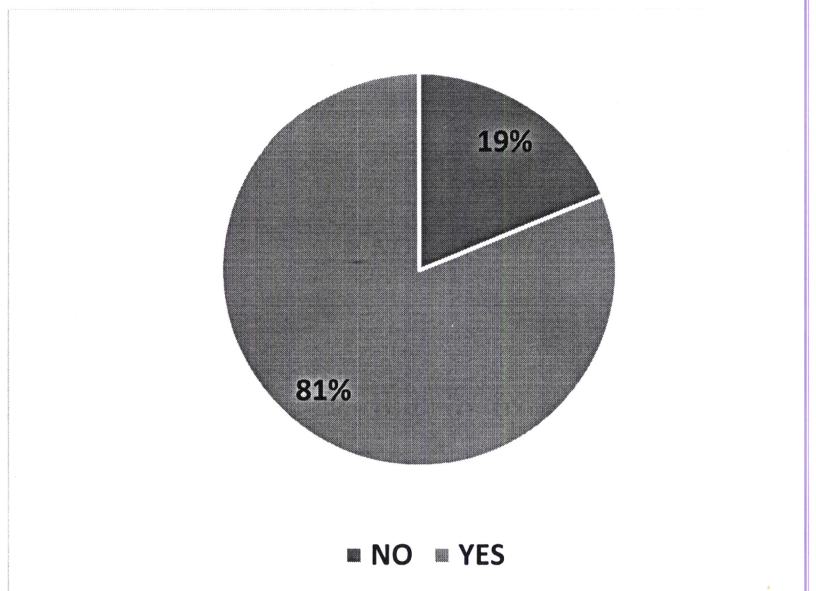
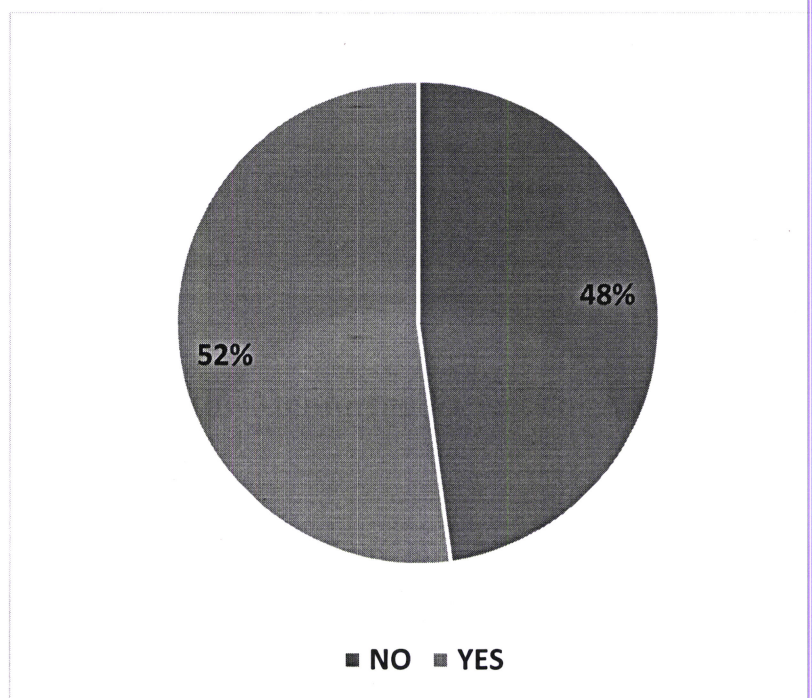


Table No. 7

Q35- I am involved with the Mentoring Process of Amity.



Q36- Key Observations

- 1- Academic and Placement Department should work together.
- 2- Efficient and faster process for Academic and Hostel security refund.
- 3- Better placement support for students.
- 4- More academic and administrative transparency required.
- 5- More Practical exposure for students.
- 6- More skill-oriented workshops.

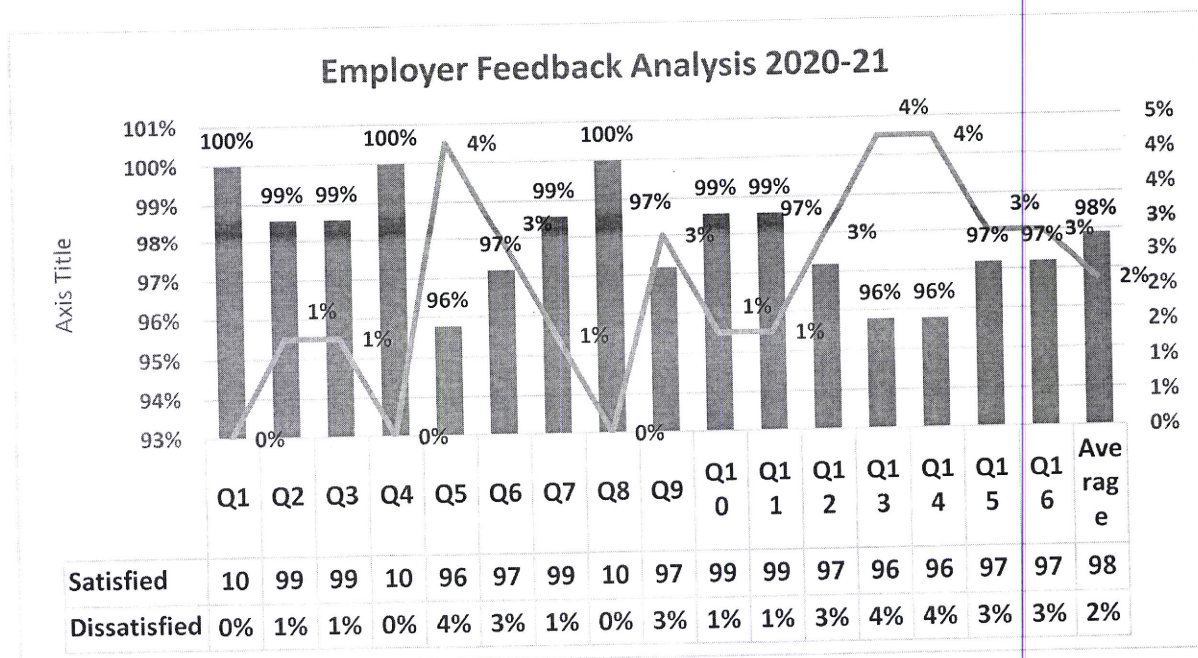


AMITY UNIVERSITY

HARYANA

Established vide Government of Haryana Act No.10 of 2010
(Accredited with Grade 'A' by NAAC)

Internal Quality Assurance Cell- IQAC Employer Feedback Graphical Analysis- 2020-21



S. No	Key Performance Areas	Average rating (1-5) with 1 as Very Unhappy and 5 as Very Happy
Q1	General Communication Skills	4.0
Q2	Developing Practical Solutions to work-place problems	3.9
Q3	Working as Part of Team	3.9
Q4	Creative in response to workplace challenges	3.8
Q5	Their Planning and Organization skills	3.7
Q6	Self-motivated and taking on appropriate level of responsibility	3.7
Q7	Open to new ideas and learning new techniques	3.6

