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AMITY  
*We nurture talent*



101

Attributes of an  
AMITIAN

Norms And Guidelines



## QUOTES FOR AMITIANS

- ❖ Leadership isn't about being the best; it's about bringing out the best in others.
  - ❖ Stay focused on your goals, not your immediate problems.
  - ❖ If you want to be happy and successful in life, never stop learning.
  - ❖ There is no happiness like knowing that you have made a difference in someone else's life.
  - ❖ When the load gets too heavy or the task too hard, give it to God. Nothing is too heavy or too hard for Him.
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# 101 ATTRIBUTES OF AN AMITIAN

## CONTENTS

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## FOREWORD



Erosion of values and ethics is a matter of grave concern to all those involved in education. It is not only in India, deterioration in human values has attracted a lot of attention at international level too. While the ancient Indian education system laid great stress on ethical-moral content, our modern education system is, by and large, bereft of any such emphasis. The success of education depends on developing individual excellence, i.e. development of the whole spectrum embracing cognitive skills, social responsibility and ethical-moral dimensions. Education in a country has also to keep pace with structural changes in its culture and society because the way people view themselves, others, and their values are closely related and influenced by the content of their knowledge. If the education system does not equip those passing out from educational institutions with moral values and ethics, as also the knowledge relevant of appreciating cultural diversity, it fails to realise the objectives of education related to social, moral and cultural responsibility. It was with this concern and sense of purpose that I set about the '101 Attributes of an Amitian.'

To succeed in life it is not sufficient to excel academically. The challenges of competitiveness demand an all-round and wholesome personality based on strong values and ethics. It is equally important to develop a fine grasp of social and economic issues in the global environment. Participation in extra curricular activities is as necessary as academic excellence since it provides the much needed stimulus to the mental machine. All these essential ingredients have been addressed in the 101 attributes.

It is my firm conviction that inculcation and development of 101 attributes in our students, as also in the members of faculty, will enrich their professional as well as personal lives, and benefit the society. I have no doubt in my mind that inculcation of the '101 Attributes of an Amitian' will be implemented with all the vigour and enthusiasm at your command.

I wish you all the very best in this pursuit.

**Dr. Ashok K. Chauhan**

Chairman, AKC Group of Companies &  
Founder President, Ritnand Balved Education Foundation (RBEF)  
(Umbrella Organisation of Amity Institutions)

# 101 ATTRIBUTES OF AN AMITIAN

## Norms and Guidelines

### PREAMBLE

Driven by the Founder President's passion for inculcating good character qualities in our students so that they become good citizens of this country, the crème de la crème of the Amity Senior Advisors and Faculty got together and evolved various attributes desirable in a person. These were then debated and finally '101 Attributes of an Amitian' to be inculcated and assessed for each student doing a course in the 'Amity Universe' was promulgated on 15 Sep 2004. The assessment format designed for this purpose has the basic statement of the desired attribute and could be perceived differently by teaching faculty. In order to give direction to the thought process, each of the 101 Attributes in five parts are elaborated upon in this booklet which would assist mentors/faculty members in guiding and rating students. In deciding the interpretation as specifically relevant to a particular Institute/Course, the decision of the Head of the Institute/College would be final. As more experience is gained, the methods to inculcate these attributes in our students would be continuously improved and institutionalized as part of Amity's education system. Internalization of these attributes by Amitians would enable them to achieve greater success in life and make them stand tall in society.



**Maj. Gen. Chander Bhan Sukhu, VSM (retd)**  
**Director, Amity Institute of Leadership and Communication**

# **NORMS AND GUIDELINES**

## **Part I**

### ***PERSONALITY***

#### **1. Appearance and Bearing**

##### **The Physical Appearance -**

Neat looks, clean, well groomed in contrast to unkempt;

Organised and composed in appearance.

##### **Bearing -**

Bearing, demeanour and mannerism;

The way one carries oneself;

The way one conducts oneself.

#### **2. Dress sense**

Dressing in fitness to the occasion;

Adherence to the established norms of dressing, though unspecified;

Following the dress-code, if laid down.

#### **3. Sense of Responsibility and Discipline**

##### **Sense of Responsibility -**

Understanding that one is responsible and accountable for what ever one does; Appreciating that each position and privilege has a degree of responsibility attached to it which one has to live up to.

##### **Discipline -**

Ability to exercise control over one's own self;

Functioning in accordance with rules and regulations.

**4. Humility**

An attitude of humbleness in behaviour;

Sense of being polite;

Ability to maintain level-headedness in behaviour, in contrast to arrogance, despite achievement of high performance and success.

**5. Drive and Initiative**

Capacity for achievement;

Motivation and energy;

Energetic desire to perform and achieve results;

The 'go factor' in an individual

Proactive bent of mind

**6. Determination**

Firmness of resolve/of mind to do what has been decided to be done/carried out/achieved;

Ability to make up one's mind to pursue the chosen course of action.

**7. Decisiveness**

Ability to make a choice promptly between the options available and implementing it resolutely.

**8. Confidence**

A sense of self reliance to achieve the goal;

Having faith in one's own competence to carry out the task;

Sure of one's skills to perform the task.

**9. Quickness to grasp**

Ability to fully comprehend the nuances of an issue;

Ability to understand the intricacies involved in an issue;

Mentally alert and open mind.

## **10. Power of Expression**

Ability to communicate views, both orally and in writing, is with clarity and precision.

## **11. Power of Observation**

Ability to notice the happenings/events in the surroundings;

Taking note of changes in environment;

Security conscious and observant.

## **12. Dependability**

Can be depended upon to execute a task efficiently;

Can be relied upon / trusted with responsibility for timely execution of task efficiently and economically.

## **13. Creativity**

Ability to imagine and visualize to create something;

Ability to think originally, discover and create which can be seen or felt;

Ability to perceive, analyse and then give it a concrete shape;

Inventive and Imaginative.

## **14. Intuition**

Immediately apprehend a course of action without reasoning;

Intelligently able to foresee the future based on a sense of 'gut feeling'.

## **15. Honesty and Integrity**

Truthful

Trustworthy

Honest

Forthright

## **16. Loyalty**

True, faithful and steadfast in duty to the organization to which

one belongs (Expects a person to initiate actions which are in the the interest of organization between “true and faithful” avoid, if not prevent, undesirable actions which bring bad name to the organization); Provide whole hearted support to the organization; Faithful to superiors, colleagues and subordinates.

### **17. Maturity**

Has the intelligence to distinguish between the desirable and undesirable behaviour;

Discretionary approach in dealing with situations, people and work.

### **18. Physical Fitness**

Has adequate stamina to withstand the pressure of work and stress resulting from long hours of duty.

### **19. Tenacity**

Quality to hold fast;

Not readily relinquishing / giving up;

Keeping a firm hold.

### **20. Courage**

Ability to share or communicate views and ideas without fear or favour;

Belief in and adherence to conviction.

### **21. Introvert and Extrovert**

The business world demands proactive and outgoing behaviour and attitude to seek fleeting opportunities and turn them into success. An extrovert, by nature, is inclined to be outgoing and enthusiastic in his dealings with people which gives him an advantage over the introvert.

# NORMS AND GUIDELINES

## Part II

### VALUES/ETHICS

#### **22. Respect for elders and teachers**

Genuine display of regard and consideration through communication and courtesy through actions.

#### **23. Outlook towards parents/grand parents**

Respect for parents and grand parents;

Sense of commitment to the parents;

Respect their point of view which may not fit into the modern outlook/may be in conflict with own outlook;

Genuine sense of concern for aging parents.

#### **24. Outlook towards/respect for, opposite sex**

Understand the sensitivities of opposite sex;

Not take undue advantage of his/her position vis-à-vis colleagues of the opposite sex;

Discrete and respectful behaviour;

Attitude of consideration.

#### **25. Religious Practice – Understanding of good vs. bad and practice of religion faithfully and regularly**

Unflinching faith in God;

Regular prayer (enables inculcation of discipline and is a source of strength to withstand the vicissitudes of time);

Distinguish good and right from bad and wrong.

#### **26. Attitude towards Differently Abled**

Sympathetic in approach;

Genuine urge to help;  
Treat them with utmost respect;  
Don't make fun of them.

**27. Caring and Sharing nature**

Care for the feelings of others;  
Not riding rough shod;  
Shares happiness, joy, sorrow, grief of others.

**28. Punctuality and Meticulousness in work**

Adhering to timings and respect for other's time  
Methodical and consistent  
Ability to give ample attention to detail  
Very careful and precise

**29. Behaviour towards Colleagues**

One of equality, mutual respect and tolerance;  
Hostile and aggressive behaviour does not allow emergence  
of bonds of faith and trust;  
Display of sense of superiority/dominance ruins relationship.

**30. Outlook towards Copying/Unfair Means**

Copying / unfair means is violation / breach of moral integrity;  
Worst form of cheating;  
Sign of intellectual bankruptcy.

**31. Behaviour towards Poor/down trodden**

One of sympathy but not pity;  
Treat them with concern and piety and not look down upon them;  
Respect for human dignity irrespective of station in life;  
Fowl and insulting language is a sign of a perverted mind.



### **32. Outlook towards Neighbors**

Caring and friendly but respect their sense of privacy (which varies from person to person);

Attitude to come to their help, when required;

Sensibility towards inconvenience to neighbors, e.g., loud music, noisy and loud behaviour at night.

### **33. Outlook towards Waste (food/paper/water)**

Loss of national resources;

Conservation of resources essential to sustain progress and boost economy.

### **34. Economy Consciousness**

Awareness of existence of limited resources;

Economic use of resources leads to greater productivity;

Ability to make best use of available resources.

### **35. Selflessness**

Disregarding one's own self interest vis-à-vis the interest of the organization;

Working to achieve organizational goal and not seeking personal goals/benefits;

Personal agenda in sync with the organizational goals.

### **36. Interest and knowledge of heritage**

Understanding of diverse nature of society and its richness;

Appreciation of multi cultural, multi ethnic, multi lingual and multi religious Indian society and its dynamics;

Knowledge of process of evolution of Indian society over the last 5000 years;

Need to preserve our cultural heritage in the face of globalization, emerging global village and merging civilizations.

**37. Cleanliness “Tan ki Shuddhi Man ki Shuddhi”**

Personal hygiene and cleanliness;  
Cleanliness of habits;  
Effort to achieve and maintain cleanliness of immediate environment.

**38. Urge for learning through successful people**

Existence or otherwise of role models;  
Study of behaviour of successful people;  
Study of biography of successful personalities.

**39. Positive outlook and Adaptability**

Optimistic attitude;  
Faith in one’s own abilities;  
Ability to easily adapt to different people, circumstances and surroundings.

**40. Secular in outlook**

Respect for other religions;  
Participation in religious ceremonies of other religions;  
Knowledge of other religions and evolution of multi religious society.

**41. Faith in Indian System**

Understanding of constitutional Parliamentary Democracy, and Indian multi party political system, its pulls and pushes, and challenges;  
Synergy created by legislative, judiciary and executive branches of government;  
Appreciation of freedom of thought and expression.

**42. Upholding Indian Values/tradition.**

Awareness of our inheritance;  
Role played by tradition in the milieu and individual’s life;  
Inherent protection and care of Indian values.

# NORMS AND GUIDELINES

## Part III

### EXTRA - CURRICULAR ACTIVITIES

**43. Participation in team games**

Seriousness and consistency of participation;

Level of enthusiasm.

**44. Playing individual games**

Pursuing with vigour interest in one or more individual games;

Frequency of playing

**45. Team spirit (accommodates others)**

Considers the point of view of other members of the team, examines them and accommodates meritorious suggestion;

Explores the possibility of reconciling differences to achieve team goals.

**46. Hobbies – kind/nature**

Pursues a hobby with intensity;

The amount of effort made to improve proficiency;

Pursues constructive and mentally/physically stimulating hobbies

**47. Special accomplishments in extra curricular activities**

Participates significantly in college activities;

Achieves recognition/award in scheduled activities.

**48. Leadership/Captain of events/games**

Team leadership qualities / led team in events / games with success.

**49. Interest in political activities/belief in one or other party (student leadership activities- head boy/head girl)**

Intensity of participation in institutional political activity;

Held any elected or nominated position;

Balanced view on national politics.

**50. Academic support rendered in institute's work (supporting in academic & related activities)**

Level of contribution to activities conceived, planned and conducted by the organization.

**51. Sportive in outlook**

Lively personality;

Playful individual;

Cooperative in team events;

'Uncomplaining-happy' type of approach.

**52. Social Service outlook/participation in Social service organization**

Participation in activities outside his formal education and institute for the betterment of society, without expectation of any reward and benefit;

Volunteers for social service/community service

**53. Outlook toward Environment Degradation**

Understanding of complex phenomenon of environmental degradation and its likely impact on the future of earth;

Knowledge of preventive and curative measures to bring life into the decaying environment.

**54. Art & Culture Understanding (Relevance in life)**

Role played by art and culture in the human life in the past and present;

Unity that it promotes in a multi cultural society;

Understands and appreciates art.

**55. Interest in Soft skills (Music/Dance/Theatre Modern/Traditional**

Versatility of personality by interest/skill displayed.

**56. Interest in indoor games (Chess/Bridge etc.)**

Intensity of participation;

Levels of enthusiasm and skills attained;

Display of interest to learn.

**57. Practice of Meditation/Yoga**

Faith in traditional practices;

Level of knowledge and degree of participation;

Interest to acquire new knowledge in the field.

# **NORMS AND GUIDELINES**

## **Part IV**

### **UNDERSTANDING OF SOCIO-ECONOMIC ENVIRONMENT/ GLOBAL ENVIRONMENT**

#### **58. Awareness of Indian Rural cultures/behaviour**

Knowledge of rural ethos and values and how they differ from urban outlook and practices;

Are there any major stumbling blocks;

Any conflicts/disagreements-What is the reconciliation?

#### **59. Awareness of political situation and leadership**

Degree of knowledge of Indian political system and its dynamics;

Holding a balanced view for benefit of society.

#### **60. Awareness of Indian Economy, its history and current level of economic development in India**

Nature and state of Indian Economy in general terms;

Impact of globalization on the Indian Economy.

#### **61. Awareness of Ethnic groups (caste/creed) and pluralistic society**

Degree of understanding of multi ethnic Indian society;

Dynamics of caste-based politics and future challenges for the national unity, and its impact on the Indian industry.

#### **62. Understanding of Indian Rural – Urban Divide**

Understanding and appreciation of rural way of life and its undercurrents;

Contradiction between rural and urban ethos.

**63. Understanding of Issues of Haves and Have nots**

Knowledge of issues in the context of Haves and Have nots, both at national and international level;

Positive views on contentious issues.

**64. Understanding importance of globalization (liberalization & privatization)**

Impact of globalization on Indian economy with special reference to the rural sector;

Understands the impact of increased competitiveness and consequent change in value systems;

Challenges posed by international treaties.

**65. Understanding Impact of Technology (IT/Electronics/other)**

Knowledge of advances made in technology;

Challenges faced by industry in face of fast changing technical regime.

**66. Awareness of Global village concept?**

Impact of the concept on future of Indian economy and its ramifications;

Impact on values and Ethics.

**67. Understanding of problems of Unemployment**

Causes and impacts of unemployment;

The way forward;

Solution to the problem.

**68. Eagerness to Contribute to society**

Understanding of social problems prevalent in the society and their ramifications;

Area of interest;

Any participatory effort.

**69. Dream for India**

Standing of India in the community of nations;

Development of relations with neighboring countries and advanced economies;

Anticipation of future- political and economical progress.

**70. Understanding of Impact of modernization on Indian culture/ethos**

Level of knowledge Indian culture and ethos;

Impact of foreign influences;

Compatibility between Indian culture and modernization.

**71. Awareness of ethical/moral values and traditions in Indian Society**

Level of knowledge and appreciation of ethical and moral values.

**72. Understanding the profile of Global Indians**

Level of knowledge of Indian diaspora;

The political and economic power enjoyed by them;

The changing fortunes of the NRIs;

Role they can play in economical growth of India.

**73. Belief in Indian Family system/Family values**

Understanding the strength of Indian family values including joint family vis-a-vis decline of the same in western countries.

**74. Possession of Driving License**

Proficiency in driving;

Understands the nuances of good traffic sense and road etiquette.

**75. Possession of a Passport**

Possesses a passport or makes effort to acquire the same in order to be eligible to seek placement in Global companies.

# NORMS AND GUIDELINES

## Part V

### ACADEMIC EXCELLENCE

#### **Scholastic Knowledge**

##### **76. Basic concepts and fundamentals**

Degree of understanding of basic theoretical concepts and fundamentals related to the subjects.

**77. Major Areas** (of course syllabus) Level of proficiency

**78. Related Areas** (to the syllabus) Level of proficiency

**79. Inter-disciplinary Areas** (relative to syllabus) Level of proficiency

**80. General Areas** (common subjects) Level of proficiency

##### **81. Analytical Ability**

Ability to examine an issue in detail and arrive at workable/plausible choices to deduce a solution/arrive at a decision.

##### **82. Innovation and Creativity**

Ability to bring in new methods to achieve better results;  
Ability to formulate original, and new ideas.

##### **83. Intellectual Potential**

The faculty of reasoning, knowing and thinking as distinct from feelings;

Ability to achieve a higher level of understanding.

##### **84. Potential for self-learning and reading books**

Degree of thirst/hunger for knowledge;



Quality of books/literature being read;  
Quality/Impact of presentation/discussions.

**85. Current Awareness**

Degree of knowledge of current happenings in national and international politics, events and the world of business / technology.

**86. Ability to Question**

Degree of inquisitiveness;  
Desire to know how, why, when and where;  
Alert and questioning mind.

**Application of Knowledge**

**87. Dexterity in practical application**

Proficiency in applying fundamentals and basic concepts in practice to proceed further in inquiry or/and resolve issues.

**88. Clarity about career prospects**

Clarity about the choice of career, the threats and opportunities along the career path.

**89. Clarity of career goals**

Clear in his/her pursuance of and both short term and long term goals.

**90. Professional networking**

Ability to interact with professionals in order to have meaningful dialogue to acquire information and knowledge.

**91. Foreign Languages(s)**

Fluency with foreign languages;  
Proficiency in reading, writing and speaking

**92. English**

Ability to communicate views and ideas fluently both verbally and in writing.

**93. National/Regional Language**

Ability to communicate in national / regional language to the desired proficiency.

**94. Mother Tongue**

Knowledge and proficiency as a matter of interest if not national/state language.

**Communication****95. Comprehension**

Ability to understand and appreciate the point of view of others;  
Ability to mentally absorb thoughts contained in a piece of work;  
Is a good listener.

**96. Articulation**

Ability to convey views and thought process fluently and coherently  
Proficiency in Public Speaking

**97. Literary skill**

Degree of knowledge of literature and written works whose value lies in beauty of language or in emotional effects

**98. Conversational skill**

Ability to engage in an interpersonal, meaningful exchange of views to share knowledge and information.

**99. Logical thinking**

Logical thinking: ability to think of an issue or a problem in a

manner which is deducible or defensible on the ground of consistency;

Capacity of correct reasoning not contravening the laws of thought

### **100. Focus and Brevity**

Ability to concentrate mind and attention to the issue being discussed/ considered, and communicating views briefly and accurately.

### **101. Understanding and instinctive ability**

Ability to comprehend the crux of the issue and the points of views of others, and to respond / to act without conscious/ deliberate effort or conscious intention;

Innate impulsion.

# **101 ATTRIBUTES OF AN AMITIAN**

## **ASSESSMENT AND EVALUATION METHODOLOGY**

### **General**

The '101 Attributes of an Amitian' are to be assessed in regard to each student in the Amity Universe doing a long course of one year and above. Many of the attributes would have to be ingrained into the psyche of a student during his education in the Amity Universe. The attributes can be built into the teaching activities, group activities and included in topics for lectures/discussions by students. By and large this is already being done in regard to most attributes only conscious efforts need to be made to observe these attributes and structure certain activities in order to cover all attributes and bring about a change of attitudes and behaviour. In order to give this aspect due importance and to determine intense evaluation of students it is necessary to have a method of rating, assessment, and counselling. The methodology for implementation is given in succeeding paragraphs.

### **Rating**

Each attribute is to be rated on a scale of 0-9 within the following classification:-

- a) 3 and Below - Needs Improvement
- b) 4 and 5 - Satisfactory
- c) 6 and 7 - Good
- d) 8 - Excellent
- e) 9 - Outstanding

On compilation of averages under each of the five groups, for filling in the summary at the end of the assessment form, and issue of certificates at the end of the course, average scores will be rounded off to the next higher rating for 0.5 and above.

### **Self Assessment**

From the Academic year 2005-06 self assessment is to be carried out by students in the first column of the assessment form. This will be discussed

during counselling of the student by faculty mentors after the 1<sup>st</sup> year of assessment and each year thereafter. Gaps in self perception and assessment by faculty should be reduced to the minimum.

### **Assessment by Faculty**

Assessment of the attributes can be done by respective faculty/ mentor, by peer feedback, during conduct of various professional and extra curricular activities, during military training, etc. The Mentor of each student/ nominated faculty member of the course could be made responsible to compile the ratings awarded against the attributes by the above method and the assessment form filled in for each student after self assessment as explained above. This activity could be done once a year for courses of two years and above, and once per semester for courses of one year duration. Year wise ratings for each year upto 5 year duration course is indicated on the form. Only relevant year wise columns need to be filled in. A final rating could be drawn up for each student at the time of graduation and placed in a dossier for record. A copy of the same could be handed over to the student for self reference when he/she leaves the college. Institute Heads and members of the faculty should be aware that there will be overlaps amongst various attributes within a group or across groups of attributes. They should consciously differentiate these overlaps while assessing students. They must also ensure that the assessments are not structured to present a good profile of their students. Our aim is to help students develop a positive and unique personality of an Amitian. This can only be done over a period of time to change undesirable attitudes, and the change may spill over to the period after they leave Amity campus and compare similar attributes in their work environment. In order that this aspect gets due importance, the rating scored by a student could be given as an additional certificate at the time of graduation and later may be integrated in the Cumulative Grade Point Average (CGPA). The certificate should only include the average of scores of the main groups.

### **Counselling**

After compilation of rating against the attributes in each year students can be counselled by the mentor/designated member of the faculty, as an ongoing process. Such counselling should aim at improvement of rating of students in the attributes which are found to be below average/

average in their first year. Self assessment by the students must also be discussed against assessment by faculty and differences in perception reduced through discussion. Care must be taken by counsellors that they do not put students under additional pressure and that students do not put up false or structured behaviour just to fulfill the requirement of assessment. This should be taken as more of a self awareness and improvement exercise by the students.

## **Conclusion**

The '101 Attributes of an Amitian' were evolved to add rigour to the education of students of the Amity Universe. Implemented earnestly, these will help transform an Amitian into a thorough bred professional with the right mix of moral and ethical values. Each attribute may be interpreted in a different way, one interpretation is reflected in this brochure. Should there be other interpretations they could be used at the discretion of the Head of Institution/College. The success of implementation lies in continuity of counselling and objectivity in assessment. It needs to be emphasized that any attempt to boost the profile of a student will mislead him/her, and defeat the very purpose of the exercise. The result achieved after each year of assessment will be subject to a review, for which the modalities have been communicated to all concerned. The proceedings of the review will be put up for perusal of the Founder President, and further refinements will be incorporated till '101 Attributes' are Institutionalized as part of the Amity Education Ethos.

**‘Sukhasya Moolam Dharam’**  
**(Happiness is rooted in Ethics)**  
**- Chanakya**



**AMITY**  

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**Where aspirations are nurtured**



# AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Ref. No. AUMP/RO/2017/375a

Date: 10.08.2017

## **CONSTITUTION OF COMMITTEE FOR CODE OF CONDUCT FOR FACULTY MEMBERS, STAFF AND STUDENTS**

1. Amity University Madhya Pradesh strives for excellence in Higher Education by providing value based holistic education and grooming well balanced individuals who are model citizens of the State.
2. To communicate and implement the University's vision, a Committee for Code of Conduct for Faculty Members, Staff and Students is hereby constituted with following members:

### **(a) Chairman**

Prof. (Dr) M.P Kaushik

Pro -Vice Chancellor, AUMP

### **(b) Members**

1. Prof (Dr) Anil Vashisht Director-ABS & Dy. Dean (Academics)
  2. Prof (Dr) Iti Roychowdhury Director-ASCENT/ASL
  3. Dr. Rakhi Singh Chauhan Associate Professor, ALS
  4. Mr. Amanpreet Randhawa Dy. Director-HR & OSD to Vice Chancellor
3. The Committee will decide and formulate necessary guidelines and a definitive code for all stake holders of the University including the Administrators, Faculty Members, Staff and Students.
  4. The Committee shall review and monitor the prescribed code from time to time.
  5. The Committee will assist the various disciplinary committees, such as the Proctorial Board, to resolve grievances as and when brought to its notice.
  6. The Committee will, from time to time, organize ethics programmes on code of conduct for faculty members, staff and students.
  7. This constituted Committee will function w.e.f the date of issue of this order.
  8. The tenure of the Committee members will be of 03 years from the issuance of this notification.
  9. Issued by the order of the Hon'ble Vice Chancellor.

  
(Rajesh Jain)  
Registrar

  
Registrar  
Amity University Madhya Pradesh  
Gwalior



Amity University, Madhya Pradesh, Maharajpura, Gwalior -474005 MP (India)

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# AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Ref. No. AUMP/RO/2020/298

Date: 19.11.2020

## RECONSTITUTION OF COMMITTEE FOR CODE OF CONDUCT FOR FACULTY MEMBERS, STAFF AND STUDENTS

1. Amity University Madhya Pradesh strives for excellence in Higher Education by providing value based holistic education and grooming well balanced individuals who are model citizens of the State.
2. To communicate and implement the University's vision, a Committee for Code of Conduct for Faculty Members, Staff and Students is hereby constituted with following members:

### (a) Chairman

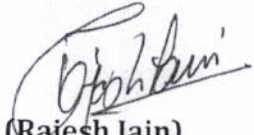
Prof. (Dr) M.P Kaushik

Pro -Vice Chancellor, AUMP

### (b) Members

1. Prof (Dr) Anil Vashisht
  2. Prof (Dr) Iti Roychowdhury
  3. Prof (Dr) Rakhi Singh Chauhan
  4. Mr. Amanpreet Randhwa
3. The Committee will decide and formulate necessary guidelines and a definitive code for all stake holders of the University including the Administrators, Faculty Members, Staff and Students.
  4. The Committee shall review and monitor the prescribed code from time to time.
  5. The Committee will assist the various disciplinary committees, such as the Proctorial Board, to resolve grievances as and when brought to its notice.
  6. The Committee will, from time to time, organize ethics programmes on code of conduct for faculty members, staff and students.
  7. This reconstituted Committee will function w.e.f the date of issue of this order.
  8. The tenure of the Committee members will be of 03 years from the issuance of this notification.
  9. Issued by the order of the Hon'ble Vice Chancellor.

Registrar  
Amity University Madhya Pradesh  
Gwalior

  
(Rajesh Jain)  
Registrar



Amity University, Madhya Pradesh, Maharajpura, Gwalior -474005 MP (India)

Tel.: +91-0751-3290666, 3290667; 083-499-94630, 083-499-94631, 083-499-94632

Website : [www.amity.edu/gwalior](http://www.amity.edu/gwalior), Email : [info@gwa.amity.edu](mailto:info@gwa.amity.edu); [admissions@gwa.amity.edu](mailto:admissions@gwa.amity.edu)

## Dress Code

Amity University Madhya Pradesh expects its Faculty and staff to dress elegantly at all times, so that the students may emulate them. With this end in view the following Dress Code has been approved:

### Male Members:

- In Winter: To wear Lounge suits, combination or coats/blazers, with sober shirt, sober trousers and tie, formal shoes and socks.
- In Summer: Sober shirt and trousers with Tie, formal shoes and socks.
- All except Sikhs to shave daily
- No Headgear to be used
- Jeans, T Shirts, Sneakers, etc are not allowed.

### Female Members:

- In Winter- To wear Sarees/ Churidar/Salwar suits or formal western dresses e.g. sober shirts, with sober trousers with Pullovers/Jackets. Sober shawls may be used.
- In Summer – Sarees /Churidar/Salwar/suit or formal western dresses e.g. sober shirt with sober trousers
- No head gear should be used.
- Jeans/Jeggings/ T Shirts/Skirts/Sleeveless dresses are not allowed.
- No boots, floaters, sneakers are allowed.

### Notes:

- All members should wear their Identity Card with the Amity Lanyard while in the campus.
- While going to the mess , cafeteria or moving about in the campus after working hours , Slippers and Bermudas are not allowed.
- Jeans are essentially different from trousers in that a pair of jeans is made up of a rough cloth, has double stitching at seams and is usually decorated with metal buttons .

*h*

*Pooja Singh*  
Registrar  
Amity University Madhya Pradesh  
Gwalior



# AMITY UNIVERSITY

## MADHYA PRADESH

Date: 06/9/2013

### Proctorial Board

#### Code of Conduct

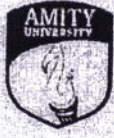
All students of AUMP are required to abide by the following code of conduct with immediate effect:-

1. **Dress Code:** Students are expected to be elegantly dressed every day. Clothes with obscene messages or graphics are not allowed.
  2. **Footwear:** Wearing casual foot wear (slippers, floaters) is not allowed.
  3. **Mobile Telephone Etiquette:** All students are expected to follow the mobile etiquette such as:
    - i. Keeping the ringer on the silent mode during class and otherwise on meeting mode while in campus.
    - ii. Not talking on mobile while walking up and down the corridors.
    - iii. Not taking photographs furtively.
  4. **Class Decorum:** The students are expected to maintain the decorum of the classroom at all times even when the session is not going on. This includes not disturbing the furniture and keeping the room well lit at all times. The lights and fans of classrooms should be switched off, when the room is not in use.
  5. **Driving:**
    - i. Use of Helmet: All students will wear helmets (including the pillion rider) when driving to the campus and back.
    - ii. Not more than one pillion rider is allowed.
    - iii. Students shall not put on headphones while driving.
  6. **Damage /Misuse of Institutional Property:** Damaging /misusing institutional property is a punishable offence at AUMP. Any student caught indulging in such activities will be severely dealt with and a fine of up to 10 times the cost of property/item damaged may be imposed.
  7. **Ban on Political Activities:** All political activities, dharnas, gheraos etc within the campus are prohibited.
  8. **Unparliamentary Language:** Talking loudly, using unparliamentary or abusive language is prohibited.
  9. **Net-etiquette:** Posting of tweets/messages/photographs with objectionable contents, use of unparliamentary / vulgar/ double meaning language on the net or hurting someone's sentiments, will invite severe disciplinary action including police action.
  10. **Littering:** Students are expected to keep the campus clean and not to litter by throwing wrappers and bottles here and there.
  11. Students are expected to stand up and greet faculty and authorities of the university if they are passing by.
- **Most Important:** Violation of the code of conduct would result in disciplinary action as deemed fit by the Proctorial Board.

(Chief Proctor, Proctorial Board, AU MP)

Registrar  
Amity University Madhya Pradesh  
Gwalior





# AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Ref. No. AUMP/RO/2017/331

Date: 19.07.2017

## RECONSTITUTION OF PROCTORIAL BOARD COMMITTEE

1. The Proctorial Board of the University in accordance with the Statutes Number 35 of the first Statutes of Amity University Madhya Pradesh is re-constituted as below:-

(a) **Chairman**

Brig. Rajesh Gangele (Retd)

Director-Hostel & Chief Proctor

(b) **Members.**

- |  |  |
|--|--|
| (i) Prof. (Dr.) Anil Vashisht          | Director, ABS and Dean Student Welfare         |
| (ii) Col. S.K. Sethi (Retd)            | Director (Administration)                      |
| (iii) Prof. (Dr.) Iti Roychowdhury     | Dy. Dean Student Welfare and Joint Proctor     |
| (iv) Prof. (Dr.) Arvind Kumar Upadhyay | Professor, ASET and Asst. Proctor              |
| (v) Dr. Manoj Pandey                   | Associate Professor, ABS and Proctor Secretary |
| (vi) Dr. Raghendra Kumar Mishra        | Associate Professor, AIB                       |
| (vii) Mr. Nasir Khan                   | Assistant Professor, ASET (MAE)                |
| (viii) Mr. Dhruv Sabharwal             | Assistant Professor, ASCO                      |
| (ix) Mr. Sudheer Singh Sikarwar        | Assistant Professor, ASAP                      |
| (x) Mr. Abhinav Upadhyay               | Assistant Professor, ALS                       |
| (xi) Mr. Tara Singh Jadon              | Senior Warden (Boys Hostel)                    |
| (xii) Mr. Harendra Singh               | Warden (Boys Hostel)                           |
| (xiii) Ms. Anita Rose Williams         | Warden (Girls Hostel)                          |
| (xiv) Ms. Rajnish Kushwah              | Warden (Girls Hostel)                          |

2. This committee will function w.e.f. the date of issue of this office order.  
3. The tenure of the committee members will be of 03 years from the issuance of this notification  
4. The previous notifications in respect of constitution/reconstitution of Proctorial Board stand cancelled with the issue of this notification.  
5. This bears the approval of Hon'ble VC

*Rajesh Gangele*  
Rajesh Gangele  
Registrar  
19/07/2017  
AMITY UNIVERSITY MADHYA PRADESH  
Maharajpura  
Gwalior

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# AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Ref. No. AUMP/RO/2019/543

Date: 27.09.2019

## RECONSTITUTION OF PROCTORIAL BOARD COMMITTEE

1. The Proctorial Board of the University in accordance with the Statutes Number 35 of the first Statutes of Amity University Madhya Pradesh is re-constituted as below:-

**(a) Chairman**

Prof. (Dr.) M.P. Kaushik, Professor and Pro-Vice Chancellor, AUMP

**(b) Convener**

Brig. Rajesh Gangele (Retd), Director-Hostel & Chief Proctor

**(c) Members.**

- |  |  |
|--|--|
| (i) Prof.(Dr.) Iti Roychowdhury        | Dy. Dean Student Welfare and Joint Proctor     |
| (ii) Prof. (Dr.) Arvind Kumar Upadhyay | Professor, ASET and Asst. Proctor              |
| (iii) Dr. Manoj Pandey                 | Associate Professor, ABS and Proctor Secretary |
| (iv) Mr. Tara Singh Jadon              | Senior Warden (Boys Hostel)                    |
| (v) Mr. Harendra Singh                 | Warden (Boys Hostel)                           |
| (vi) Ms. Rajnish Kushwah               | Warden (Girls Hostel)                          |
| (vii) Mrs. Pragya Sharma               | Warden (Girls Hostel)                          |

**(d) Faculty Member**

One faculty member to be nominated by HoI of respective Institute whose student is involved.