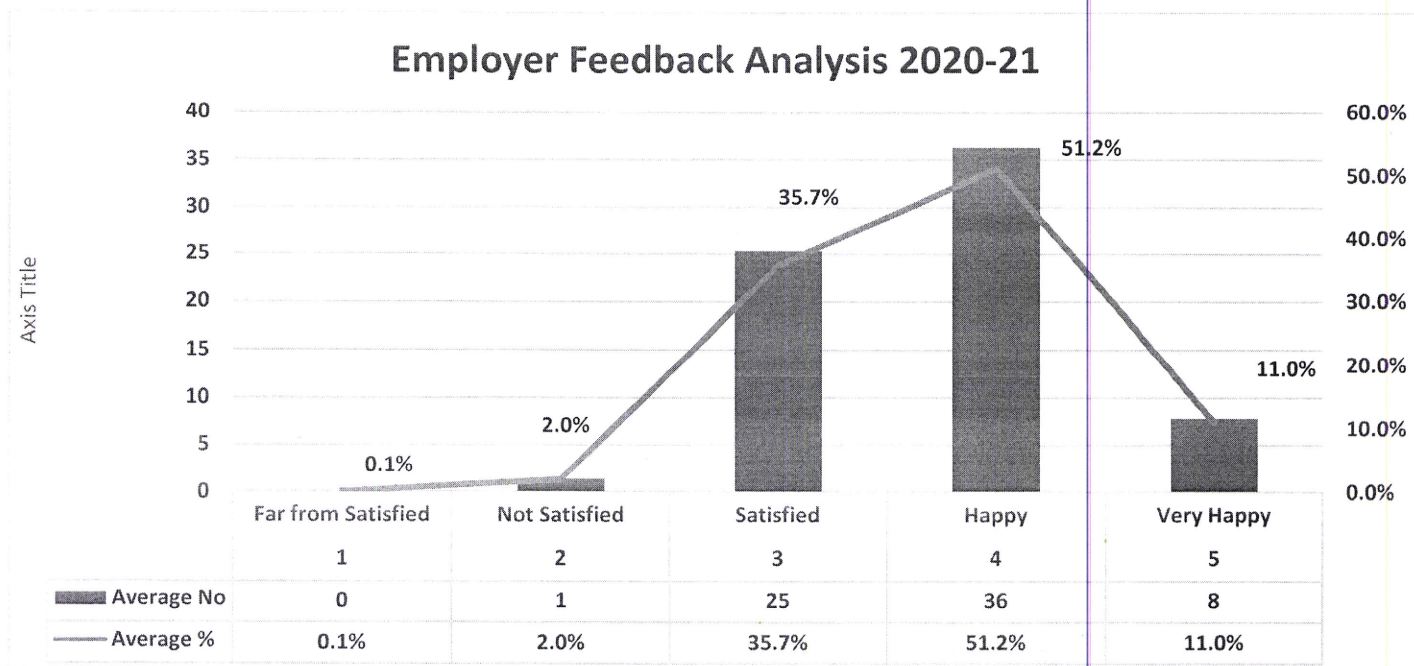


Q7	Open to new ideas and learning new techniques	3.6
Q8	Using technology and workplace equipment	3.5
Q9	Ability to contribute to the goal of the organization	3.7
Q10	Technical knowledge/skill	3.9
Q11	Ability to manage /leadership qualities	3.7
Q12	Innovativeness, creativity	3.5
Q13	Relationship with senior/peers/subordinates	3.6
Q14	Involvement in social activities	3.7
Q15	Ability to take up extra responsibility	3.6
Q16	Obligation to work beyond schedule if required	3.9

IQAC Analysis: - 98 % Employers are Satisfied. IQAC will give suggestions to CRC to conduct more Mock interviews &GDs to make students industry ready.

Range		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
1	Far from Satisfied	0 0%	0 0%	1 1%	0%	0%	0%	0%	0%
2	Not Satisfied	0 0%	1 1%	0 0%	0%	3 4%	2 3%	1 1%	0%
3	Satisfied	12 17%	22 31%	22 31%	26 37%	25 35%	23 32%	29 41%	39 55%
4	Happy	46 65%	32 45%	32 45%	30 42%	41 58%	43 61%	36 51%	27 38%
5	Very Happy	13 18%	16 23%	16 23%	15 21%	2 3%	3 4%	4 6%	5 7%
Range		Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16
1	Far from Satisfied	0%	0%	0%	0%	0%	0%	0%	0%
2	Not Satisfied	2 3%	1 1%	1 1%	2 3%	3 4%	3 4%	2 3%	2 3%
3	Satisfied	24 34%	13 18%	25 35%	35 49%	25 35%	20 28%	43 61%	22 31%
4	Happy	42 59%	53 75%	39 55%	33 46%	42 59%	46 65%	9 13%	30 42%
5	Very Happy	3 4%	4 6%	6 8%	1 1%	1 1%	2 3%	17 24%	17 24%





Interpretation: This chart shows that overall, 8 Employers are Very Happy, 36 Happy, 25 are satisfied and together 98% Employers are satisfied.





AMITY UNIVERSITY

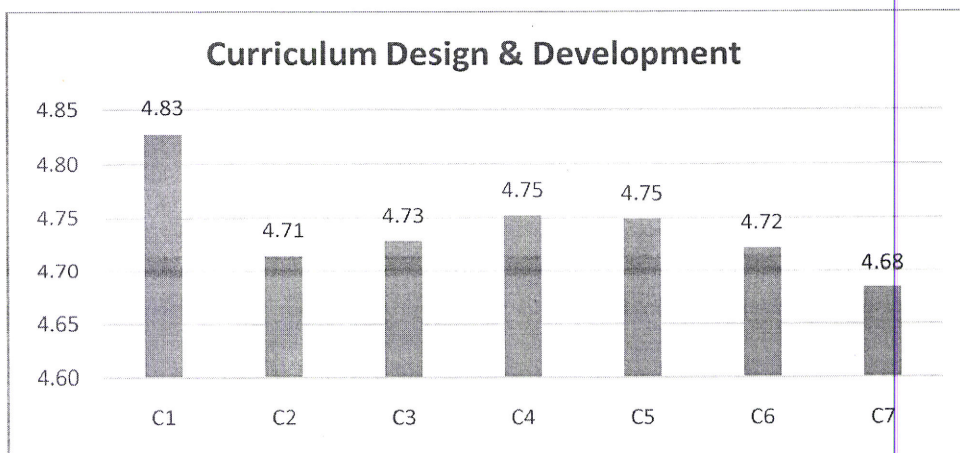
HARYANA

Established vide Government of Haryana Act No.10 of 2010

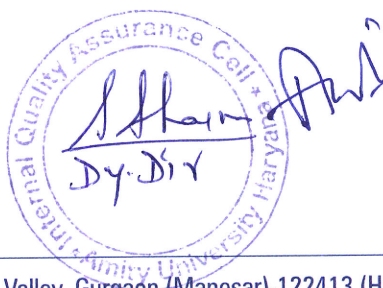
(Accredited with Grade 'A' by NAAC)

Internal Quality Assurance Cell

Faculty Feedback Analysis 2020-21

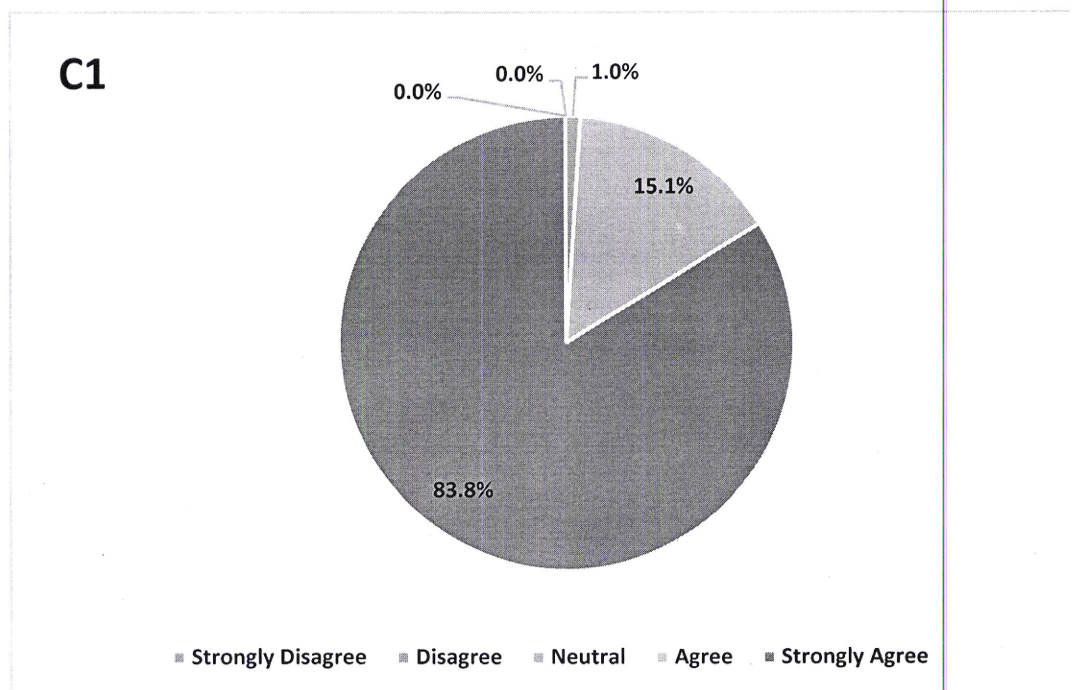


S. No	Criteria	Average Ratings
Q1	Board of Studies is taking care to ensure the current relevance of the programme being offered.	4.83
Q2	Employability is given weightage in curriculum design and development.	4.71
Q3	I am given enough freedom to contribute my ideas on curriculum design and development.	4.7
Q4	The system followed by the University for the design and development of curriculum is effective.	4.75
Q5	The curriculum has been updated from time to time.	4.75
Q6	Departmental level subject expert committee meeting are held for reviewing the syllabus.	4.7
Q7	Representation from business and industry in UG/ PG Boards of studies is helpful in designing and improving the courses.	4.68