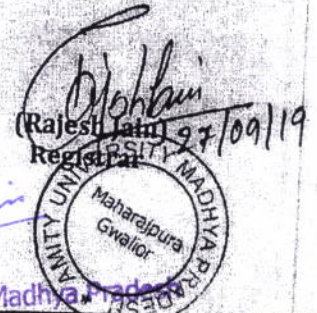
**(e) Student Members**

- |                      |                           |
|----------------------|---------------------------|
| (i) Mr. Varun Panwar | B.Tech (CSE), VII Sem.    |
| (ii) Ms. Prerna Gaur | BA (H) App. Psy. III Sem. |

2. This committee will function w.e.f. the date of issue of this office order.  
3. The tenure of the committee members will be of 03 years from the issuance of this notification  
4. The previous notifications in respect of constitution/reconstitution of Proctorial Board stand cancelled with the issue of this notification.  
5. This bears the approval of Hon'ble VC

*h*

*Rajesh Gangele*  
Registrar







# AMITY UNIVERSITY

## MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Ref. No. AUMP/RO/2022/168

Date: 27.04.2022

### RECONSTITUTION OF PROCTORIAL BOARD COMMITTEE

1. The Proctorial Board of the University in accordance with the Statutes Number 35 of the first Statutes of Amity University Madhya Pradesh is re-constituted as below:-

**(a) Chairman**

Prof. (Dr.) M.P. Kaushik, Professor and Pro-Vice Chancellor, AUMP

**(b) Convener**

Brig. Rajesh Gangele (Retd), Director-Hostel & Chief Proctor

**(c) Members,**

- |  |  |
|--|--|
| (i) Prof. (Dr) Iti Roychowdhury        | Dy. Dean Student Welfare and Joint Proctor     |
| (ii) Prof. (Dr.) Arvind Kumar Upadhyay | Professor, ASET and Asst. Proctor              |
| (iii) Dr. Manoj Pandey                 | Associate Professor, ABS and Proctor Secretary |
| (iv) Mr. Tara Singh Jadon              | Senior Warden (Boys Hostel)                    |
| (v) Mr. Harendra Singh                 | Warden (Boys Hostel)                           |
| (vi) Ms. Rajnish Kushwah               | Warden (Girls Hostel)                          |
| (vii) Ms. Anita Soni                   | Warden (Girls Hostel)                          |

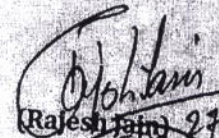
**(d) Faculty Member**

One faculty member to be nominated by HoI of respective institute whose student is involved.

**(e) Student Members**

- |                      |                       |
|----------------------|-----------------------|
| (a) Ms. Pragya Dubey | B.Tech (CSE), VI Sem. |
| (b) Ms. Chyna Kumari | B.Com LLB (H) IV Sem. |

2. This committee will function w.e.f. the date of issue of this office order.  
3. The tenure of the committee members will be of 03 years from the issuance of this notification  
4. The previous notifications in respect of constitution/reconstitution of Proctorial Board stand cancelled with the issue of this notification.  
5. This bears the approval of Hon'ble VC

  
(Rajesh Jain) 27/04/22  
Registrar  
AMITY UNIVERSITY MADHYA PRADESH  
Maharajpura  
Gwalior





# AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010  
Ref. No. AUMP/RO/2021/133

Date: 08.04.2021

## RECONSTITUTION OF PROCTORIAL BOARD COMMITTEE

1. The Proctorial Board of the University in accordance with the Statutes Number 35 of the first Statutes of Amity University Madhya Pradesh is re-constituted as below:-

**(a) Chairman**

Prof. (Dr.) M.P. Kaushik, Professor and Pro-Vice Chancellor, AUMP

**(b) Convener**

Brig. Rajesh Gangele (Retd), Director-Hostel & Chief Proctor

**(c) Members.**

- (i) Prof.(Dr.) Iti Roychowdhury, Dy. Dean Student Welfare and Joint Proctor
- (ii) Prof. (Dr.) Arvind Kumar Upadhyay, Professor, ASET and Asst. Proctor
- (iii) Dr. Manoj Pandey, Associate Professor, ABS and Proctor Secretary
- (iv) Mr. Tara Singh Jadon, Senior Warden (Boys Hostel)
- (v) Mr. Harendra Singh, Warden (Boys Hostel)
- (vi) Ms. Rajnish Kushwah, Warden (Girls Hostel)
- (vii) Ms. Anita Soni, Warden (Girls Hostel)

**(d) Faculty Member**

One faculty member to be nominated by HoI of respective institute whose student is involved.

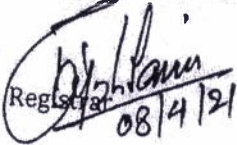
**(e) Student Members**

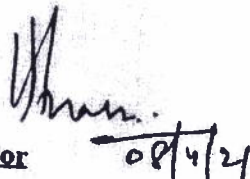
1. Ms. Pragya Dubey B.Tech (CSE), VI Sem.
2. Ms. Chyna Kumari B.Com LLB (H) IV Sem.

2. This Reconstituted Board will function w.e.f. the date of issue of this office order.

3. The previous notifications in respect of constitution/reconstitution of Proctorial Board stand cancelled with the issue of this notification.

4. Put up for Approval Please.

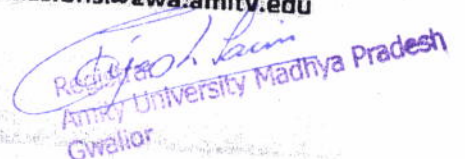
  
Registrar  
08/4/21

  
08/4/21

**Hon'ble Vice Chancellor**

Amity University, Madhya Pradesh, Maharajpura (Opposite Airport), Gwalior (M.P.) – 474020  
Amity Helpline : 0751-3290666, 3290667; 083-499-94630, 083-499-94631, 083-499-94632

Website : [www.amityv.edu/gwalior](http://www.amityv.edu/gwalior). Email : [info@gwa.amityv.edu](mailto:info@gwa.amityv.edu); [admissions@gwa.amityv.edu](mailto:admissions@gwa.amityv.edu)

  
Registrar  
Amity University Madhya Pradesh  
Gwalior





# AMITY UNIVERSITY

## MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

File No. AUMP/RO/2017/347

Date: 25 July, 2017

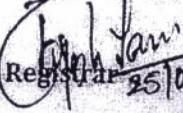
### Anti Ragging Monitoring Committee (Reconstituted)

Anti Ragging Monitoring Committee of Amity University Madhya Pradesh is hereby reconstituted as below:-

1.	Prof (Dr) R S Tomar	Director, AIB and Dean (Academics)	Chairman	9301117515
2.	Brig Rajesh Gangele (Retd)	Chief Proctor & Director Hostel	Member	9481079380
3.	Mr. Rajneesh Kant Sharma	Director (Liaison)	Member	9425307677
4.	Dr Vikas Shrivastava	Associate Professor, AIB	Member	9425491300
5.	Mr Arvind Singh Tomar	Assistant Professor, ASET (ME)	Member	8878770261
6.	Dr Shuchi Kaushik	Assistant Professor, AIB	Member	9827139850
7.	Mrs Rinkoo Bhatia	Assistant Professor, ASET (ECE)	Member	9827680640
8.	Mr. Vivek Parashar	Assistant Professor, ASET (CSE)	Member	8878644486
9.	Mr. Dhruv Sabharwal	Assistant Professor, ASCO	Member	9897553499
10.	Mr. Rohit Singh Tomar	Assistant Professor, ABS	Member	9926257067
11.	Mr. Sudheer Singh Sikarwar	Assistant Professor, ASAP	Member	8269432109
12.	Mr. Abhinav Upadhyay	Assistant Professor, ALS	Member	9074063030
13.	Mr Sunil Goyal	Media Coordinator	Member	9827353578

2. The committee will ensure that the University become a Ragging Free Zone with Zero level of tolerance towards Ragging.

3. Put for your perusal and approval.


  
Registrar 25/07/2017

Hon'ble Vice Chancellor

Approved.







Registrar  
Amity University Madhya Pradesh  
Gwalior

Amity University Madhya Pradesh, Maharajpura, Gwalior - 474005 MP (India)  
Tel. : +91-751-2496025, 2496026, 2496027. Mob. : +91-8349994633, 8349994634, 8349994632  
Website : [www.amity.edu](http://www.amity.edu)

  
Registrar  
Amity University Madhya Pradesh  
Gwalior





# AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Ref. No. AUMP/RO/2019/223

Date: 25.04.2019

## RECONSTITUTED ANTI RAGGING MONITORING COMMITTEE

1. Anti Ragging Monitoring Committee of Amity University Madhya Pradesh is hereby reconstituted as below:-

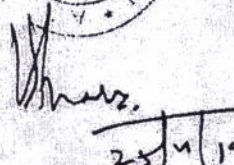
S. No.	Name	Designation	Designation in Committee	Mobile No.
1.	Prof. (Dr) R S Tomar	Director AIB and Dean (Academics)	Chairman	9301117515
2.	Brig. Rajesh Gangele (Retd.)	Director-Hostel & Chief Proctor	Member	9481079380
3.	Mr. Rajneesh Kant Sharma	Director (Liaison)	Member	9425307677
4.	Dr. Vikas Shrivastava	Associate Professor-AIB	Member	9425491300
5.	Dr. Neha Sharma	Assistant Professor-AIB	Member	8120140568
6.	Mrs. Rinkoo Bhatia	Assistant Professor-ASET (ECE)	Member	9827680640
7.	Mr. Vivek Parashar	Assistant Professor-ASET (CSE)	Member	8878644486
8.	Mr. Dhruv Sabharwal	Assistant Professor-ASCO	Member	9897553499
9.	Dr. Rajiv Kumar Dwivedi	Assistant Professor-ABS	Member	9336494153
10.	Mr. Sudhir Singh Sikarwar	Assistant Professor-ASAP	Member	8269432109
11.	Mr. Arun Sharma	Assistant Professor-ALS	Member	9713840698
12.	Mr. Sunil Goyal	Media Coordinator	Member	9827353578


2. The committee will ensure that the University become a Ragging Free Zone with Zero level of tolerance towards Ragging.

  
Registrar 25/4/2019



Hon'ble Vice Chancellor

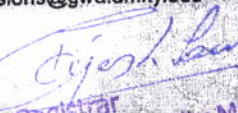
  
25/4/19

  
Registrar  
Amity University Madhya Pradesh  
Gwalior

Amity University Madhya Pradesh, Maharajpura, Gwalior - 474005 MP (India)  
Tel. : +91-751-2496025, 2496026, 2496027, Mob. : +91-8349994630, 8349994631, 8349994632  
Website : www.amity.edu/gwalior | E-mail : info@gwa.amity.edu; admissions@gwa.amity.edu

(34)

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Registrar  
Amity University Madhya Pradesh  
Gwalior





# AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Ref. No. AUMP/RO/2022/365

Date: 11.10.2022

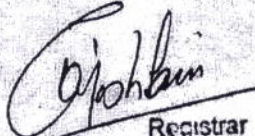
## RECONSTITUTED ANTI RAGGING MONITORING COMMITTEE

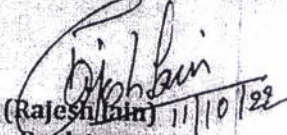
1. Anti Ragging Monitoring Committee of Amity University Madhya Pradesh is hereby reconstituted as below:-

S. No.	Name	Designation	Designation in Committee	Mobile No.
1.	Prof. (Dr) R S Tomar	Director AIB and Dean (Academics)	Chairman	9301117515
2.	Brig. Rajesh Gangele (Retd.)	Director-Hostel & Chief Proctor	Member	9481079380
3.	Mr. Rajneesh Kant Sharma	Director (Liaison)	Member	9425307677
4.	Dr. Vikas Shrivastava	Professor-AIB	Member	9425491300
5.	Mr. Siddharth Sharma	Assistant Professor-ASCO	Member	8103388461
6.	Dr. Neha Sharma	Asslstant Professor-AIB	Member	8120140568
7.	Mrs. Rinkoo Bhatia	Assistant Professor-ASET (ECE)	Member	9827680640
8.	Dr. Vivek Parashar	Assistant Professor-ASET (CSE)	Member	8878644486
9.	Mr. Rajiv Kumar Dwivedi	Assistant Professor-ABS	Member	9336494153
10.	Mr. Sudheer Singh Sikarwar	Associate Professor-ASAP	Member	8269432109
11.	Mr. Arun Sharma	Assistant Professor-ALS	Member	9713840698
12.	Mr. Sunil Goyal	Media Coordinator	Member	9827353578

2. The committee will ensure that the University become a Ragging Free Zone with Zero level of tolerance towards Ragging.

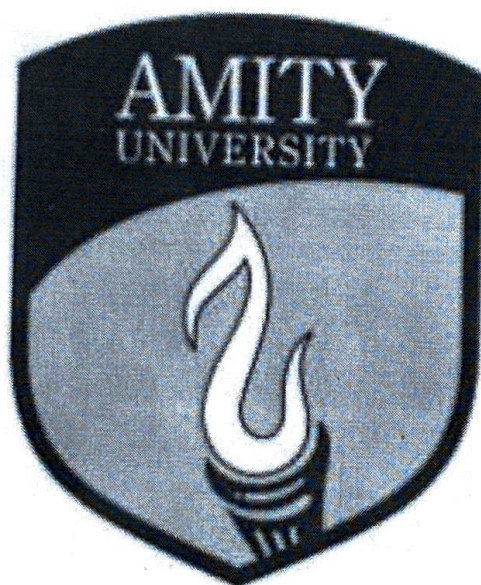
3. Issued by the order of Hon'ble Vice Chancellor.

  
Registrar  
Amity University Madhya Pradesh  
Gwalior

  
(Rajesh Jain) 11/10/22  
Registrar  
AMITY UNIVERSITY MADHYA PRADESH  
Maharajpura  
Gwalior



# AMITY UNIVERSITY MADHYA PRADESH



## **Policy Guidelines on Employee-Student Relationship (Total 06 pages)**

  
Rajesh Jain  
Registrar  
Amity University Madhya Pradesh  
Maharajpura Gwalior

Ref: AUMP/RO/2020/99

Date: 22 March, 2020

## POLICY GUIDELINES ON EMPLOYEE-STUDENT RELATIONSHIPS

### 1. BACKGROUND

Any employee of, or person(s) associated in an official or professional capacity with, Amity University Madhya Pradesh (hereafter referred to as 'the University'), by virtue of his/ her role and proximity to the University's students, may be in a position to wield disproportionate power and influence over a student. In doing so, s/ he might knowingly or unknowingly transgress certain boundaries of professional ethics and University's Code of Conduct for employees and persons associated with the University in a professional or official capacity. In some cases, doing so might also be in violation of the law. This might not only breach the trust of the student, but also have an adverse effect on the student. Furthermore, doing so but might also invite legal proceedings against the person and the University, bringing both entities disrepute.

### 2. AIM

- (a) To lay down policy guidelines which govern the dynamics of relationships/ association between students and employees of the University/ persons associated with the University in a professional/ official capacity.
- (b) To lay down a procedure for reporting and addressing violations of the policy as mentioned in para 2(a) above.

### 3. SCOPE

- (a) All permanent full time and part time employees of the University
- (b) All contractual full time and part time employees of the University
- (c) All outsourced and temporary employees of the University
- (d) All persons engaged by the University in a visiting capacity
- (e) All persons associated with the University in an honorary capacity
- (f) All persons seconded to the University
- (g) All persons visiting the University in an official capacity
- (h) All students of the University

All persons listed above at 3(a) - (g) shall hereafter be referred as 'employees'.

  
Rajesh Jain  
Registrar

Amity University Madhya Pradesh  
Maharajpura Gwalior



#### 4. DEFINITIONS

- (a) **Intimate personal relationships.** An intimate personal relationship is a relationship between an employee and a student which, even if consensual, goes beyond the bounds of a platonic or working relationship, regardless of gender. For example romantic or sexual relationships.
- (b) **Close personal relationships.** A close personal relationship may involve a friendship, relative or family relationship or financial dependent.
- (c) **Coercive personal relationships.** A coercive personal relationship is one which misuses employee's power over a student, or uses force or improper threat to persuade a student to do something. Eg. A faculty member arranges for private one-on-one sessions at their home with a student, indicating that if the student spent more time with them, it would improve their (student's) grade.
- (d) **Exploitative personal relationships.** An exploitive personal relationship is one in which an employee makes use of a situation or academic relationship to gain a personal advantage or benefit. Eg. A faculty member asks their student to care for their child, house sit for them whilst they are away or fetch their children/ relatives from school/ market/ railway station/ airport. A student being asked to perform secretarial duties when not employed to do so will also be tantamount to exploitation. A tutor making repeated attempts to impose unwanted communication or contact or touching a student inappropriately, or demanding/ accepting favours/ discounts/ hospitality from a student shall also be termed as exploitative. Soliciting or accepting high value gifts/ hospitality and borrowing or accepting money/ monetary benefits from students is also exploitative.
- (e) **Conflict of Interest.** A situation where a conflict arises for an employee between their University duties and their own personal interest/s. Conflicts of interest may be reasonably perceived, potential or actual. Conflicts of interest can involve financial or non-financial interests of the employee, or such interests of a business partner or associate, family member, friend or a person who is in or has been in a close personal relationship with the employee.
- (f) **Financial Interest.** Any employment, business activity or other right, claim, title or legal share in something that has a monetary or equivalent value including intellectual property. Examples of financial interest include, but are not limited to, shares, share options, dividends, and the right to receive remuneration or other benefits such as salaries, director's fees, consulting fees, allowances and discounts.

#### 5. UNIVERSITY'S VIEW ON EMPLOYEE-STUDENT RELATIONSHIPS

- (a) All intimate personal relationships, coercive personal relationships and exploitative personal relationships between all employees and students of the University are strictly prohibited.
- (b) Any violation of the above will invite strict disciplinary action upto and including termination of employee's services by the University.

  
Rajesh Jain  
Registrar  
Amity University Madhya Pradesh  
Maharajpura Gwalior



## 6. GUIDELINES FOR EMPLOYEES

- (a) Maintain an appropriate physical and emotional distance from students and perform your University duties in the best interests of the University without favour towards any individual student.
- (b) Only use your University email account for communication with students, avoiding unauthorised use of social media sites (such as Facebook, Snapchat, Instagram or Twitter) and internet chat rooms.
- (c) The same guidelines and rules should apply when you and the student are participating in fieldwork, conferences and other University activities away from the University campus.
- (d) Where possible, ensure that meetings and discussions about University matters occur on campus or other University approved premises. Where not possible, ensure the meeting occurs in a public venue, such as a library or a café, where practicable.
- (e) Refer students with support needs to a relevant University support service and limit your role in providing personal support to a student where this is not part of your employment duties.
- (f) Avoid contacting students after office hours. If necessary, however, students may be contacted after University office hours about University matters only.
- (g) Do not seek intimate personal information from a student except as relevant to a University process such as mentoring (e.g. medical information for special consideration, or personal circumstances information as part of an academic progress process).
- (h) Do not schedule one-on-one meetings with a student about University matters at a private residence or secluded place.
- (i) **Do not engage in consensual conduct of a sexual nature with a University student.**
- (j) **Do not have an intimate personal relationship with a University student.**
- (k) **Do not engage in exploitative or coercive dealings with a University student or use your position relative to a student for some personal advantage. For eg., do not demand or cause to demand that your name be included in student publications. Similarly, do not claim credit for work done by a student.**
- (l) Do not discuss details of your own intimate and sensitive personal matters with a student, such as your sexual relationship, mental health or financial position.
- (m) Do not borrow or accept money or other gifts from a student or otherwise have a financial interest with a student, except for token gifts (generally those that are lesser than Rs 100/- in value).
- (n) Exercise judgment in determining whether the acceptance of any gift could reasonably be interpreted by stakeholders and the community as an inducement which might place them or the University under an obligation or bring the University into disrepute.
- (o) Refuse all offers of gifts that are money, items used in a similar way to money, or items easily converted to money, that give rise to an actual, potential or perceived conflict of interest or ones that may adversely affect their standing as a University staff member or which may bring the University into disrepute.

  
Rajesh Jain  
Registrar  
Amity University Madhya Pradesh  
Maharajpura Gwalior

(p) Refuse any bribes or inducements and report inducements and bribery attempts to their HoI or HoD.

(q) Do not indulge in behaviour of a threatening or criminal nature, or which reasonably makes the student feel unsafe, including stalking, repeated attempts to impose unwanted communication or contact that is not the appropriate performance of your University duties, harassment, assault, sexual assault or bullying;

(r) Do not engage in any other conduct towards a student which is unreasonable and unwelcome, and could reasonably be expected to make the student feel offended, humiliated or intimidated.

## 7. REPORTING INSTANCES OF VIOLATION

(a) Anonymous reports/ complaints of violation shall not be entertained.

(b) A student may file a report/ complaint verbally or in writing with his/ her mentor/ faculty member/ HoI who will necessarily escalate all such complaints through e-mail to Dy Director - HR.

(c) An employee may file the report/ complaint against another employee directly with Dy Director - HR or may choose to do so through his/ her HoI or HoD.

(d) All reports/ complaints must be made in writing through e-mail to Dy Director - HR who may recommend to the Vice Chancellor to constitute a committee for investigation of the report.

(e) Name of the person making the report/ complaint shall be kept confidential.

(f) If a report/ complaint is found to be baseless, strict disciplinary action upto and including termination of services shall be taken against the person who had made the report/ complaint.

## 8. TYPES OF DISCIPLINARY ACTIONS WHICH MAY BE INITIATED IN CASES OF VIOLATIONS AND FALSE REPORTING OF VIOLATIONS

(a) Recordable displeasure of the Vice Chancellor with adverse remark in Annual Appraisal

(b) Stopping of increments/ promotion for upto two years

(c) Temporary suspension

(d) Termination of services

(e) Reporting to police in case the violation is a criminal offence

## 9. INAPPROPRIATE CONDUCT BY STUDENT TOWARDS EMPLOYEE(S)

(a) Unprofessional or inappropriate conduct towards a employee that is initiated by a student is not acceptable and will be in breach of the Student Discipline Guidelines.

(b) A staff member must report the unprofessional or inappropriate conduct initiated by a student to their HoI or HoD.

(c) The HoI or HoD may recommend further investigation through Office of Chief Proctor who may recommend appropriate action based upon findings of the investigation.

  
Rajesh Jain  
Registrar  
Amity University Madhya Pradesh  
Maharajpura Gwalior



## 10. CONCLUSION

The contents contained herein are only elaborative and not exhaustive, and may be modified, as deemed appropriate, from time to time.

  
Registrar

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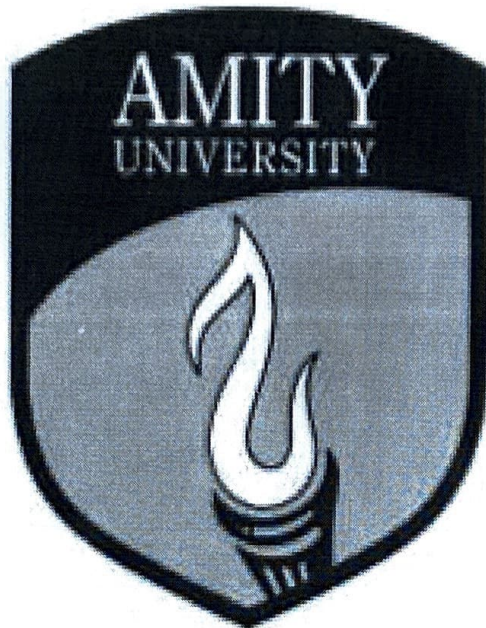
1. PS to Hon'ble Vice Chancellor
2. Pro-Vice Chancellor Office
3. All HoI's
4. All HoD's (Teaching & Non - Teaching)
5. Office Record



  
Rajesh Jain  
Registrar  
Amity University Madhya Pradesh  
Maharajpura Gwalior



# AMITY UNIVERSITY MADHYA PRADESH



## **Code of Professional Ethics – Teaching Policy (Total 05 pages)**

  
**Rajesh Jain**  
Registrar  
Amity University Madhya Pradesh  
Maharajpura Gwalior

Ref: AUMP/RO/2019/10

Date: 07 January, 2019

## CODE OF PROFESSIONAL ETHICS - TEACHING

The Code of Conduct lays down values, principles and practices that establish standards for ethical conduct on the part of faculty members so as to uphold the trust of the general public and all the stakeholders in the higher education.

### **I TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

#### **Teachers should:**

- (i) Adhere to a responsible pattern of conduct, demeanour and dress expected of them by the profession.
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them,
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and examinations, including supervision, invigilation and evaluation; such other academic responsibilities assigned from time to time and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

  
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Registrar  
Amity University Madhya Pradesh  
Maharajpura Gwalior

## II TEACHERS AND THE STUDENTS:

### Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace,
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals
- (x) Retrain from inciting students against other students, colleagues or administration.

## III TEACHERS AND COLLEAGUES:

### Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

## IV TEACHERS AND AUTHORITIES:

### Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through

  
Rajesh Jain  
Registrar  
Amity University Madhya Pradesh  
Maharajpura Gwalior



their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate in the formulation of policies of the other institutions
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **V TEACHERS AND NON-TEACHING STAFF:**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should extend all help in the functioning of the university and covering both teachers and the non-teaching staff.

#### **VI TEACHERS AND GUARDIANS:**

##### **Teachers should:**

- (i) Try to see that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **VII TEACHERS AND SOCIETY:**

##### **Teachers should:**

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;

  
Rajesh Jain  
Registrar  
Amity University Madhya Pradesh  
Maharajpura Gwalior

- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

  
Registrar  


**Copy to :-**

1. PS to Hon'ble Vice Chancellor
2. Pro-Vice Chancellor Office
3. All HoI's
4. All HoD's (Teaching & Non - Teaching)
5. Office Record

  
Registrar  
Amity University Madhya Pradesh  
Maharajpura Gwalior

# AMITY UNIVERSITY MADHYA PRADESH

AUMP/OSD/MOM/2016/03

17<sup>th</sup> November, 2016

## MINUTES OF THE MEETING

### OFFICE ASSISTANTS AND THEIR REPORTING AUTHORITIES ON 15<sup>th</sup> NOV. 2016

1. A meeting, chaired by Lt Gen VK Sharma, AVSM (Retd), Vice Chancellor, AUMP was conducted on 15<sup>th</sup> November 2016 at 1600 hrs in the Conference Room, Academic Block – B. The points discussed during the meeting are given in succeeding paragraphs.
2. The Chairperson emphasized the importance of office assistants' role in smooth functioning of organizational machinery. He further stated that the role carried a lot of responsibility and thus, must be discharged with utmost dedication and seriousness.
3. It was also brought out, that owing to the nature of the role, office assistants were privy to a substantial amount of organisational information, and therefore, maintaining confidentiality in their roles was sacrosanct.
4. Citing specific examples of information related to employee compensation and benefits, employee records, employee performance and rewards, exam performance, admissions and placement process etc, the Chairperson cautioned the gathering against sharing such information with unauthorized parties.
5. The Chairperson issued a directive that under no circumstances shall office assistants share information without express approval of their Heads of Department/ Institution.
6. The Chairperson also cautioned the gathered heads of institutions/ departments to desist from the practice of approaching office assistants for information and address their requests to the head of the department/ institution.
7. Heads of department/ institution were also cautioned to exercise due discretion in deciding who to share information with. He emphasized that information must only be shared on a 'need to know' basis and even then, only that which was functionally required by the requesting party to complete an assigned task.
8. The Chairperson also directed that office assistants shall not send e-mails on behalf of heads of department/ institution. In the event that it was inevitable for the office assistant to send an e-mail on behalf the HoD/ Hol, he/ she must necessarily mention that contents of the e-mail had the approval of respective HoD/ Hol.
9. Speaking specifically about departments of accounts, human resources, examinations, placements, admissions and Office of the Registrar, the Chairperson reiterated that all information held by these departments was confidential and must never be shared or spoken about casually with unauthorized parties.
10. The Chairperson informed the gathering that it had come to his notice that certain confidential information had been leaked to unauthorized persons. Issuing a final word of caution, the Chairperson warned the gathering that anyone found sharing information in an unauthorized manner shall face the strictest disciplinary action as such an act will be tantamount to disloyalty to organization.
11. There being no further points of discussion, the Chairperson thanked the gathering for their time and brought the meeting to a close at about 1645 hrs.



(Amanpreet Randhawa)

OSD to Vice Chancellor

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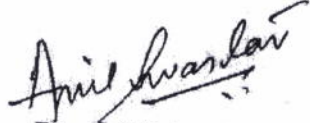
- Vice Chancellor's Sectt.
- Pro Vice Chancellor's Sectt.
- All Heads of Department/ Institution (for dissemination to all office assistants/ data entry operators)



Registrar  
Amity University Madhya Pradesh  
Gwalior



9. To ensure that students are actively involved in their work/activity either in the classroom or canteen or anywhere else and are not creating any disturbance to others.
10. To report any case of indiscipline or misconduct immediately to Director Administration/ block in-charge/ or concerned faculty.
11. To ensure discipline of students during central functions in the auditorium, seminar hall / open air programmes to include fresher's party / other stage functions / Independence Day / Republic Day functions etc. For this purpose they will take orders from the officer responsible for organizing such functions.
12. To check guards on duty for alertness at night
13. To report any suspicious activity on campus, damage to infrastructure or any defect affecting essential services to Dir - Admin/ OIC Security
14. To assist the Dir - Admin/ Dy Dir/ In-charge Hostels in maintaining discipline in the hostels. They will also assist in conducting surprise checks in the hostels and of students' mess for cleanliness and hygiene, from time to time as requested by Dir - Admin/ Dy Dir/ In-charge Hostel.
15. They will be firm, but polite while dealing with erring students. They should not use abusive language / un parliamentary language, under any circumstances. Their task should be limited to politely advising the students to observe discipline, failing which they should report the matter to concerned official / in - charge of academic block.
16. They should not get involved in any argument / altercation with any student / security staff / faculty member or any employee of the university.
17. They themselves will be smartly turned out in a grey safari suit at all times and conduct themselves with grace and dignity.
18. These duties are only illustration and not exhaustive. During the visits of VIPs, they may be assigned specific tasks by Director Admin / Pro VC / VC.

  
Dr. Anil Srivastav  
Registrar

Distribution:-

1. VC Sectt
2. Pro VC
3. Hols/HoDs
4. Dir Admin
5. Asst. Dir - HR
6. Hostel Wardens



  
Registrar  
Amity University Madhya Pradesh  
Gwalior

**AMITY UNIVERSITY MADHYA PRADESH**

Ref: AUMP/RO/2015/253

Dated 27<sup>th</sup> November 2015

**DUTIES OF MARSHALS**

1. Marshals will primarily be responsible to enforce discipline amongst the students. Their duties are enumerated in the succeeding paragraphs.
2. Ordinarily one Marshal will be available in each academic block, and will work under the overall directions of Officer – In – Charge of the respective Academic Blocks.
3. To be available at the student's bus arrival / departure areas during the time of opening / closing hours, to ensure discipline among the students, as also, to check I-Card & Bus Pass of students disembarking from the organised transport of university. Hence they should arrive at the university, before the arrival of buses and leave the university after the departure of buses. Their office timings will be from 0830 – 1800 hrs.
4. To be deployed at the Main Gate in the morning and assist OIC Security in ensuring that no bottleneck is created at the main gate during the morning rush hour.
5. To keep a sharp lookout for any mischief being committed by students on floors and be alert to prevent damage to University property and infrastructure by students. They will report all incidents of such nature immediately to Office-in-Charge of their respective blocks.
6. To ensure that classes are being conducted as planned, they will be given a copy of the time table by the Officer – In – Charge of Academic Block. They will go around their allocated academic block, at least once during every lecture hour (7 lecture hours per day) and submit a written report to the officer – in – charge of academics block in respect of classes not being taken by designated instructions, as below :-

**DETAILS OF CLASSES NOT CONDUCTED ON : \_\_\_\_\_**

Ser No	Lecture hours		Class/ Pgme /Year/Batch	Name of Faculty Responsible	Remarks
	From	To			

7. The said report will be submitted by 1700 hours every day.
8. To check students who are loitering around in the corridors or anywhere else for their classes and report the same to the concerned HOI/HOD or to the block in-charge.