Registrar
Amity University Haryana
Manesar Gurgaon-122413

Range		C1		C2		C3		C4		C5		C6		C7	
1	Strongly Disagree	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
2	Disagree	0	0.0%	0	0.0%	1	0.3%	0	0.0%	1	0.3%	1	0.3%	0	0.0%
3	Neutral	3	1.0%	3	1.0%	7	2.4%	2	0.7%	3	1.0%	7	2.4%	8	2.7%
4	Agree	44	15.1%	77	26.5%	62	21.3%	68	23.4%	64	22.0%	64	22.0%	76	26.1%
5	Strongly Agree	244	83.8%	211	72.5%	221	75.9%	221	75.9%	223	76.6%	219	75.3%	207	71.1%



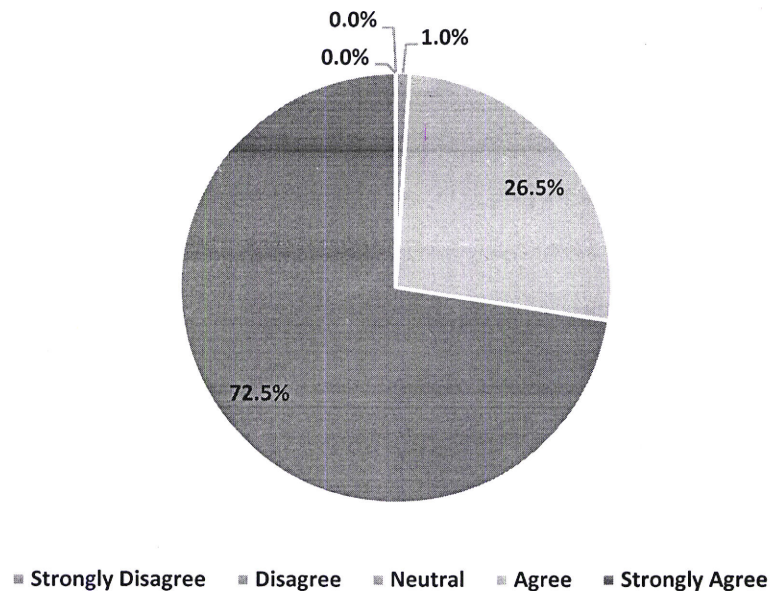
Q1 Interpretation: This pie chart shows that 244 of faculty members strongly agree that Board of studies is taking care to ensure the current relevance of the programme being offered.

S. Sharma

Ami

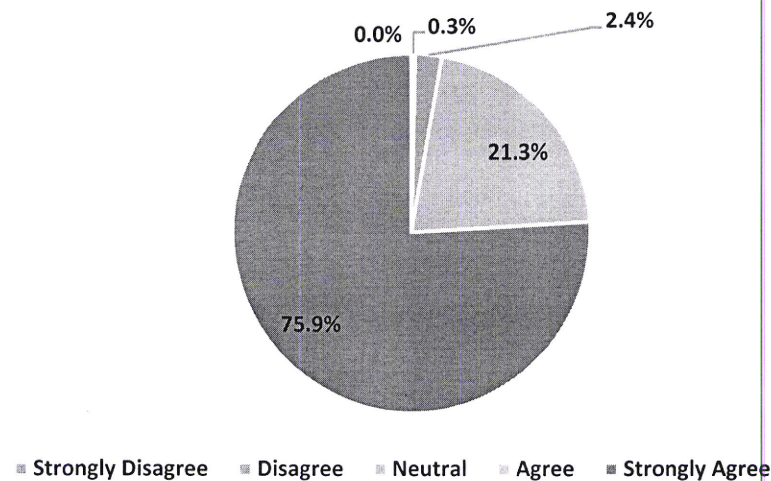
Registrar
Amity University Haryana
Manesar Gurgaon-122413

C2



Q2 Interpretation: This pie chart shows that 211 faculty members strongly agree, 77 agree and 3 faculty neither agree nor disagree that employability is given weightage in curriculum design and development.