*h*

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*Dijesh Kain*  
Key Signd  
Amity University Madhya Pradesh  
Gwalior


*Amitywanlow*



**UNIVERSITY DUTY OFFICER**  
**DUTIES AND RESPONSIBILITIES**

1. The University Duty Officer (UDO) will be treated as a Representative of the Vice Chancellor and shall have the authority of the Hon'ble Vice Chancellor to perform the tasks given to him/ her and will report directly to the Vice Chancellor.
2. The duties of the UDO will commence on Monday and end of Sunday.
3. The UDO will conduct at least 3 surprise checks on the Hostel Mess to check the quality of food and adherence to menu.
4. He/ She will also conduct surprise checks on the cafeteria (located within academic blocks A, B & C) to ensure that the items are being sold at appropriate rates.
5. In addition to the above, the UDO will also conduct surprise checks of the following:-
  - (a) Security area at the gate.
  - (b) Attendance of housekeeping staff.
  - (c) Documents being maintained by various institutions/ schools/ cells.
  - (d) Classes being conducted as per schedule and time.
6. Any other instructions as given by the Hon'ble Vice Chancellor.

*h*

  
Registrar  
Amity University Madhya Pradesh  
Gwalior





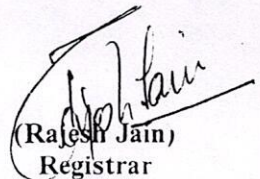
# AMITY UNIVERSITY

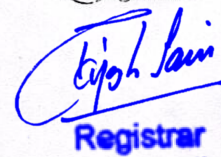
## MADHYA PRADESH

### Code of Conduct

All students of AUMP are required to abide by the following code of conduct with immediate effect:-

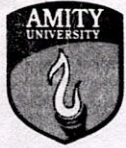
1. **Dress Code:** Students are expected to be elegantly dressed every day. Clothes with obscene messages or graphics are not allowed.
2. **Footwear:** Wearing casual foot wear (slippers, floaters) is not allowed .
3. **Mobile Telephone Etiquette:** All students are expected to follow the mobile etiquette such as:
  - i. Keeping the ringer on the silent mode during class and otherwise on meeting mode while in campus.
  - ii. Not talking on mobile while walking up and down the corridors.
  - iii. Not taking photographs furtively.
4. **Class Decorum:** The students are expected to maintain the decorum o f the classroom at all times even when the session is not going on. This includes not disturbing the furniture and keeping the room well lit at all times. The lights and fans of classrooms should be switched off , when the room is not in use.
5. **Driving:**
  - i. Use of Helmet: All students will wear helmets (including the pillion rider) when driving to the campus and back.
  - ii. Not more than one pillion rider is allowed.
  - iii. Students shall not put on headphones while driving.
6. **Damage /Misuse of Institutional Property:** Damaging /misusing institutional property is a punishable offence at AUMP. Any student caught indulging in such activities will be severely dealt with and a fine of up to 10 times the cost of property/item damaged may be imposed.
7. **Ban on Political Activities:** All political activities, dharnas, gheraos etc within the campus are prohibited.
8. **Unparliamentary Language:** Talking loudly, using unparliamentary or abusive language is prohibited.
9. **Net-etiquette:** Posting of tweets/messages/photographs with objectionable contents, use of unparliamentary / vulgar/ double meaning language on the net or hurting someone's sentiments, will invite severe disciplinary action including police action.
10. **Littering:** Students are expected to keep the campus clean and not to litter by throwing wrappers and bottles here and there.
11. Students are expected to stand up and greet faculty and authorities of the university if they are passing by.
- **Most Important:** Violation of the code of conduct would result in disciplinary action as deemed fit by the Proctorial Board.

  
(Rakesh Jain)  
Registrar

  
Registrar

Registrar  
Amity University Madhya Pradesh  
Gwalior





# AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Ref. No. AUMP/RO/2019/543

Date: 27.09.2019

## RECONSTITUTION OF PROCTORIAL BOARD COMMITTEE

1. The Proctorial Board of the University in accordance with the Statutes Number 35 of the first Statutes of Amity University Madhya Pradesh is re-constituted as below:-

**(a) Chairman**

Prof. (Dr.) M.P. Kaushik, Professor and Pro-Vice Chancellor, AUMP

**(b) Convener**

Brig. Rajesh Gangele (Retd), Director-Hostel & Chief Proctor

**(c) Members.**

- (i) Prof.(Dr.) Iti Roychowdhury, Dy. Dean Student Welfare and Joint Proctor
- (ii) Prof. (Dr.) Arvind Kumar Upadhyay, Professor, ASET and Asst. Proctor
- (iii) Dr. Manoj Pandey, Associate Professor, ABS and Proctor Secretary
- (iv) Mr. Tara Singh Jadon, Senior Warden (Boys Hostel)
- (v) Mr. Harendra Singh, Warden (Boys Hostel)
- (vi) Ms. Rajnish Kushwah, Warden (Girls Hostel)
- (vii) Mrs. Pragya Sharma, Warden (Girls Hostel)

**(d) Faculty Member**

One faculty member to be nominated by HoI of respective institute whose student is involved.

**(e) Student Members**

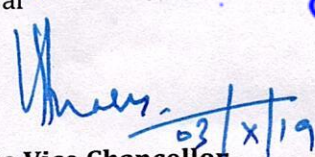
- (i) Mr. Varun Panwar B.Tech (CSE), VII Sem.
- (ii) Ms. Prerna Gaur BA (H) App.Psy. III Sem.

2. This committee will function w.e.f. the date of issue of this office order.

3. The previous notifications in respect of constitution/reconstitution of Proctorial Board stand cancelled with the issue of this notification.

4. Put up for approval of Hon'ble VC

  
Registrar 27/09/2019  
Registrar  
Amity University Madhya Pradesh  
Gwalior

  
Hon'ble Vice Chancellor





AMITY UNIVERSITY  
— MADHYA PRADESH —

REGULATIONS  
FOR BANNING RAGGING &  
ANTI RAGGING MEASURES

TO BE ISSUED TO ALL STUDENTS

For Strict Compliance by Students

## SECTION FOR FRESHERS

### 1. SPECIAL ADVISORY TO FRESHERS

- (a) Freshers should not hesitate or feel shy of reporting any incidence of ragging either as a victim or as a witness.
- (b) Freshers (particularly the hostel freshers) should move in groups. They should be advised that they may resist individually or collectively any attempt by seniors towards bullying or ragging and also immediately report to any of the authority whose contact numbers are made available to them.
- (c) The important contact numbers should be entered and saved in their respective mobile phones.

### 2. ANTI-RAGGING COMPLAINT BOXES

Each Department and Director Administration will place Anti-Ragging Complaint Boxes in selected areas in the Departments and in the Hostels for students who may drop in their complaints on any incidence of ragging which has not otherwise been reported for necessary action by the Anti-Ragging Committee / Squads. The complaint Boxes will be emptied daily by the Department/ Warden / Director Administration/DSW at 1000 hours.

### 3. IMPORTANT CONTACT NUMBERS

Anti-Ragging Monitoring Cell:

S.No	Name	Designation	Post	Mobile No.
1.	Prof. (Dr) R S Tomar	Director, AIB and Dean (Academics)	Chairman	9301117515
2.	Brig Rajesh Gangele (Retd.)	Chief Proctor & Director Hostel	Member	9481079380
3.	Mr. Rajneesh Kant Sharma	Director (Liaison)	Member	9425307677
4.	Dr Vikas Shrivastava	Associate Professor, AIB	Member	9425491300
5.	Dr. Neha Sharma	Assistant Professor-AIB	Member	8120140568
6.	Mrs Rinkoo Bhatia	Assistant Professor, ASET (ECE)	Member	9827680640
7.	Mr. Vivek Parashar	Assistant Professor, ASET (CSE)	Member	8878644486
8.	Dr. Dhruv Sabharwal	Assistant Professor, ASCO	Member	9897553499
9.	Dr. Rajiv Kumar Dwivedi	Assistant Professor, ABS	Member	9336494153
10.	Mr. Sudheer Singh Sikarwar	Assistant Professor, ASAP	Member	8269432109
11.	Mr. Arun Sharma	Assistant Professor, ALS	Member	9713840698
12.	Mr. Sunil Goyal	Media Coordinator	Member	9827353578

Other important telephone Nos.:

Prof (Dr) Anil Vashisht, Dy. Pro-VC, Director, ABS and Dean Student Welfare	8357920507
Col. S.K. Sethi, (Retd) Director (Administration)	9827052295
Prof (Dr) Iti Roychowdhury, Director- ASCENT and Dy Dean Student Welfare	9165905884
Mr Umesh Kumar Sharma, Assistant Director Maintenance	9893043846
Mr. Tara Singh Jadon, Senior Warden (Boys Hostel)	8109075771
Mr. Harendra Singh, Warden (Boys Hostel)	9111744013
Mr. Ris Maj Hony Capt. Atmaram Tiwari, Warden (Boys Hostel)	9584276282
Mr. Ajeet Sharma, Warden (Boys Hostel)	8982352309
Ms Rajnish Kushawah, Warden – (Girls Hostel)	9039525267
Ms Pragya Sharma, Warden- (Girls Hostel)	8659952065

**All freshers are advised to save these Mobile Numbers in their Mobile Phones for any future need.**

### **ANTI RAGGING AFFIDAVITS ON LINE**

1. Each Student (Senior or Junior, Undergraduate or Postgraduate) must submit an Undertaking / Affidavit to his / her college at the time of his / her Registration each year.
2. This is the requirement of the Regulations on Prevention of Ragging in India. These regulations were framed on an order of the Hon. Supreme Court in 2009.
3. Students are directed to fill their undertaking on any of the two web sites.
  - [www.amanmovement.org](http://www.amanmovement.org)
  - [www.antiragging.in](http://www.antiragging.in)
4. Students should submit the printout of online undertaking at the time of registration duly signed by him / her along with their parents.

# **REGULATIONS FOR BANNING RAGGING & ANTI-RAGGING MEASURES**

## 1. **Aim**

To ensure that no ragging takes place in the University by instituting stringent anti-ragging measures and provisions for strict punishments to defaulters.

## 2. **Terms of Reference**

- (a) Supreme Court Orders
- (b) UGC Draft Regulations and Guidelines

## 3. **What constitutes Ragging**

- (a) Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness or any other student.
- (b) Indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological or physical harm or to raise fear or apprehension thereof in a fresher or any other student.
- (c) Asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.
- (d) Teasing, embarrassing, humiliating, assaulting or using criminal force or criminal intimidation, wrongful restraining or confining or causing grievous hurt, kidnapping, extortion or molesting or committing unnatural offences or causing death or abetting suicide, use of criminal force, criminal trespass and intimidation.

## 4. **Prohibition of Ragging**

- (a) Ragging within the University Campus including its Institutions / Departments and Hostels is strictly prohibited.
- (b) Ragging in any form is prohibited also in the private lodges/buildings where these University students are staying.
- (c) Ragging in any form is prohibited in Hostel, Mess, Canteen, Cafeteria & Transport (University & Private).
- (d) No person including students / staff / faculty shall participate or abet or propagate ragging in any form.

## 5. **Punishment**

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

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

6. **Measures for Curbing Ragging**

(a) **Before Admissions**

(i) **Application Form and especially the Registration Form at the time of Registration for a semester will require two Affidavits on Rs. 10.00 stamp paper each, duly notarized, one signed by the student and the other signed by the parent. Draft of the Affidavits required are given at:-**

- **Annexure I - By the student**
- **Annexure II - By the parent**
- **Annexure III - Indemnity Bond By Parent**

(ii) **A student will not be admitted/registered until the Affidavits mentioned above are submitted.**

(iii) **Students who are allotted Hostel Accommodation are required to submit three copies of details of parents and local guardian along with their photographs on the form as at Annexure IV along with two affidavits on Rs 10.00 stamp paper each duly notarized, one signed by student and other signed by parent. Students will not be registered and assigned hostel seat until the above document is submitted at the time of registration for the Hostel. Draft of the Affidavits required are given at:-**

- **Annexure V – By the student**
- **Annexure VI – By the parent**

(b) **On Admission & Registration**

(i) **Every student, at the time of Registration will be given the Leaflet giving details of Anti-Ragging Regulation for which he will sign having received it and its Record will be maintained in the Institution.**

(ii) **The Leaflet will have a ‘Section for Freshers’ which will give instructions on whom to contact in case of incidence or attempt at ragging. This would include contact mobile numbers of selected persons from General Administration, Anti-Ragging Committees/ Anti-Ragging Squads.**

(c) **Particulars required at the time of Registration**

(i) **Every non-hostel student, at the time of Registration will provide full particulars of his/her stay during the semester, whether staying with parents, relatives, friends, hired hostel / PG accommodation. The details will include full address, name and contact number of the person at the address in the Form as given below:-**

➤ **Registration cum Enrollment Form for Freshers - Annexure VII**

(ii) **Every hostel student will provide three copies of full details of Father & Mother and Local Guardian with three copies of their photographs of which one copy will be with Reception / Gate, second copy with the Director/Deputy Director/Programme Coordinator and third copy with the Proctorial Board Office.**



- (iii) Every students who wants to avail Transport facility must submit ‘**Annexure VIII**’ on Rs 10/- non judicial stamp paper to Administrative department of AUMP.

## 7. **General Instructions**

### (a) **Anti-Ragging Committees**

- (i) Each Department will form an “**Anti-Ragging Committee**” headed by the Director/Deputy Director/Programme Coordinator. It will comprise of selected faculty members, parents, students from the freshers category as well as seniors and selected non-teaching staff.
- (ii) This Committee will be fully and totally responsible to ensure that no incidence of ragging as given in this regulation takes place and will also monitor and ensure that the instructions of this regulation are followed fully at all times.
- (iii) The Committee will also maintain alert vigil at all times and ensure that the Anti-Ragging Squads of the Institutions carry out their functions properly.

### (b) **Anti-Ragging Squads**

- (i) Each Director/Deputy Director/Programme Coordinator will constitute a number of **Anti-Ragging Squads**. The number of squads will be based on the number of blocks / floors and strength of the students so that the Anti -Ragging Measures can be effectively implemented.
- (ii) Anti-Ragging Squads will comprise of senior faculty members and responsible representatives of senior and fresher students. Its function will include going around / patrolling the Department and the Campus common areas, maintain vigil at all times on all days by rotation as decided by Director/Deputy Director/Programme Coordinator and take action if they notice any incidence of ragging either in their Department or any other Department/ or in the Campus.
- (iii) The Squads will also have the responsibility to investigate incidences of ragging and to report to the Anti-Ragging Committee / Anti-Ragging Control Room for immediate action / punishment wherever required.
- (iv) Director/Deputy Director/Programme Coordinator will forward the names of Anti-Ragging Committees and Anti-Ragging Squads to Amity Gwalior HQs. Anti-Ragging Monitoring Cell.
- (v) On the report of Anti-ragging Squad or any other person who witnesses the incidence of ragging or on the complaint of any fresher student, immediate action will be taken by the Anti -Ragging Committee to decide appropriate punishment from the list of punishments in the Regulation and award it with intimation to the University Administration.

## 8. **Instructions specific to Hostels**

- (a) The accommodation for fresher students will be in separate floor of the hostel and entry to this floor will be monitored by security staff round the clock.

- (b) No one, particularly senior students will be permitted to enter the freshers' hostel at any time. Similarly fresher students are not permitted to visit hostels of senior students. The responsibility for ensuring the above instructions will be of the security guard / guards on duty at the entry points to the freshers' hostels. Responsible security guards will be detailed by Director Administration. The duty roster of the security guards for freshers' hostel will be given to Anti-Ragging Control Room.
- (c) All students will report back in their respective hostel rooms latest by 09:30 PM.
- (d) Proper attendance of hostel students both freshers and seniors will be taken at 9:30 PM, daily by members detailed from the Anti-Ragging Squads and the attendance report submitted to - one copy to Anti-Ragging Control Room and - one copy to DSW/Director/ Dy. Director Hostel Administration.
- (e) All hostel students will abide by the Hostel Rules in addition to the Anti-Ragging Regulation.
- (f) All Day Scholars are required to leave the Campus latest by 08:00 PM. Entry / presence of Day Scholars in the Campus will not be permitted beyond 08:00 PM and on holidays unless specifically allowed under the authority of the respective Director/Deputy Director/Programme Coordinator. Strict disciplinary action will be taken if a day scholar is seen in the Campus after 08:00 PM or on holiday without proper authority. The timings for reporting back into the hostel and entry / presence in the Campus of day scholar may be reviewed and revised after 30 September of every year.

#### 9. **Anti-Ragging Patrols**

Anti-Ragging Patrols will be detailed by the DSW/Director Administration. These patrols will operate 24 hours on all days in the campus, hostels (both inside & outside the campus) particularly where freshers are staying.

#### 10. **Anti-Ragging Monitoring Cell**

The Anti-Ragging Monitoring Cell will be established at the University HQ level and will be totally and fully responsible to ensure that all Anti-Ragging Rules, Regulation and Measures are strictly followed. The Monitoring Cell will also ensure that appropriate action is taken in all incidences of ragging. Its endeavour will be to make Amity University Madhya Pradesh "Ragging Free".

#### 11. **Anti-Ragging Execution Cell**

The Anti-Ragging Execution Cell will function directly under the directions of the Monitoring Cells and Coordinate its activities with the Anti-Ragging Committees, Anti-Ragging Squads & Patrols.

#### 12. **Responsibilities and Reporting**

- (a) **The Anti-Ragging Monitoring Cell and Proctorial Board will be responsible for implementation of all Regulations and function under the overall direction of the Vice Chancellor.**
- (b) **The Anti-Ragging Execution Cells will be responsible to function under the direction of the Monitoring Cells / Anti-Ragging Control Room and will**

**coordinate with the Anti-Ragging Committees, Anti-Ragging Squads and Patrols.**

**13. Action Procedure**

- (a) Anti-Ragging Squads and Anti-Ragging Patrols will immediately report any incidence of ragging or abetment of ragging noticed by them to the Anti-Ragging Control Room immediately and also to the Anti-Ragging Committee of each Department.
- (b) Faculty in-charge of the Anti-Ragging Control Room will take immediate action as per the situation which may include:
  - Immediate suspension of involved students
  - Sending reinforcements or any medical help if required.
  - Forward the main gist / report of incident to the Anti-Ragging Committee and the monitoring cell.
- (c) The Anti-Ragging Committee of the concerned Department will examine the report and recommend appropriate punishment which will be awarded after the approval of the Monitoring Cell.

**14. Fresher's Introduction / Induction**

A systematically organized Freshers' Introduction / Get-Together party will be organized by various Departments as per policy issued by the Vice Chancellor which would conform with the decorum and dignity as expected by the University and act as a forerunner for introductions and ice breaking between seniors and freshers.

\*\*\*\*\*



**AFFIDAVIT BY THE STUDENT**  
(ON Rs.10/- NON JUDICIAL STAMP PAPER)

I, \_\_\_\_\_

S/o / D/o of Mr / Mrs \_\_\_\_\_

Resident of \_\_\_\_\_

do hereby solemnly affirm and declare as under:

1. That I am a student of Amity University Madhya Pradesh in its \_\_\_\_\_  
\_\_\_\_\_ Course / Programme.

2. That I have received and gone through and understood the Amity University Regulation for Banning Ragging and Anti-Ragging Measures, on curbing the menace of Ragging, to be followed by all the students.

3. I hereby solemnly affirm that

- ❖ I will not indulge or involve myself in any behavior or act that may come under the definition of ragging,
- ❖ I will not participate in or abet or propagate ragging in any form,
- ❖ I will not hurt anyone physically or psychologically or cause any other harm.

4. I have fully understood that if found indulging or guilty of any aspect of ragging within or outside the University Campus, I may be punished as per the provisions of the Amity University Madhya Pradesh Regulation for Banning Ragging and Anti-Ragging Measures, mentioned above and / or as per the law in force and for which I will be solely responsible and shall not claim any compensation whatsoever from the University, or its office bearers.

Deponent

VERIFICATION: Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,  
that the above affidavit is true and correct.

Name:

Address & Contact No:

Deponent

**AFFIDAVIT BY THE PARENT**  
(ON RS.10/- NON JUDICIAL STAMP PAPER)

I, \_\_\_\_\_

S/o D/o \_\_\_\_\_

Resident of \_\_\_\_\_

do hereby solely affirm and declare as under:

1. That my son / daughter Mr./ Ms/ \_\_\_\_\_ is a student of Amity University Madhya Pradesh in its \_\_\_\_\_ Course/Programme.
2. That I have gone through and fully understood the Amity University Regulation for Banning Ragging and Anti-Ragging Measures, on curbing the menace of Ragging, to be followed by all the students.
3. I assure you that my son / daughter / ward will not be involved or indulge in any act of ragging that may come under the definition of ragging.
4. I have fully understood that in case my son / daughter / will be found indulging or involved in Ragging within or outside the premises of the University, he / she shall be appropriately punished for which he / she shall be solely responsible. I or my son / daughter shall not hold liable the University or any of its officials for any loss (s), damage (s) and shall not claim any compensation from the University or its office bearers.

Deponent

VERIFICATION: Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, that the above affidavit is true and correct.

Name:

Address & Contact No:

Deponent

**GENERAL INDEMNITY BOND BY PARENTS**  
**(ON RS 10/- NON JUDICIAL STAMP PAPER)**

I, \_\_\_\_\_ S/D/O \_\_\_\_\_  
R/o \_\_\_\_\_ father of  
Mr./Ms. \_\_\_\_\_ R/o \_\_\_\_\_  
aged about \_\_\_\_\_ who has taken admission / is studying in Amity  
Institute/School of \_\_\_\_\_ at Amity University Madhya  
Pradesh (hereinafter referred as “AUMP”), in ..... Year.....  
Programme, bearing Registration/Enrollment No. ...., have  
understood that during the said programme the AUMP shall be arranging some activities  
(within & outside India), with a view to give practical overview/exposure to the students about  
their respective fields. Further, the AUMP also arranges Military Training Camps/Industrial  
Visits/Educational Tours/Field work/Placement Visits/ Attending Seminars, Conferences,  
Workshops, Quiz Competitions, Annual Functions /Participation in Cultural/Technical  
Competitions of other Institutions/Universities, attending training programmes, presentation of  
research paper and participation in any other co-curricular & extra curricular activities out of  
the Campus to different places, (within India and abroad) for the students. I have gone through  
the guidelines/rules and regulations prescribed by the AUMP to be followed by their students  
& teachers/faculty/management members during the said tours, which I have found very  
appropriate, and the same has also been read and understood by my son/daughter who has also  
executed an undertaking to abide the same.

I hereby promise to indemnify and keep indemnified and harmless the AUMP, its parent body,  
their employees/officials, from every type of loss(s) or damage(s) which may arise out from  
the action or inaction of my son/daughter, during the said activities for the entire tenure in the  
AUMP and also from any claim arising from those action or inaction of my son/daughter.

Signature of the Indemnifier \_\_\_\_\_

Date: \_\_\_\_\_

1. Signature of Witness: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

2. Signature of Witness: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_



Form No .....

**AMITY HOSTEL**

**REGISTRATION/ RE-REGISTRATION FORM 20\_\_ -20\_\_**  
(Last date for submission along with receipt for Hostel Fee \_\_\_\_\_)

(PLEASE USE BLOCK LETTERS)

**Personal Particulars**

Name .....

Course .....

Batch .....

University/Institution Enrolment No .....

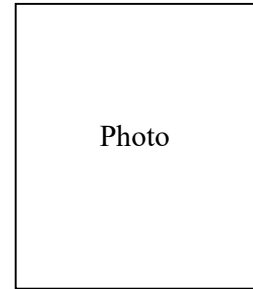
Mobile No. ....

Email ID .....

Blood Group .....

Medical History (deserving special attention) .....

.....



**Type of Accommodation** (Please tick) AC / Non AC

**Family Particulars**

Father

Name .....

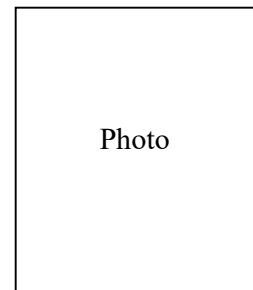
Occupation .....

Address .....

.....

Mobile No. .... Tel .....

Email ID .....



Mother

Name .....

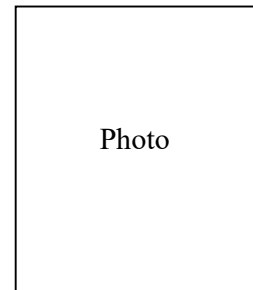
Occupation .....

Address .....

.....

Mobile No. .... Tel .....

Email ID .....



**Local Guardians**

**Local Guardian 1**

Name .....

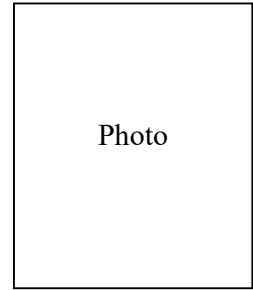
Relationship .....

Occupation .....

Address .....

Mobile No. .... Tel .....

Email ID .....



**Local Guardian 2**

Name .....

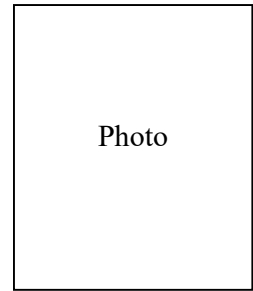
Relationship .....

Occupation .....

Address .....

Mobile No. .... Tel .....

Email ID .....



**UNDERTAKING**

1. I hereby affirm that I have read and understood the Rules and Regulations of Hostel and of the Amity University Madhya Pradesh and I will abide by them.
2. I convey my willingness to accept the Hostel Accommodation ON/ OFF Campus as allotted to me.
3. My aggregate attendance is ..... or above for the last academic year (for seniors only).
4. I affirm that I was not involved in any indiscipline case nor is any such case pending against me (for seniors only).
5. I certify that the above information is correct. My hostel allotment may be cancelled if any of the above information is found to be incorrect.
6. I will inform the Hostel Administration promptly if there is any change in the status of the above information.

(Signature of Student)

(Signature of Parent)

Name : \_\_\_\_\_

Name: \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

**For Hostel Office use only**

Date & Time

Received By

**Hostel Warden**

**AFFIDAVIT BY THE STUDENT STAYING IN HOSTEL**

(On Rs. 10/- NON JUDICIAL STAMP PAPER)

I, \_\_\_\_\_  
Son/Daughter \_\_\_\_\_ of \_\_\_\_\_ Mr./Mrs.  
\_\_\_\_\_ Resident of \_\_\_\_\_  
\_\_\_\_\_ do hereby

solemnly affirm and declare as under:

1. That I am a resident student of Amity University Madhya Pradesh in its \_\_\_\_\_ Course / Programme.
2. That I have received and gone through and understood the Amity University Hostel Rules to be followed by all the resident students.
3. I hereby solemnly affirm that
  - (a) I will comply with Hostel Rules in letter and spirit.
  - (b) I will not indulge in any such activities which will disturb discipline, peace and harmony in the campus.
  - (c) I will not consume any type of intoxicants like liquor, drugs etc.
  - (d) I will look after the hostel property and fixtures.
  - (e) I will not leave the hostel campus without obtaining proper out pass.
  - (f) I will not visit any place, dhabas / tharies etc which have been placed out of bounds by the University Authorities.
4. I have fully understood that if found indulging or guilty of violating any of the Hostel Rules within or outside the University Campus, I may be punished as per the provisions of Amity University Madhya Pradesh Regulation for maintenance of discipline among students and Regulations on Hostel Accommodation / or as per the law in force and for which I will be solely responsible and shall not claim any compensation whatsoever from the University, or its office bearers.

Deponent

VERIFICATION: Verified at \_\_\_\_\_ on this \_\_\_\_\_ day  
of \_\_\_\_\_ 20 , that the above affidavit is true and correct.

Deponent

Name:

Address & Contact No.



**AFFIDAVIT BY THE PARENT**

(On Rs. 10/- STAMP PAPER)

I, \_\_\_\_\_

S/D/O Mr./Mrs. \_\_\_\_\_

Resident of \_\_\_\_\_

do hereby solemnly affirm and declare as under:

1. That my son/daughter Mr./Ms. \_\_\_\_\_  
is a student of Amity University Madhya Pradesh in its  
\_\_\_\_\_ Course/Programme.
2. That I have received and gone through and understood the Amity  
University Hostel Rules to be followed by all the resident students.
3. I hereby solemnly affirm that: -
  - (a) My Son / daughter will comply with Hostel Rules in letter and spirit.
  - (b) He / She will not indulge in any such activities which will disturb  
discipline, peace and harmony in the campus.
  - (c) He / She will not consume any type of intoxicants like liquor, drugs  
etc.
  - (d) He / She will look after the hostel property and fixtures.
  - (e) He / She will not leave the hostel campus without obtaining proper out  
pass.
  - (f) He / She will not visit any place, dhabas/tharies etc which have been  
placed out of bounds by the University Authorities.
4. I have fully understood that if found indulging or guilty of violating any of  
the Hostel Rules within or outside the University Campus, My Son /  
daughter may be punished as per the provisions of Amity University  
Madhya Pradesh Regulation for maintenance of discipline among students  
and Regulations on Hostel Accommodation / or as per the law in force and  
for which I will be solely responsible and shall not claim any  
compensation whatsoever from the University, or its office bearers.

Deponent

VERIFICATION: Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
20 , that the above affidavit is true and correct.

Deponent

Name:

Address & Contact No.

# AMITY UNIVERSITY MADHYA PRADESH

## REGISTRATION-CUM-ENROLLMENT FORM (FOR NEW STUDENTS)

Name of the Institute : .....

Programme Enrolled For .....  
Academic Session .....  
Admission Category .....  
Full Name of the Student .....  
Father's Name .....  
Father's Occupation .....  
Mother's Name .....  
Mother's Occupation .....  
Nationality .....  
Date of Birth .....  
Sex .....  
\*Category .....



(\* SC/ST/OBC/SOBC student is required to submit a certificate issued/ counter signed by District Magistrate in proof thereof)

Emergency Contact No .....

### Correspondence Address

Address .....  
City .....  
State .....  
Pin .....  
Tel .....  
Fax .....  
Mobile .....  
Email .....

### Permanent Address

Address .....  
City .....  
State .....  
Pin .....  
Tel. ....  
Fax .....  
Mobile No .....  
Email .....

### Local Guardian(s) duly authorized by the parents of the student to be Contacted in emergency

Full Local Guardian Name .....

Address .....  
 City .....  
 State .....  
 Pin .....  
 Tel. ....  
 Mobile No .....  
 Fax .....  
 Email .....

**Place of Stay during this semester (Non-Hostellers)**

With Parent / Guardian  Own arrangement

Address :

City :

Pin :

Contact No. \_\_\_\_\_ Tel. \_\_\_\_\_ Mob, \_\_\_\_\_

e-mail: \_\_\_\_\_

**Details of educational Qualifications (from High School onwards)**

Name of Qualifying Exam	Year of Passing	School/College	Board/University	Subjects / Stream	Class/ Division/ Grade

Any type of sickness that you are prone to and the line of treatment

Any particular Doctor to be contacted in case of your sickness

Full Name of Doctor .....  
 Address .....  
 City .....  
 State .....  
 Pin .....  
 Tel. ....  
 Mobile No .....  
 Fax .....  
 Email .....  
 Your Blood Group .....

**UNDERTAKING**

I solemnly affirm that the above information made and furnished by me is true and correct. Further, I am being admitted to the above stated Programme entirely on my request and I agree to abide by all the rules and regulations of the Institution/University which I have read and understood. I was given opportunity to clarify any doubts I had and I shall not hold the Institution/University responsible for not understanding the same. In the event of suppression or distortion of any fact like educational qualification, nationality, etc. made in the Registration-cum-Enrolment Form, I understand that my admission is liable for cancellation.

I have full knowledge of the fact that in case my attendance in any subject falls below 75%, I shall not be allowed to appear in the end term Examinations

Date: .....

Place .....

(Signature of Student)

Office Seal

(Name & Signature of the Verifying Faculty)

Date .....

---

For official use

Enrollment no. allotted

--

Date.....

Place .....