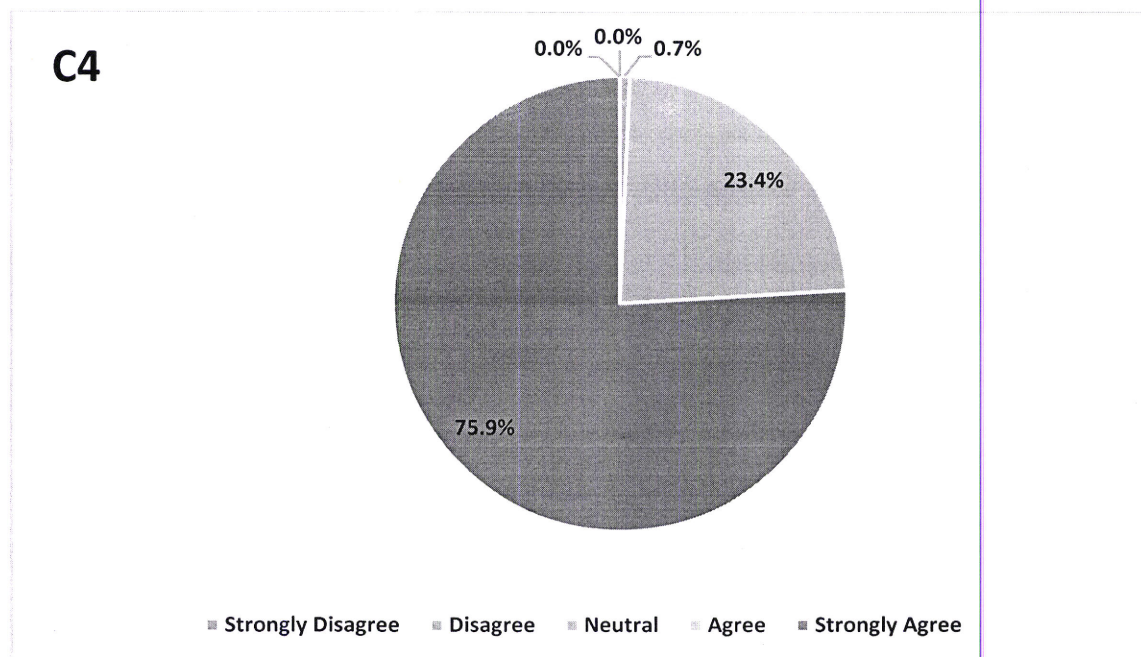
C3



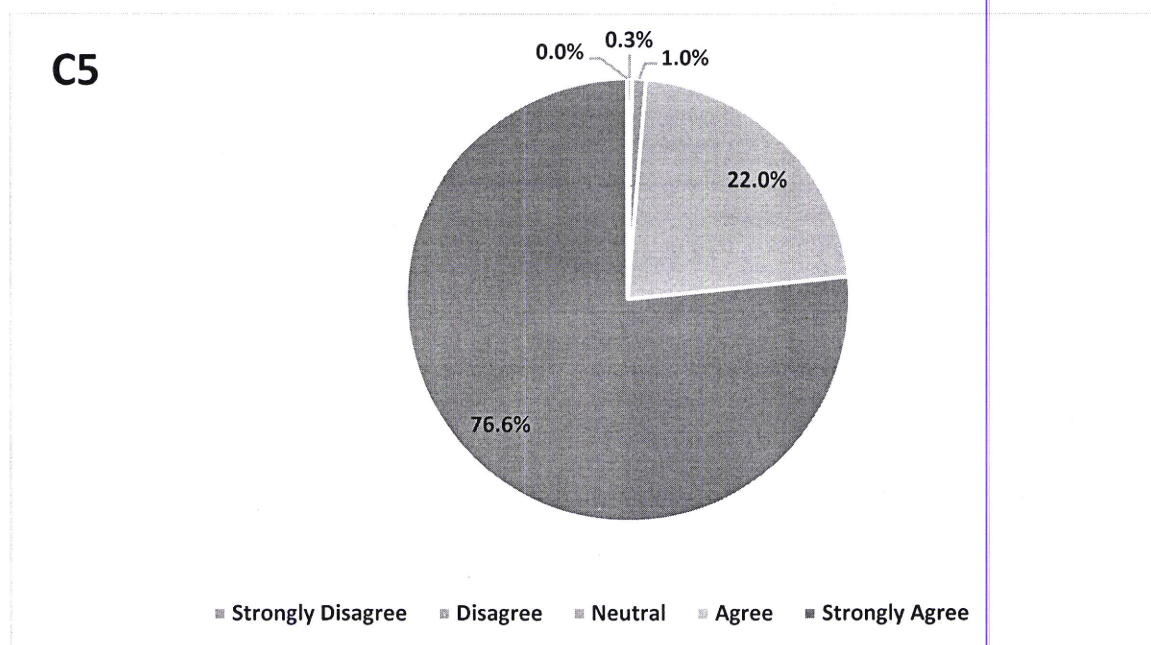
Q3 Interpretation: This pie chart shows that 221 of faculty members strongly agree that enough freedom is given to contribute their ideas on curriculum design and development.



Registrar
Amity University Haryana
Manesar Gurgaon-122413



Q4 Interpretation: This pie chart shows that maximum i.e., 221 faculty members strongly agree that system followed by the University for the design and development of curriculum is effective.



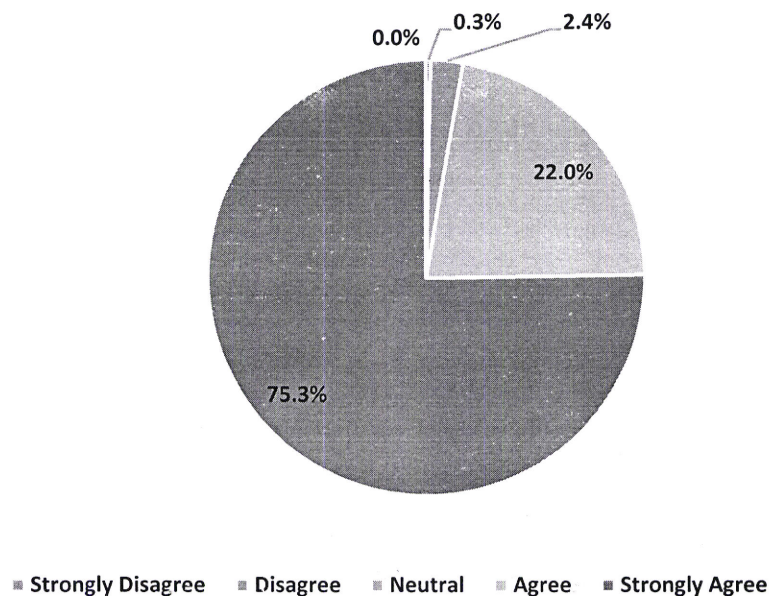
Q5 Interpretation: This pie chart shows that 223 of faculty members strongly agree and 64 agree that curriculum has been updated from time to time.

[Signature]

Internal Quality Assurance Cell - Amity University

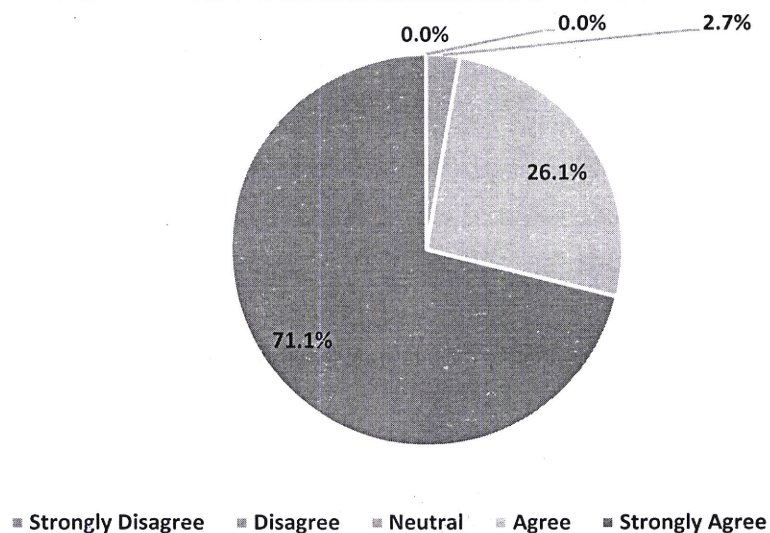
Registrar
Amity University Haryana
Manesar Gurgaon-122413

C6



Q6 Interpretation: This pie chart shows that 219 of faculty members strongly agree, 64 agree and 7 neither agree nor disagree that Departmental level subject expert committee meeting are held for reviewing the syllabus.

C7



Q7 Interpretation: This pie chart shows that 207 of faculty members strongly agree and 76 agree that Representation from business and industry in UG/ PG Boards of studies is helpful in designing and improving the courses.



Registrar
Amity University Haryana
Manesar Gurgaon-122413

AMITY UNIVERSITY HARYANA
IQAC DEPARTMENT

CHECK LIST FOR INTERNAL AUDIT LIBRARY-

S No	Details	Remarks
1	Is the library full automated?	Library is automated Using "KOHAI-" integrated library management software. Also, OPAC-Online public access catalogue is implemented.
2	Does the library have an Advisory Committee?	Yes
3	How many members are there in the Advisory Committee?	17
4	What significant initiatives have been taken by the committee to render the library student/user friendly?	Delnet was activated.
5	Is the floor plan displayed prominently?	Yes
6	Is there a fire alarm system installed in the library?	Yes
7	Does the library have access to differently abled users?	Yes
8	Provide the number of books/journals/periodicals that have been added to the library during the last three years.	Books Added: 2018-19: 1260 2019-2020: 1728 2020-2021: 2608 Journals Added: 2018-19: 273 2019-20: 258 2020-21: 217
9	Is there a minimum of 1 to 5 as per AICTE/UGC books per student?	Yes
10	Is 1 new book per student added each year?	Yes
11	Do the materials reflect the range of reading levels, so that all students can find books that are appropriate to their independent reading level?	Yes
12	Do the books reflect cultural and linguistic diversity?	Yes
13	Do the books represent a wide variety of genres and types: picture books, chapter books, poetry, folktales, joke books, historical fiction, mystery, science fiction, fantasy, biography, classical, series,	Yes



	multicultural, nonfiction, etc.?	
14	Are the books selected for their quality and reader appeal, both in interest and reading level?	Yes, books are purchased as per recommendation from faculty
15	Are the books attractive and in good condition?	Yes
16	Are there multiple copies of popular titles, so that students can read books together?	Yes
17	Do the students have voice in recommending books for the collection?	Students give their choices to HoI/HoD . The department recommends it to Librarian.
18	Does the library contain a variety of materials: books, magazines, catalogs, listening center with books-on-tape, computer and computer software, art supplies and writing paper to respond to reading, etc.?	Yes, sufficiently contain variety of materials.
19	Are the materials accessible to the students?	Yes
20	Are the books categorized and arranged in a logical and clear manner: authors, genres, themes, series, topic, new books, read-aloud, award winners, etc.?	Books are categorized as per department & discipline wise. Award winning books (Wings of fire) in fiction section are found present.
21	Does the organization promote the reading of different genres, authors and types of materials?	Yes, new arrival lists are displayed on OPAC.
22	Is there easy-to-read and highly visible signage to aid the students in finding materials?	Yes
23	Does the organization and signage invite browse and use?	Yes
24	Are many of the books arranged with their covers facing outward?	Yes
25	Is there a display area to highlight books and is the display changed frequently?	Yes
26	Is the library weeded of old, tattered, and worn books on a regular basis?	Yes
27	Is there a management system for checking out materials and monitoring their return?	Yes
28	Is the library located in one area of the room or are the reading materials and reading areas dispersed throughout the room?	Yes
29	Are the reading areas defined with rugs or furniture arrangements?	Yes
30	Is there an area set aside for quiet reading?	Yes