(Signature of Authorised Officer)



**PROVISION OF TRANSPORT FOR THE UNIVERSITY GOING STUDENTS OF  
AMITY UNIVERSITY MADHYA PRADESH - BOND OF INDEMNITY**

Student  Affix Photo here
------------------------------------

To,  
The Director Administration  
Amity University Madhya Pradesh, Gwalior

1. In consideration of .....(Guardian's Name)  
Father/Mother/Guardian of.....(Name of  
Student) of whom I am the legal/natural guardian being carried at my request as a passenger in  
Amity University Madhya Pradesh, Gwalior transport In-Charge or any officer or any other  
person, employee of the Amity University. I undertake and agree that neither I nor my  
executors or administrators or other legal representative will make any claim against the  
AUMP against any officer or any employee of the AUMP or against any person in the service  
of AUMP in respect of any loss or injury to property or person including injury resulting in  
death which the said may suffer while the said ward is or in consequence of the said ward  
being so carried or whilst he/she is boarding or alighting from the transport and I understand  
and agree that no compensation will be paid by the AUMP any officer or any employee of the  
AUMP or any person in the service of the AUMP in respect of any such loss or injury and I  
further agree so as to bind myself, my heirs ,my executor and administrators to indemnify you  
and any officer or any employee of the AUMP or any person in the service of the AUMP  
against any claim which be made by any third party against you or them or any of them arising  
out of any act or default on the part of the said ward during or in connection with such journey  
in the AUMP Transport or AUMP outsourced transport.

(Name & Signature of Student)

Age ..... Years      Student of (Course Name) .....      Contact  
No.....

(Name & Signature of Parent/Guardian)

Address .....

.....



AMITY UNIVERSITY

— MADHYA PRADESH —

Maharjpora (Opposite Airport)  
Gwalior – 474005 (Madhya Pradesh)  
Email: [info@gwa.amity.edu](mailto:info@gwa.amity.edu)



**ORDINANCE NO. 8****Disciplinary Action against the Students**

1. Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the institutions of which he/she is a student.
2. (a) When a student has been found guilty of breach of discipline within or outside the premises of University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the Institution, at which such student is studying, should inform the Chief Proctor/Registrar/VC. Depending upon the nature/gravity of the offence the HoD/HoI may:
  - (i) Suspend such a student from attending classes for not more than two week at a time, or
  - (ii) Expel such a student from his institution;
  - (iii) Disqualify such a student from appearing at the next ensuing examination; or
  - (iv) Rusticate such a student.
- (b) Before Inflicting any punishment as aforesaid, the HoI/Registrar/VC shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
- (c) The HoI/Registrar/VC shall have power to suspend for such time as may be necessary, a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.
- (d) The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
- (e) The rustication of a student from an/institution shall entail the removal of his name from the register of enrolled students.
3. All students pursuing a course of studies at the Departments/Schools/Institutes shall observe a code of conduct as may be laid down by the Board of Management and also abide by all rules and regulations of the University framed and notified from time to time.
4. Any violation of the code of conduct or breach of any rule or regulation of the University by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
5. The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render himself liable for disciplinary action against him:



Registrar

Amity University Madhya Pradesh  
Gwalior



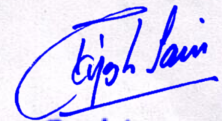
- (a) Disobeying the teacher or misbehaving in the class;
  - (b) Quarrelling or fighting in any University building or in the campus among themselves;
  - (c) Quarrelling or fighting with a University employee or any employee of the University canteen, mess or any other public utility functioning in the campus;
  - (d) Writing of slogans or any material, making of skeletons or figures on any wall or portions of any building within the campus which is not authorized by the University administration.
  - (e) Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or hurt the teachers; officers or employees of the University.
  - (f) Any other act which the discipline committee may determine and Vice-Chancellor may accept as an act of gross indiscipline.
  - (g) However, all cases of indiscipline within hostel premises shall initially be dealt by the warden concerned. To deal with such incidents the warden shall have all the powers prescribed for the Proctor in this Ordinance. Any act of indiscipline should invariably be reported to the Proctorial Board.
6. Proctorial Board will consist of Chief Proctor as Chairperson, Proctor, Joint/Assistant Proctor and faculty members as members of the Board and shall be duly constituted by the Vice-Chancellor.
  7. The Chief Proctor, Proctor, Joint/Assistant Proctor and Members shall be appointed by Vice-Chancellor from amongst the faculties of the University ordinarily for a period not exceeding two years at a time:
  8. **Power and Duties of Chief Proctor.** The Chief Proctor shall take action in all matters which are referred to him by the Proctor for disciplinary action, or by any responsible person or constituted authority of the University. He may also take action in matters which come to his knowledge and which in his opinion call for disciplinary action.
  9. The Chief Proctor may delegate any of his powers to Proctors. In the absence of Chief Proctor the Proctor/Senior most Joint Proctor shall act as Chief Proctor.
  10. If in the opinion of Chief Proctor, the act of indiscipline requiring action is not of a serious nature, he may hold a summary inquiry and shall have powers to impose the penalties.
  11. If in the opinion of Chief Proctor, the breach of discipline is of a serious nature, he may refer the case for investigation to the Proctorial Board. Chief Proctor, Proctor and Joint/Asstt. Proctor or Proctor and two Joint/Asstt. Proctors shall constitute the quorum for sittings of such investigations.
  12. There shall be a Discipline Committee consisting of the following:
    - (a) Chief Proctor- Chairman
    - (b) Proctor- Secretary
    - (c) Dean Student Welfare



Registrar  
Amity University Madhya Pradesh  
Gwalior



- (d) A Professor
- (e) Joint/Assistant Proctor(s)
- (f) Chief Warden and Wardens of the Hostels
13. The Discipline Committee shall ordinarily hold meeting once in each semester of the academic year and it shall review general situation regarding discipline in the University and make suggestions in this regard. Any specific cases of indiscipline may also be referred to the Discipline committee for giving its opinion regarding the action to be taken.
14. All punishments awarded to the students shall be recorded in a register to be maintained by the Chief Proctor. The Register shall be a permanent record of the University and shall contain such details as may be prescribed and approved by Board of Management.
15. Certificate regarding Character and Conduct of students of the Departments / Schools/ Institutes may be issued to them by the Chief Proctor/ Proctor. However, in the case of a student who has been awarded punishment three or more times by the Chief Proctor/ Proctors such cases shall be mentioned in the certificates of character and conduct to be issued by the Chief Proctor/Proctor. The Certificate of Character and Conduct issued by the Chief Proctor/Proctor shall be the only valid Certificate of the University in that regard.
16. If the Proctorial Board finds that in any incident of disturbance or breach of peace, certain persons who are not in the rolls of the University are involved or are likely to be involved, the board may send recommendations to the Vice-Chancellor that the University campus be declared out of bounds for such persons. If the recommendation is accepted by the Vice-Chancellor a notification shall be sent to the District Magistrate and the other administrative authorities as the Vice-Chancellor may deem fit. After such a notification has been issued, any person(s) trying to force their entry into the campus, will be treated as criminal trespass and shall be dealt accordingly.
17. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the HoIs/HoDs/Deans. The decision of the -Vice-Chancellor shall be final.



Registrar  
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Gwalior





**AMITY**  
**UNIVERSITY**

# STUDENT HANDBOOK

2020-21

(For Guidance & Compliance by Students)

AMITY  
UNIVERSITY

Registrar  
Amity University Madhya Pradesh  
Gwalior

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## MESSAGE FROM THE VICE CHANCELLOR



Since the inception of Amity University Madhya Pradesh, our aspiration to be one of the foremost in academic and research excellence has been shaped by the vision of our Founder President, Dr Ashok K. Chauhan, and the dynamic leadership of our Chairman, Dr Aseem Chauhan. This has not only enabled us to fulfill our institutional commitments but also garner accolades along the way. We have been adjudged the Best Private University in Madhya Pradesh by various ranking agencies. Our academic and research infrastructure is second to none and our student placements stand testimony to the quality of education we provide at the University.

Our University has experienced academicians and industry veterans who are entrusted with ensuring that our curriculum is not only academically robust and challenging, but also addresses contemporary issues and practices in technology, management, design etc. We also believe that industry ready professionals, graduating from Amity, cannot rely on technical skills alone. They require a multitude of soft skills, emotional intelligence, environmental and social consciousness etc. to be successful in their chosen professions. Thus, we ensure that alongside imparting technical knowledge, students are also given opportunities for holistic development through such platforms as student seminars, NSS activities, hobby clubs and societies, sports meets, youth festivals, inter/intra university competitions etc. We have formalized value addition to their technical education through training on communication & behavioral skills, foreign languages and environmental consciousness by making these as compulsory subjects which are a graded part of the curriculum.

Further, students also have the opportunity to develop themselves and specialise in areas other than their 'major' fields of study by choosing a minor track. For example, students majoring in computer engineering might choose multimedia, fashion design, labour laws, psychology etc. as their minor track and specialize in an area which interests them. Amity students also benefit from the group's international presence, in that, they can opt to do a semester abroad at one of international campuses of Amity or gain unique international exposure through studying in 3 continents, namely Asia, Europe and America, under the 3 Continent Program.

Students at Amity University Madhya Pradesh enjoy the dual advantage of availing placement opportunities not only through the University's Corporate Resource Center but also through Amity Technical Placement Cell of the Amity Education Group at Noida. With the collective efforts of these two departments, we provided ample opportunities for placements to our students in which more than 500 different companies/ organisations participated in campus placement till date, with an annual average of 70 companies / organization per year. Our placement record has also been fairly impressive with more than 90 percent of our graduates being placed in reputed companies and aiming to achieve 100 percent placement in the upcoming years. The students opting out of the placement have majorely gone for higher studies or setting up their own ventures. We are also in the process of evaluating the feasibility of setting up an incubation center at the University to encourage student start-ups.

We take pride in being a ragging free campus. There are very strict protocols to ensure that ragging/ harassment of students does not take place. We have also institutionalized welfare and psychological wellbeing of students by creating single window mechanisms for grievance redressal, provisions for academic and psychological counseling (especially during exam time) and round the clock access to a member of faculty who also performs the role of their mentor throughout their tenure at the University.

Leveraging Information Technology advancement, most of the functions/ processes have been automated and all information regarding programmes, course curriculum, academic calendar, class schedule, examination results, suggestions, notices etc. are available on AMIZONE. Students are advised to make full use of it and keep themselves updated.

I congratulate you on being accepted to study at Amity and wish you the very best in your academic and professional journey ahead.

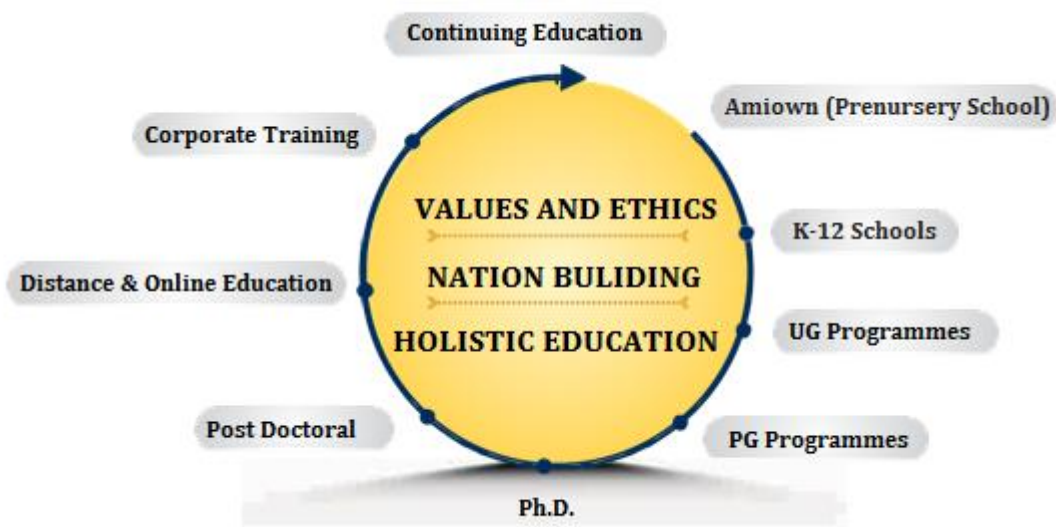
Jai Hind

**Lt Gen VK Sharma, AVSM (Retd)**  
**Vice Chancellor**



## AMITY EDUCATION GROUP

Amity Education Group is one of India's leading private non-profit education group, offering globally benchmarked education right from pre-schools to Ph.D. level. Amity's fast expanding network of globally benchmarked institutions has resulted in campuses at Dubai, Abu Dhabi, London, Singapore, New York, Mauritius, China, South Africa, Romania and Tashkent with further plans of establishing campuses in 25 countries in the next few years.



Over 1,50,000 students, 85,000 alumni, 6000 faculty members and scientists, 300 research projects, 1200 acres of hi-tech campuses, 9 Universities (in the states of Uttar Pradesh, Haryana, Madhya Pradesh, Rajasthan, Jharkhand, West Bengal, Maharashtra, Bihar, and Chhattisgarh), 8 overseas campuses (in Dubai, Singapore, London, Mauritius, China, New Jersey, Romania, and Tashkent), and 17 Schools & pre-schools are the group's assets. All campuses are fully Wi-Fi enabled with over 4000 networked HP/IBM machines.

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

## AMITY UNIVERSITY MADHYA PRADESH

Amity University Madhya Pradesh (AUMP) was established by “Madhya Pradesh Niji Vishwavidyalay(Sthapana Ewam Sanchalan) Dwitiya Sanshodhan Adhiniyam, 2010” by Government of Madhya Pradesh and notified vide MP Government Gazette Notification No. No. 7692-402 - इक्कीस - अ - (प्र) dated 30 Dec 2010 , with the view to promote professional, industry-oriented education in the state of Madhya Pradesh. Amity University Madhya Pradesh, Gwalior located on a sprawling campus of 102 acres of land opposite Gwalior Airport, imparts modern, practical and research-oriented courses which will lead to the development of professionals who are employable and industry ready.

AUMP imparts education in almost all areas including management, engineering, architecture, biotechnology, law, journalism & mass communication, behavioral science, psychology, fashion, liberal arts etc. It has been accredited as “Premier University” by Accreditation Service for International Colleges (ASIC) in 2015. The University has also been recognized by Distance Education Bureau (DEB), University Grants Commission (UGC) for offering courses through Open and Distance Learning Mode. Amity University Madhya Pradesh was adjudged the “Best Private University of Madhya Pradesh” by CMAI Association of India in 2014 and by Dialogue India Group for three consecutive years i.e in 2017, 2018 and in 2019. Amity School of Engineering & Technology was also bestowed with the award of the Emerging Department in the field of Engineering and Technology in Madhya Pradesh by Dialogue India Group in 2018. In 2019 Amity University Madhya Pradesh was recognised as the 10<sup>th</sup> Best Private University in India and Best Media School in Madhya Pradesh by Dialogue India Group. The University was also adjudged as an “Excellent Higher Education University in India” in 2017 again by CMAI Association of India and as an ‘Excellent University in Madhya Pradesh’ by Madhya Pradesh Private University Regulatory Commission, Bhopal in the year 2018. The University is proudly acknowledged as ‘Knowledge Partner’ by Municipal Corporation, Gwalior for “Making Gwalior – A Smart City”.

The University has established 04 Centres for Excellence in various areas which are as follows:-

- a) Chemical, Biological, Radiological and Nuclear (CBRN) Mitigation
- b) Nano Biotechnology and Alternative Medicine
- c) Centre for Environmental Conservation and Biodiversity of Madhya Pradesh.
- d) Gwalior as a Smart City

The University has strong focus on Outcome Based Education (OBE) in all programmes and courses having well-defined objectives and learning outcomes aligned with institutional mission and the requirements of Industry 4.0. Programmes are relevant to local/regional/national and global developments. Ample choices are offered to students by

integrating Choice Based Credit System (CBCS) and discipline specific, interdisciplinary/multidisciplinary electives in curricula to meet students' interests and aspirations.

The University has several active national/international collaborations/MoUs for quality research and academic outcomes and has the capability of handling large training/consultancy in diverse fields.

The University has taken several environmental initiatives like use of renewable energy, rain water harvesting, use of sewage and effluent treatment plants, Zero water discharge, no smoking zone, waste management system etc. AUMP has state of the art infrastructure with modern amenities which matches with the best across the country and is of international standards. The whole campus is wi-fi enabled. Electricity is available 24X7 and all the buildings are air conditioned.

The university has its own intranet named AMIZONE (Amity Intranet Zone), which is equipped to store all the academic and administrative data of the university, thus promoting digitization. Session Plans, Lesson Plans, Examination Details, Fee Details, Payment Details, Attendance Report, Grievance Redressal, and other administrative details are all available through AMIZONE. The students can access study materials and tutorials anytime, anywhere which is a step towards beyond class room teaching. A Mentor Mentee system, with an objective of mentoring and recognizing the potential of students and helping improve their self-esteem and confidence has also been set in place. Apart from this trained counsellors have been appointed to provide prompt assistance on issues related to health and emotional wellness.