31	The total no. of journals subscribed in the University: a) International— b) National— c) Peer Reviewed— d) Back Volume of journals— e) E-information resources— ▪ Cds/ Dvds— ▪ Databases—	a) International: 41 b) National: 176 c) Peer reviewed : 120 d) Back volume of journal: 651 e) E-Information resource: ▪ Cds/ Dvds-2007 ▪ Databases-9
32	The total no. of magazines subscribed: a) National— b) International—	a) National-8 b) International-0
33	The total no. of Newspaper: a) Hindi— b) English— c) Any other—	Newspaper: Hindi: 02 (DainikJagran, Amar Ujala) English: 07 (TOI HT, ET, The Hindu)
34	Is there a feedback register in the library to collect feedback from its users?	Feedback collects through Amizone
35	Working hours of the library ▪ On working days— ▪ On holidays— ▪ During examination—	On working Days: 9AM to 9 PM 10 AM to 4 PM (Saturday and Sunday) During examination: 9 AM to 9 PM
36	Is there an issue & return registers maintained in the library? If Yes, Average number of books issued/returned per day— Maximum number of days books are permitted to be retained ▪ By students— ▪ By faculty— ▪ By staff—	Yes Average no of books issued/returned per day: Maximum no of books permitted to be retained by: ▪ Students-14 days ▪ Faculty-1 month ▪ Staff-1 month
37	Is a visitor register maintained? If Yes, Average number of users who visited/consulted per month—	Visitor register is maintained. Average no of users who visited/consulted per month-
38	Are students allowed to retain books for examination?	Yes
39	Which of the following services/facilities are provided in the library? ▪ Circulation	Services that are provided in the library are: ▪ Circulation



<ul style="list-style-type: none"> ▪ Clipping ▪ Bibliography Compilation ▪ Reference ▪ Information Display & Notification ▪ Book Bank ▪ Photo Copying ▪ Computer and Printer ▪ Internet ▪ Online Access Facility ▪ Inter Library Borrowing ▪ Any other 	<ul style="list-style-type: none"> ▪ Clipping ▪ Reference ▪ Information Display & Notification ▪ Internet ▪ Online Access Facility ▪ Inter Library Loan
---	---

Verification of books: -

- Every year, physical verification of books is done by library staff.

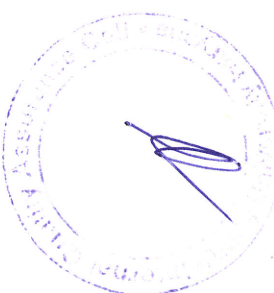
IOAC - Remarks:

1. Display posters to promote reading habits amongst students.
2. Radio Frequency Identification Device (RFID) system has been installed in the library.

New initiative:

The library is in the process of creating a video for students on 'How to use library-OPAC' and 'Digital databases.'

Date: 8th June 2020 Name of Checker: Dr Sunita Sharma



AMITY UNIVERSITY GURGAON
CHECKLIST - INTERNAL AUDIT 2018-2019

Check List No. 2016 - I, Rev I Date :

15.05.2019

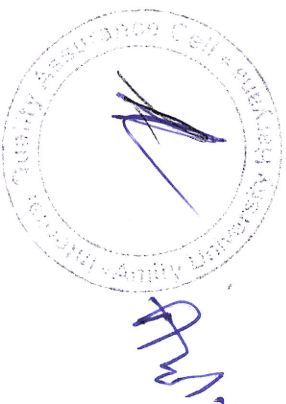
Internal Auditor- Dr Sunita Sharma and Mr Saurabh Jaglan

Checklist For Hostel

S.N	Points for Checking	Checklist For Hostel		Type of evidence (in brief)
		Yes	No	
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 • Feel secure and valued? • Have ready access to people they can trust, confide in, and are supported in raising problems and issues of concern to them? • Have ready access to, and a degree of choice about health and other personal services they require?	Yes		Study rooms for students, Scholarships for meritorious students
		Yes		Anti Ragging cell and security provisions are there for students. Entry of outsiders 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.



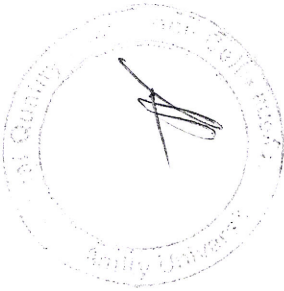
	Is there for every boarder living in the hostel a record of	Yes	Registration form
	(d) The names and addresses of the people authorized by a guardian of the boarder to collect the boarder from the hostel; and people who by law—		
	(i) Are entitled to have contact with, or access to the boarder; or	Yes	If the address differs the parents are consulted.
	(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.	Yes	Boarder - Ms Bhavya is a diabetic patient. She has to take injections daily. Hostel staff has provided refrigerator to keep the medication.
	(e) Is the record retained until at least one year after the boarder ceases to be	Yes	
		Yes	Details of local guardians are maintained and entered in register.
		Yes	
		Yes	Boarder records are retained.
		Yes	Complaints register.
5	What procedure is adopted in the allotment of Rooms to students?		1. For Freshers it is first come first basis. For seniors it is - Course wise, Session wise. 2. Students submit Hostel forms, Payment receipt and permission letter from Director/Deputy Director hostel to wardens, accordingly rooms are allotted.
6	What is the process for giving outpasses to students?		Hostel Rules and Regulations Handbook
	(a) For daytime		Permission from Parents, HOD undersigned by Director/Deputy Director Hostels
	(b) For night time		Permission from Parents and Director/Deputy Director Hostels Permission from Parents, HOD undersigned by Director/Deputy Director Hostels



7	(c) During examination	Yes		Only once at night time
	Is daily attendance taken in the hostel?			First the friends of concerned student are contacted. If the student is not traceable then it is reported to Director/Deputy Director immediately and thereafter the Parents of the student are informed.
8	(a) How many times is attendance taken? (b) What action is taken in case a student is missing from the hostel?	Yes		Wardens take action accordingly
9	Procedure adopted for resolving students grievances.	Yes		Registers related to Carpentry, Plumbing, Electrical and Mess.
10	Is a complaint register being maintained related to facilities?	Yes		Within 24 hours. In extreme cases it is 24 - 48 hours.
11	(a) How much time is taken to resolve the complaint? Are the hostel's premises ventilated and well lit by natural and artificial light?	Yes		Physical verification. All rooms have two windows The students weekly give their cloths for laundry and pay for it on monthly basis.
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		One Medical room in the hostel and one Medical CMO with two male Nursing assistant and one female Nursing assistant are present 24*7. Leave request should be approved from HOD and Director/Director-Hostels and permission from parents.



Amity



13	Does the hostel have a medical room and in-house doctor and nurse for both boys and girls in the premises?		Leave is sanctioned as per the recommendation of HOD & Director/Deputy Director hostels.
14	Is there a procedure for granting the boarders leave of absence from the hostel?	Yes	Steps taken as per Hostel Rules and Regulations Book. Case history file is maintained.
15	For how many days is the leave sanctioned and by whom?	Yes	Security personnels/Marshals are available in University.
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?		
	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,	Yes Yes Yes	Food is served in hostel 3 times i.e Breakfast, Lunch and Dinner . Proper Mess Menu is prepared monthly. Storage facility is provided in the mess i.e refrigerator, racks. Cold and RO water is supplied.



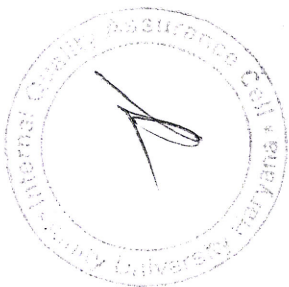
Amity



17	prepared and served? and (c) An ample supply of potable water is available at all times to boarders for drinking?	Yes		health issue. Also, in case of Chicken Pox and other Chronic illness , a separate room (isolation) can be allotted for boarders/hostel staff.
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		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.
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		As per Hostel Rules & Regulations.
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?			
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? (a) all permanent staff members, and all people (excluding boarders and parents)			
		No		No record found



Dr. V.



	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	Yes		
	(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?	Yes		Hostel Rules & Regulations book.
23		Yes		
	Are there appropriate internal procedures for receiving and dealing with information about serious wrongdoing?	Yes		For all facility and civil complaints, complaint registers are maintained. Regular repairs are carried on as and when required.
24	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) A telephone is available for emergency calls to and from the hostel?			
	(c) A plan for the boarders' evacuation, care, and temporary accommodation (if required) in emergencies?	Yes		Mobile and Landline phone (warden/supervisors)



Signature



AMITY UNIVERSITY GURGAON

CHECKLIST - INTERNAL AUDIT 2019-2020

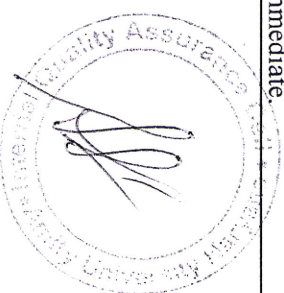
Check List No. 2016 - 1, Rev I

Internal Auditor – Dr. Sunita Sharma and Ms Poonam Kundu

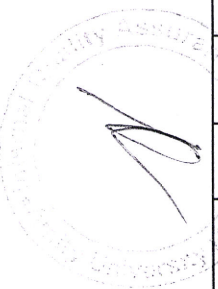
Date : 17.01.2020

Checklist For Maintenance Department

S.N	Points for Checking	Yes	No	If Yes, Records perused
1	Are inventory items maintained in a secure location?	✓		Store Room
2	Is there adequate protection from fire and water?	✓		
3	Is inventory well organized?	✓		
4	Are receiving documents matched to purchase orders and invoices?	✓		
5	Are all materials received counted and inspected prior to entry on storeroom/inventory records?	✓		Supervisors physically count. All materials have stamp of Inward goods at Gate entry & also on the bill in Store entry.
6	Are inventory records maintained based on periodic physical counts or a perpetual system?	✓		Quarterly inventory is checked for plumbing & electrical items. The requirement is put up to Amity approved vendor. Director Administration after taking approval of VC sends it to C6 Sir for final approval.
7	Have formal procedures been established for reviewing and disposing obsolete and slow-moving inventory items?	✓		Obsolete items are not kept in stores. Changed versions may be available of few items which are used as per demand.
8	Are there currently any items in stock that are obsolete or slow-moving?		✓	Only Gate pipe valves.
9	Do individuals independent of inventory custodian investigate unusually large discrepancies, between inventory records and physical counts?	✓		IQAC carries out a check.
10	Is any inventory stored or consigned at an outside location?		✓	
11	Procedure for lodging Complaints.	✓		Register is being maintained in the office and hostel premises.
12	Procedure being followed to resolve the complaints after these are lodged.	✓		Every day complaints are checked and resolved.
13	Procedure of feedback to user after complaint is acted upon.	✓		Immediate.



14	Analysis of data and identification of critical areas which could be focus of our attention.	✓		
	Schedule for checking and records of the following : a) R. O. System (In house & Out side) b) ETPs & STPs c) Water softening plant	✓		a) RO water system - 3000 lt per hour is the capacity of 1 RO plant. . Daily PH is checked in 2 shifts. 6.00 AM - 2.30AM 2.30 PM - 11.00 PM PH - 7.5 constant. RO water TDS range is 55 - 70 and PH is 7.1 to 7.5 It works with 40 monoblock pumps & underground tank. b) Samples are sent to Quantity lab for checking the quality. 8 parameters for testing were specified in the lab report. Report of October 2016 was perused..Further, 5 people reside inhouse for the plant treatment as it functions round the clock. c) Water Softening plant is used for construction and in AC plant. Till date this plant is maintained by Project Engineer, Mr. PK Saini. Periodical servicing of RO plant is carried out annually.
15				
16	Procedure and records of waste disposal (including Electrical waste like tubelights and others like waste engine oil)	✓		a) Contract has been signed with Shruti Petrochem Industries on 13.01.2020 for disposal of hazardous waste. This company is registered with Haryana Pollution Control Board. B) STP plants is Bio-decomposable. C) ETP waste from kitchen and laundry is kept in gunny bags presently. The department is in process to tieup with GEPIL (Gujarat Environment Protection and Infrastructure (HRY) Pvt.Ltd.
17	What is the frequency of cleaning over head tanks and water coolers?	✓		Drinking water Tank - 3 months & Water Coolers monthly.
	Maintenance of Lifts a) Is there an AMC ? b) Are lifts serviced?	✓		There are 17 lifts in AUH in 4 in Academic Blocks- A,B,C &D, Faculty Flats and in Hostel Blocks -A,B,C,D,E & F, Central library. The lifts are serviced under AMC/Warranty. Operation is done by 4 Operators of AUH deputed in Academic Blocks. There are 2 escalators in Central library.
18				



19	<p>Maintenance of Water coolers</p> <p>a) Is there an AMC ?</p> <p>b) Are water coolers serviced?</p>	✓	<p>There are in total 47 water coolers in AUH. The water coolers are serviced under AMC. The servicing vendor is authorised dealer of the product. These include dog units, Amity Institute of Military college and Military Training Camp.</p>
----	---	---	---



1/11/21

20	Maintenance of Air conditioners a) Is there an AMC ? b) Are ACs serviced? c) Is there a procedure to take cooling levels in all buildings?	✓		The vendor and servicing of the ACs is approved centrally from AKC house. There are 65 windows and split AC s in AUH of different capacities ranging from 1.5 to 2 tons. The servicing of these AC s is done by the maintenance department and if it is not in the hands of maintenance people than the authorised vendor is called and he is paid as per the centrally approved list. The maintenance and operation of the chiller plants is under AMC. The cooling levels are checked randomly in all blocks with a temperature monitoring equipment. Ideally temperature around 25 to 26 degree centigrade is maintained.
21	Schedule for checking and records of the telephone equipments.	✓		There are 336 telephone connections in AUH. The PCB system is under AMC. All the records are maintained block wise
22	Record of telephone lines department wise and the payment procedure.	✓		There are 14 line cards. One line card gives 24 connections. Presently, 310 connections are operational and 26 connections are reserved as per management decision for D Block. Payment of the telephones is done by Administration. It was found during audit that many connections have been shifted/ cancelled from residential blocks.



AMITY UNIVERSITY GURGAON

CHECKLIST - INTERNAL AUDIT

Date : 16.01.2020

Check List No. 1, Rev I / 2019

Internal Auditor – Dr. Sunita Sharma

Checklist For Administration Department

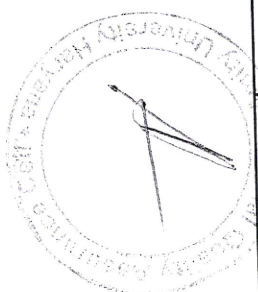
S.No.	Points for Checking	Yes	No	If Yes, Records perused
A. Hospitality				
1	Are the requisition slips filled for providing hospitality in case of any event or demand by a particular Institute or Department in AUH?	✓		Record of requisition slips was perused.
2	Is there a laid down SOP for getting approval of requisition slips? The Requisition slips should be properly filled in by the employees with necessary details like - Approval of the HOI /Director / authorized by / Date and time / details of Event / Name and Designation / purpose / signature etc.	✓		Yes, record was perused.
3	What is the procedure adopted for local purchases?	✓		It is done through Dir Admin.
4	Is a record of all bills maintained of any Event organised in AUH?	✓		Records of all bills are well maintained.
B. House Keeping				
1	To whom is the demand for housekeeping materials placed? Is there any methodology adopted for it?	✓		Quarterly demand is taken by all Institutes/ Departments and consolidated data is put to Dir Admin for procurement.
2	Are there currently any consumable items in stock?	✓		Only housekeeping materials as they are procured on quarterly basis.
3	Is there a schedule followed for upkeep and cleaning of all Academic Blocks?	✓		Verbally it is assigned for various activities like- Glass cleaning, façade cleaning and campus cleaning. In case of any writing on table/ desks it is carried out once a month.
4	What is the process adopted for maintaining cleanliness of Inside and Outside areas of the entire campus?	✓		Daily cleaning of classrooms, washrooms, clearance of dustbins is carried out. Every Saturday Housekeeping staff clean the campus upto the fencing area by picking up litters or garbage in dustbins and disposal bags.
5	Is there any laid down SOP for Waste management?	✓		It is segregated and disposed off.
6	How do you ensure that the environment remains clean, green and non polluted?	✓		Periodically cleaning- monthly and annually.

7	Is there an Incinerator for waste disposal in AUH?	✓	✓	
8	Is a record being maintained in stock register of all furniture in Academic Blocks?	✓		Record is being maintained Room wise of all blocks.
9	What method is adopted for projecting requirement of furniture and its repair to Director Administration?	✓		E mail and through Stock taking mode (STM).
10	What is the total number of Lab attendants and Office peons in AUH?	✓		Total Lab attendants are- 24 and Peons are - 32.
11	What is the procedure adopted for assigning duties to them?		✓	They are permanently allotted to an Institute / Department and they directly report to their respective Institute/ Department. Task is assigned to them by their Hols/HoDs.
12	Are any workshops conducted for improving their skills?	✓		One workshop is organized every quarterly. Till date 4 workshops have been organized.
13	What steps are taken to ensure that welfare schemes are laid for them?	✓		Outstation candidates who are very needy are provided single accommodation in the campus. Meals are provided to them at concessional rates in the Mess. Basic amenities are provided free of cost. Free Uniform is also provided to them. Evening classes are organized by in-house clubs to educate them and their children.
14	How are their leave records maintained?	✓		It is sanctioned by Dy. Dir .Admin and maintained centrally by HR office.
15	Are uniforms issued to Lab attendants and office peons in AUH?	✓		Record of issuing register was not available.
16	What is the frequency of issuing uniforms to Lab attendants and Office peons in AUH?	✓		It is issued on yearly basis.
17	Is a comparative quotation obtained prior to giving contract to the outsourced contractor of Cafeterias?	✓		It is centrally done by Educational Stores Organization (ESO).
18	What method is adopted for fixing the rates of items in cafeterias to ensure affordability by all stakeholders?	✓		Rates are revised every year by the committee nominated for the purpose under the chairmanship of Hon'ble VC.
19	What steps are taken to ensure hygiene and cleanliness in the cafeterias?	✓		Every quarter a Medical officer takes a round.
20	Is a check carried out randomly by Dy Dir Admin to ensure that good quality food is being served in cafeterias?	✓		Check is carried out regularly by DSW, Dy. Dir admin and supervisors.
21	Procedure for lodging Complaints.	✓		E mail, verbal or on Amizone. Action is initiated immediately and in case of severe complaints the vendor is penalised by imposing fine.



22	Procedure being followed to resolve the complaints after they are lodged.	✓		Immediate remedial steps are taken.
23	Procedure of feedback to user after complaint is acted upon.	✓		The Frequency of inspection or monitoring is increased.
24	Analysis of data and identification of critical areas which could be focus of our attention.	✓		Frequent complaint of meals in Cafeterias and Mess is dealt by DSW.
25	In case of any problem faced by residents in the campus, what action is taken to resolve the same?	✓		The matter is immediately reported to higher authorities and remedial action suggested by them is taken.
26	Is a record of such problems being maintained?	✓	✓	IQAC had advised to maintain a register for the same.
27	How is tea being served to faculty and staff monitored?	✓		Institute wise, it is distributed twice in the morning and evening. The strength of each institute is taken every month from the HR office. Monthly bill is raised at DVC office.
28	How is the quality of vegetables/ fruits monitored (including rates)?	✓		Random inspection is carried out by Dy Dir admin, Supervisors and security personnel.
29	Does an SOP exist for actions to be taken during Admission test that are conducted in AUH?	✓		Responsibilities and duties are fixed for supervisors during Admissions.
30	Control procedure of Laundry.	✓		Rates are fixed for students and faculty. Each student and faculty is issued a bag in which they bring their laundry, which is collected from all blocks and sent back after washing to the respective points of pickup.
C. Outsourced staff				
1	Is an approval obtained for outsourced housekeeping staff?	✓		Yes, relevant documents were checked.
2	Is a comparative quotation obtained prior to giving contract to the outsourced contractor?	✓		It is centrally done. Only renewal of contract is done in AUH.
3	What is the sanctioned strength of housekeeping personnel in AUH?	✓		Supervisors on AUH rolls - 3 Supervisors Outsourced- 2 Housekeeping staff-142
4	Is a record of their attendance maintained in AUH or is it with the contractor?	✓		In AUH.
5	Is a checklist maintained to check the activities / work to be performed by housekeeping?	✓	✓	Checklist for cleaning washrooms was provided by IQAC For other activities work it needs to be made.
6	System for control/reporting of supervisors- daily, weekly and monthly.	✓		Reporting directly to Dy Dir Admin, Col. Harbans Singh.
7	Are the roles and responsibilities known to them?	✓		Duties are divided as per Blocks: A, B & C -14 each. D - 18.

8	What is the method adopted for assigning duties to them?	✓		Their roles & duties are known to them. As such individual duties are not given to them.
9	Are the supervisors checking the blocks as per their checklist?		✓	Checklist will be shortly prepared by Dy Dir Admin. Roles and responsibilities are known to all
10	What is the process of arrangement for another housekeeping staff in case of an emergency where the regular cleaner is absent?	✓		Contractor provides replacement if 10% of staff remains absent for more than 10 days. If he fails to do so, he is penalized and is paid as per the available strength in the entire month.
11	In case of any indiscipline on the part of any housekeeping staff, what action is taken?	✓		Dy Dir Admin tries to resolve by warning them but if it persists, contractor is informed and replacement is sought for the same.
12	Is a record of any such instances being maintained?		✓	The contractor is informed verbally.
13	How is the leave record maintained of outsourced personnel?	✓		An attendance register is being maintained at the department level, which is forwarded to the contractor.



Amul

AMITY UNIVERSITY GURGAON

CHECKLIST - INTERNAL AUDIT

Check List No. 1, Rev I / 2017

Date: 20th Feb 2020

Internal Auditor - Dr. Sunita Sharma

Checklist For Security Department

S.N	Points for Checking	Yes	No	If Yes, Records perused
1	How is the campus security managed?	Yes		The campus security is managed as per the AUH Security Standing orders. The duties of personnel, security procedures and the posts required to be manned have been incorporated in the orders. Adequate training is provided to guard prior to giving him as independent charge at the post.
2	Is CCTV coverage report submitted to the concerned authority?	No		A daily status report on CCTV cameras is reported to IT Section and DD Security. The monthly CCTV report is compiled and sent to the Honourable Chancellor.
3	Till how many days is CCTV record maintained?	Yes		Minimum 41 hrs in Academic Blocks 'A' and 'B'. Maximum one week in case of outdoor cameras and Academic block 'C'.
4	What are the total number of cameras installed in AUH?	Yes		96 cameras + 450 new cameras are purchased and installation is in progress.
5	How many times is the cleaning of the camera lens done?			Annually
6	Is CCTV coverage carried out in all Academic blocks?	Yes		Inside the corridors, library and laboratories.
7	Is CCTV coverage available in Parking area and Sports fields too?	Yes		Only in the parking areas.
8	How many personnels have access to Security Control Room (SCR) ?	Yes		25
9	How is Security check carried out in all Academic blocks on Non working days ?	Yes		By the ASO and Security Supervisor.
10	Does security carry out a check of faculty residential blocks too?	No		Security staff enters faculty blocks only when required.



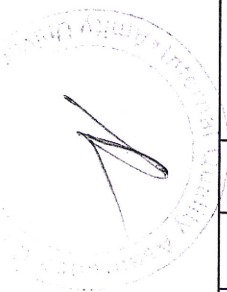
11	In case of loss of any key is a locksmith called to the campus?	Yes		Locksmith is requisitioned only for repairing locks of student's lockers & tables/drawers. All other locks are replaced.
12	What is the method adopted for calling such people in the premises?	Yes		The locksmith is accompanied from the main gate by the guard who remains in attendance till he finishes and departs from the campus.
13	What is the method adopted for keeping a check on any unauthorized personnel in the Campus?	Yes		Through a multi layered security network.
14	How is entry of visitors managed in the university?	Yes		Write their names in the Visitor's register. Issued a Visitor's slip which is signed by the person visited by him. The slip is returned at the main gate.
15	Which method is adopted for keeping a check on any unauthorized vehicle in the Campus?	Yes		There is no possibility of any un-authorised vehicle entering the campus.
16	Is frisking of person carried out at the Main Gate?	No		Not without a reason.
17	How is entry of contractual labours monitored in the university?	Yes		Entry of Contractor's labourer is subject to identification of individuals by contractor staff.
18	Are smoke alarms installed in the university?	Yes		Connected to master panel in SCR through local fire alarm panels.
19	Is a layout plan available for smoke alarms?	No		Location is indicated on the nearby panel which transmits it to the main panel in SCR.
20	How is check of perimeter fencing carried out?	Yes		Using a dedicated vehicle assigned to the Security staff and on foot.
21	How is patrolling organised at night?	Yes		Roving patrol undertaken randomly.
22	What is the frequency of night patrolling?	Yes		Ir-regular rounds of the campus on foot.
23	What is the strength of patrolling car ?	Yes		One. (Maruti Gypsy)
24	Method of checking at the Main Gate.	Yes		The guards are adequately briefed on this.
25	Security staff turnout.	Yes		Checked by the ASO/Security Supervisor on change of shift.



26	Post maintained or not	Yes		The designated posts are manned round the clock.
27	Key boxes of AUH.	Yes		Key boxes are maintained by the Security Control Room.
28	Are the keys mustered every evening ?	Yes		Keys are mustered by the ASO/Security Supervisor at end of the day.
29	Check to see that rooms are locked ?	Yes		At the end of the day, ASO/Security Supervisor take rounds of the Academic Blocks.
30	Check on any damage in infrastructure	Yes		ASO/Security Supervisor/Marshals and other Security staff are always on a look out to check damage to the infrastructure.
31	Are the security personnel properly deployed over the area under their jurisdiction?	Yes		Guards are given their area of jurisdiction.
32	Are the security personnel aware of their responsibilities?	Yes		They are made to learn about their duties as described in the SOPs kept in SCR.
33	Is a deployment plan available in the security office?	Yes		Deployment is as per the posts shown in the Security Standing Orders.
34	Is a register maintained at the security gates / security points ?	Yes		ASO/Security Supervisor/Marshals make entry of their rounds on each post including during the silent hours.
35	Is the attendance sheet of outsourced security personnel deployed during the month being maintained?	Yes		Attendance is maintained by the university management.
36	Is a fire safety SOP laid down?	Yes		As per the Haryana Government Fire Safety Act, 2009.
37	Is an Exit Plan deployed in case of a fire in the building?	Yes		Fire plans have been worked out for each floor of the Academic Blocks A, B, C, D.
38	Is a record of inventory maintained for Fire safety equipments ?	Yes		Inventory is maintained by the Fire Fighting personnel.
39	How often are fire extinguishers serviced / replenished.	N/A		As and when needle indicates reduced pressure.



Handwritten signature



Handwritten signature

40	Are drill exercises conducted for evacuation in case of fire?	Yes		Fire fighting drills are conducted every fortnight. Video clips are sent to the District Fire safety Officer prior to the annual inspection of the university.
41	Is there a list of fire safety personnel?	Yes		Director, Dy Director, Fire Supervisor(01) & Fire Technicians (04).
42	What is the procedure adopted for controlling parking within the campus?	Yes		Separate parking area is laid down and marked accordingly.
43	What method is adopted by security to check people commuting in and out from the university premises?			Frisking of personnel in suspicious cases. Physical check is carried out of belongings of all housekeeping staff and construction labourer.
44	How does security identify an Amity employee and Non Amity employee?			Entry is strictly on the basis of Amity I Cards.
45	On what basis does security allow entry to relatives/ or family who are Non Amity employees?			Sentries at the gate inform the person concerned to whom they have come to meet.
46	What are the provisions for security in hostel blocks 24*7?			(i) Guards are posted on the main entrance of each block round the clock. (ii) Entry gates to the Hostel is locked at 9.30 PM. (iii) Every day attendance is taken at night around 9.30 PM. (iv) CCTV camera is installed in each foyer at entrance.
47	What are the provisions for peripheral security 24*7?			Periphery is provided with a barbed wire fence. In places where the fence is not existing guards are positioned to oversee that there is no trespassing into the campus. A total length of approx 900 meters length of barbed wire fence needs to be renewed. Quotations have been sought. Documentation is in progress.
48	How are cases of breach of peripheral security handled?			The intruder is brought to the ASO/DD security. In serious cases it is brought to the knowledge of the Director and the intrusion is reported to the local police.



Ami

[Signature]

49	How is the goodwill with the local police?			It is cordial. There is regular interaction with the staff of IMT Manesar Police station. Accommodation is provided to Polica staff on campus.
50	How are the cases of drinking, smoking and smuggling of these materials on to the campus handled?			The cases are investigated and students are warned for the first time. Repeat offenders are withdrawn from the campus. Students are counselled by DSW and faculty of psychological department. Employees invite disciplinary actions including termination of services in serious cases.
51	Are the students allowed to enter faculty hostel accommodation?			No only after a written permission of the DSW in advance.
52	Analysis of data and identification of critical areas which could be focus of our attention.			A continuous monitoring of all aspects of security is done regularly.

Remarks: All terraces are kept locked and keys are stored in security control room.

Vehicles parked for long are monitored and owners are asked to remove them.

Vehicles with AUH tag only are allowed to enter campus.

Sniffer dogs from Amity dog unit are utilized as required.



Amity

Students' Services Form

Students, with any query, are requested to fill this form and submit it to the students' services at AUH. Our Academic Affairs team will shortly connect with you to resolve your query.

Instruction: You are requested to fill each column carefully to help us solve your query efficiently and effectively.

* Required

* This form will record your name, please fill your name.

1. Date

Format: M/d/yyyy

2. Name Of Student *

3. Enrollment No *

4. Institute *

5. Program Name *

6. Batch *

7. Semester
*

8. Email *

9. Mobile No *

The value must be a number

10. ACADEMIC ISSUES

- ☐ Student registration and enrolment number
- ☐ Change of program/ institute
- ☐ Curriculum coverage
- ☐ Request for early joining on receipt of pre placement offer in final semester
- ☐ Referral letters
- ☐ Library Issue
- ☐ Lateral entry related
- ☐ Academic break /repeat year
- ☐ Reappear exams and special supplementary exams
- ☐ Allotment of open electives (minor tracks)
- ☐ Foreign language related
- ☐ Study abroad- credit mapping
- ☐ Placements related
- ☐ Change of faculty/ feedback
- ☐ Withdrawal Admission
- ☐ Ph.D. related

11. AMIZONE ISSUES

- ☐ Registration
- ☐ Attendance marking
- ☐ Official Class waiver
- ☐ Notice visibility
- ☐ Clarification regarding marks
- ☐ Filling of faculty feedback

12. EXAMINATION ISSUES

- ☐ Examination form filling
- ☐ Internal marks submission
- ☐ Result related due to less CGPA
- ☐ Reappear exam scheduling
- ☐ Marksheet and degree related/ Provisional Degree
- ☐ Re-totaling/ Transcript

13. MEETING REQUEST(PARENTS/ GUARDIANS/STUDENTS)

- ☐ Various issues with Pro Vice Chancellor / Dean Academics and Dy Dean Academics/HOI

14. REGISTRAR/STUDENTS WELFARE OFFICE ISSUES

- ☐ Bonafide certificate
- ☐ Fee/Security refund
- ☐ Scholarships/Police Verification letter
- ☐ No dues/NOC certificate
- ☐ Transport facility
- ☐ Canteen/Mess/Food/Hostel/Sports Related
- ☐ Migration/Character Certificate/Visa Extension
- ☐ Student Discipline/Campus Security

15. GUIDANCE & COUNSELLING

- ☐ Career Guidance
 - ☐
- Other

16. TRAINING AND DEVELOPMENT FOR FOREIGN STUDIES

- ☐ Registration & Application
- ☐ Essay writing
- ☐ Scholarships
- ☐ Letter of Recommendation
- ☐ Processing of fee
- ☐ SOP

17. DETAILS OF THE CONCERNED ISSUE *

18. Please upload supporting file if, you have any.

 Upload file

File number limit: 2 Single file size limit: 10MB Allowed file types: Word,Excel,PPT,PDF,Image,Video,Audio

19. Please rate your experience of raising your concern with Student Services *



This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 Microsoft Forms