The courses offered by AUMP are evaluated regularly to achieve the course objectives based on the feedback on placement, employability and latest development in technology to keep pace with the changing times. Faculties and students of AUMP are encouraged to carry out industry oriented cutting edge research work in the university. The faculties of AUMP have been successful in getting several sponsored projects from various state and national funding agencies. A total no. of 10 patents have been filed by AUMP out of which 03 patents have been published. More than 1000 research papers and 42 books have been published by faculty members of AUMP.

Grooming and etiquette, Communication Enhancement Classes, Behavioural Science, One Foreign Language, Pre-placement Training Classes, and Aptitude Training Classes are a part of curriculum, which helps in overall development of the students. The University offers a Choice Based Credit System, wherein a student can select any one of the 31 minor tracks across discipline. This encourages inter-disciplinary learning. The overall placement of the university is more than 95% with students placed in some of the prestigious organizations like RPG Group, Madura Garments, Microsoft, Vodafone, Aditya Birla Group,

Wipro, Mankind Pharma, Axis bank, DCB, WNS Global, Toyota, GMR, Honda etc. The students of the university have been also selected in various Government Services, PSUs, Defense and Judicial Services.

Amity University Madhya Pradesh is a leading innovation & research driven university and has played a significant role by providing world class education to the society, and is at the forefront in the area of private education in the state of Madhya Pradesh.

## **STUDENT FIRST**

Amity University has adopted, with collective passion, determination and commitment, a student-centric approach, to ensure that the student processes are efficient and effective so that students have a sense of belongingness with the University. As a part of this approach, Education 4.0 with flexible Choice Based Credit System (CBCS) is offered across all programs and students are engaged in research studies, which have led to publications/patents/design-based projects and entrepreneurial ventures. The state of the art infrastructure/facilities for teaching-learning, research and recreation etc. support the student-centric approach.

Some of the salient aspects of a well-established student support and progression monitoring system at Amity University Madhya Pradesh are as follows:-

- Holistic development of students beyond class room through activities, social work and community engagement.
- ICT infrastructure/Amizone is leveraged for information dissemination, transparent and smooth conduct of academics, examinations, student support and administrative processes.
- Award of annual scholarships to meritorious, economically weaker and extraordinary achievers in academic / non-academic activities.
- Students are also informed and provided support wherever required, for applying for various government scholarships.
- Proficiency test is conducted for all new students to assess their level of learning. Accordingly, weak- students are supported through bridge courses, remedial coaching and mentoring.
- International Students Felicitation Centre (ISFC) is established to take care of international students and provide adequate support during their studies.
- Class Representations are designated to be a link between students and faculty/management for effective student support, progression and institution building.
- Student grievances are addressed at various levels both in person and through online suggestion/complaint system with multiple level escalation matrix helping in resolving the students' issues with greater urgency.



- Students are active members of various clubs and committees and are encouraged to participate in intra and inter-institutional co-curricular and extra-curricular competitions.
- Career Aspiration Survey of all students is conducted in order to provide necessary support to achieve their aspirational goals.
- University has a robust system to provide support to students for skill development, grooming, career counselling for higher education, competitive exams, placements and entrepreneurship through relevant support system, viz:
  - ✓ Amity Technical Placement Centre (ATPC)/Corporate Resource Centre (CRC)/Industry Interaction Cell (IIC)
  - ✓ Amity Innovation Incubator
  - ✓ Amity Centre for Entrepreneurship Development
  - ✓ Value addition courses for soft skill development
  - ✓ Amity Centre for Guidance & Counselling
  - ✓ Amity Skill Development Centre
- Progression of students is analyzed regularly to identify those aspiring for higher education, placement, joining family business or starting their own ventures.
- Students are actively engaged in Institutional IQAC for participative management & decision-making with an aim to enhance quality of all student centric activities and processes.
- University regularly engages with its alumni through alumni meets, admission boards, IQAC meetings, alumni mentors/career counselling of students, curriculum review, etc.

## **EDUCATION 4.0**

The University is fully seized of the changing needs of society and industry. As the technology drivers like additive manufacturing, artificial intelligence, advanced robotics, virtual and augmented reality, alternative energy systems, etc. are reshaping the industry landscape, in what is being termed as Industry Revolution 4.0, Amity University Madhya Pradesh has adopted Education 4.0 to align its curriculum to the changing needs of the Industry.

**“Education 4.0”** is the future of education, which:

- ❖ Responds to the needs of “Industry 4.0” or the fourth industrial revolution, where man and machine align to enable new possibilities
- ❖ Harnesses the potential of digital technologies, personalized data, open sourced content, and the new humanity of this globally-connected, technology-fuelled world
- ❖ Establishes a blueprint for the future of learning – lifelong learning – from childhood schooling, to continuous learning in the workplace, to learning to play a better role in society.

As the University has implemented Education 4.0 for Emerging New Age / Disruptive Technologies with competencies requirements of Industry 4.0, the Professional Skill Development Activities (PSDA) have been integrated with the Course Curriculum for better Learning Outcomes and Student Development at Course-Level.

### **Distinguished Faculty**

Our faculty has been credited with having written more than 1000 research articles, filing patents in the last few years in future-focused areas of science & technology and have come up with the good quality of book publications.


The following facilities are available for faculty members -








- Financial assistance and incentive for research
- Faculty exchange programme
- Professional development programmes
- Generation of IPR and research commercialization
- Technology Transfer
- Prestigious International partnerships for Global Outreach
- Transcending Boundaries in Innovation & Research

With an unmatched culture of excellence in education, Amity is committed to science & technology, innovation and high-end research. This is aptly reflected in its distinguished faculty carrying out high-end government funded research in future focused areas like Nano-technology, Biosciences, Thin Film Technology, CBRN Mitigation, Climate Change, Global Warming and allied fields. Amity has been recognized as the Scientific & Industrial Research Organization (SIRO) by the Government of India.

## **PRESTIGIOUS NATIONAL, INTERNATIONAL RECOGNITIONS & ACCREDITATIONS**

A testimony to Amity's globally benchmarked standards of education are the prestigious National and International Recognitions & Accreditations which include the following:-

	<p>Amity University, Gwalior (Madhya Pradesh) has been established by the Madhya Pradesh Legislature through an amendment in Madhya Pradesh NijiVishwavidyalay (SthapanaAvamSanchalan) Andhinyam - 2007 as Madhya Pradesh Act (No. 27 of 2010) vide State Government Notification No. 7692 -406-इक्कीस-अ-(प्रा.) dated 30.12.2010 as a State Private University.</p>
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 <p>ज्ञान - विज्ञानं विमुक्तये</p>	<p>The University Grants Commission vide its letter number F. No. 8-33/2010(CPP-1/P dated 24<sup>th</sup>August, 2011 has notified Amity University Madhya Pradesh and is empowered to award degrees as specified by the UGC under section 22 of the UGC Act 1956.</p>
	<p>The University has been accredited as “Premier University” by Accreditation Service for International Colleges (ASIC).</p>
 <p>Council of Architecture</p>	<p>Architecture programs are approved by Council of Architecture</p>
	<p>Law programs are approved by Bar Council of India</p>
	<p>Pharmacy programs offered are approved by the Pharmacy Council of India</p>
	<p>Clinical Psychology Programs offered are approved by the Rehabilitation Council of India</p>
	<p>Amity University Madhya Pradesh is a member of Association of Indian Universities (AIU).</p>

## AWARDS

1. Adjudged as the 'Best University of Madhya Pradesh – 2019' and '10th Best Private University in India – 2019' by Dialogue India in 2019.
2. 'Best Media and Communication Department in Madhya Pradesh 2019' to Amity School of Communication by Dialogue India in 2019.
3. "Best Private University in Madhya Pradesh" by Dialogue India Group in 2018.
4. "The Emerging Department in the field of Engineering and Technology in Madhya Pradesh" by Dialogue India Group in 2018 to Amity School of Engineering & Technology (ASET).
5. Amity University Madhya Pradesh was recognised as follows by 'The Week - Hansa Research - Best University Survey 2018':-
  - (a) Top Multidisciplinary University (West Zone) Category: 17<sup>th</sup> Position
  - (b) Top Private & Deemed University (All India) Category: 25<sup>th</sup> Position
  - (c) Top Private & Deemed University (West Zone) Category: 6<sup>th</sup> Position
6. "Excellent Higher Education University in India" by CMAI Association in 2017.
7. "Best Private University in Madhya Pradesh" by Dialogue India Group in 2017.
8. "Best Private University in Madhya Pradesh" by CMAI in 2014.

## INDUSTRY PARTNERSHIP

Establishing Relationship with Industry Partners is essential for an Educational Institute as it can better prepare students with in-demand skills and open pathways for rewarding career opportunities. Amity University Madhya Pradesh has always welcomed Industry Partners to share their expertise and skill with the learners of various courses offered by the University by nominating experts from Industry as members on its statutory bodies, syllabus drafting committees, as resource persons for various academic events and guest lectures, as trainers for specialized workshops etc. They are an integral part of the University systems. The University has also signed MoUs with some of the under mentioned Industries / Companies for the benefit of its students:



AUMP has a Memorandum of Understanding with National Stock Exchange to train our students who have opted for specialization in Trading and Equity. It also offers some short term courses for the interested students of University who wish to pursue their career in stock exchange, trading and equity. Apart from this, the training provided by NSE also helps in getting placement for the students who have completed their Course.





The SafeExpress has signed an MoU with Amity University Madhya Pradesh which enables learned Resource Persons of the organization to deliver modules of major subjects and practical aspects related to Supply Chain & Logistic Management for Post Graduate Diploma in Supply Chain and Logistic Management Program. It also offers the learners of the program opportunities for placement in SafeExpress as well as other firms.



AUMP and NETLINK have signed an agreement to confirm their ambition to collaborate in teaching and research. A workshop on latest technologies and upcoming market demand for Computer Science engineering students was organized in collaboration with NETLINK. The agreement also stipulates that NETLINK shall endeavor to provide job opportunities to B-Tech CSE students in their company.



Amity University Madhya Pradesh has signed an MOU with ADDECO for students' internship and final placements. The objective of this MOU is to ensure that ADDECO will handhold AUMP UG students and will provide opportunities for Projects and Placements to the them.



The University provides consultancy services to the firm by conducting training sessions for its employees. In return, the group provides a practical learning environment for the students of the University by the means of study tours. It also offers placement to the students in the firm.



The MoU with SakRobotix Pvt Ltd has benefitted the students through opportunities for hands-on training for development of application based robots through the kits specially provided by the firm. It has also provided opportunities for the engineering students to participate in summer internship programs and other training programs as well.



The MoU has provided opportunities for the engineering students to participate in summer internship programs and other training programs as well.

The University has signed an MoU with the Gwalior Nagar Nigam to act as a knowledge partner for making Gwalior a Smart City.

## UNIVERSITY COMMUNITY

The University has a disciplined community of students, faculty and staff working together on shared principles and values. Individuals in the community accept their obligations to others and well-defined governance procedures guide behaviour of all Amityans alike, with the shared goal of developing students holistically, intellectually, emotionally, socially, ethically and spiritually.

विद्या नाम नरस्य रूपमधिकंप्रच्छत्रगुप्तं धनं

विद्याभोगकारी यशःसुखकारीविद्यागुरुणांगुरुः ।

विद्याबन्धुजनोविदेशगमनेविद्यापरादेवता

विद्याराजसुपूजिता न तु धनंविद्याविहीनः पशुः ॥

(Knowledge indeed makes a man more presentable; it is a valuable treasure which is always well-guarded and concealed. It gives us glory and happiness. It is the teacher of all the teachers. Knowledge is our friend and relative in foreign countries. Knowledge is the supreme divinity. It is knowledge that is appreciated by everyone not money or material wealth. A man without knowledge is nothing but an animal.)

The University stands committed to fulfill its broader teaching and research mission through individual achievement and excellence while also expecting the highest standards of academic integrity and honesty from each member of the Amity community.

The University's students are treated as adults and are legally responsible for their own actions. The University has zero tolerance towards willful indiscipline, substance abuse,

sexual harassment, ragging, violation of rules, ordinances and legislations and breach of constitutional framework.

The University supports and cooperates with the Central Government, University Grants Commission, the Madhya Pradesh Private University Regulatory Commission and all Statutory Bodies to create community awareness on national integration, health, child labor, law, equality, values & ethics, substance abuse, sexual harassment, etc.

## **STUDENT SUPPORT CENTRES / DEPARTMENTS**

Amity has established the following Student Support Centres / Departments at its Gwalior Campus:

### **I Student Welfare Department**

Student Welfare Department promotes holistic development of students through activities, events, services and interventions; provides critical student support system; promotes an equitable, inclusive, disciplined, safe, vibrant, healthy, resilient campus climate and responds to emerging needs of the students. Dean Student Welfare and Faculty Mentors from students' respective institutions provide the support for students' social, emotional and career counselling needs.

The Dean Students Welfare looks after the welfare and discipline of students with the assistance of Proctors, Wardens and other staff directly connected with management of student affairs.

### **II Scholarship Programme for Meritorious Students**

To ensure that meritorious students do not lose out on a world-class education experience, Amity has awarded crores worth of scholarships to thousands of talented students from across the world. So far, around 3000 outstanding students have benefited from Amity's Scholarship Programme.

### **III Academic Affairs & Support Services**

The University has an Office of Dean Academics which resolves academics related issues of students and provides necessary support for academic processes and procedures.

#### **IV Collaborations with Global Universities**

To provide a global exposure to students and opportunities to faculty for joint research and curriculum development, Amity has tie-ups with over 80 international universities, laboratories and research centres across USA, UK, France and Australia, China, France, Canada, etc.

#### **V Amity Centre for Guidance and Counselling**

The Amity Centre for Guidance and Counselling (ACGC) has trained counselors who are available round the clock thorough a helpline for students with counseling needs. The Centre also has arrangements for face-to-face counselling as per requirement of the student. Complete confidentiality in respect of all cases is maintained.

#### **VI Amity Sports Department**

Amity University Madhya Pradesh has state of the art sports infrastructure which includes facilities for basketball, cricket, volleyball, football, hockey, tennis, badminton, yoga, etc.

Amity Sports Department encourages students to participate in intra and inter-institutional sports competitions. Inter-Institutional sports meet 'Sangathan' is organised annually, which offers students a platform to students to not only participate in sports competitions to exhibit their sporting talent but also to foster spirit of togetherness and leadership. Sports coaching in various sports is also provided to interested students or those that show an aptitude and talent for a particular sport.

#### **VII Corporate Resource Centre (CRC)**

Corporate Resource Centre (CRC) is established with the aim of guiding and helping the students to get deserving placements in their fields of expertise. The Placement Cell not only guides students on their career plan, but also grooms them for success in interviews through training on group discussion & public speaking techniques. Leading companies across different sectors have come to prefer graduates of various programmes for their on-campus recruitments at Amity.

#### **VIII Engineering Design Centre**

Engineering Design Centre has been established to address important innovation and design challenges in all areas of engineering & technology and facilitate students and faculty innovate and prototype their designs and innovations. It benefits the students in attaining design skills as a result of contributions within the curriculum and through the support of industry partners. The Design Centre focuses on hands-on, project-based learning, with students working in teams to solve real world problems. The Centre also



helps students ideate, develop and prototype their designs. The design centre also provides industry problems to the students where they can provide solutions. The other objectives of the design Centre are to enhance industry collaboration for design and development of innovative products, to create a culture of innovation driven entrepreneurship through student projects, organise short term courses and workshop on capacity building and skill enhancement and contribute to the ecosystem of innovation and research in this campus.

## **IX Amity Centre for Entrepreneurship Development**

Amity Centre for Entrepreneurship Development (ACED) provides education, mentoring and interface with industry to educate and develop an entrepreneurial mind-set focused on developing skills, research and innovation among the students, to either start their own venture or to be a force for entrepreneurial change within existing organizations.

It organizes Entrepreneurship Awareness Camps for the young students to inculcate an entrepreneurial culture inside them. The Entrepreneurship Awareness Camps and Entrepreneurship Development Program are organized since 2017 in association with Entrepreneurship Development Institute, Gandhingar and sponsored by National Science and Technology Entrepreneurship Development Board, Department of Science & Technology, Government of India.

## **X Amity Business Incubator**

Amity Business School has established Business Incubators in order to motivate young students to start their own venture and tap the various schemes launched by the state and central government. It has been successful in encouraging around 10 to 15 students to open their Startups. In future it aims to get government funding to help and motivate students to become entrepreneurs, thus making them Job Providers rather than the Job Seekers.

## **XI Amity University – Institution Innovation Council**

Institution Innovation Council has been established at Amity Campus under 'MHRD's Innovation Cell (MIC)' to systematically foster the culture of innovation in the University through multitudinous modes leading to an innovation promotion eco-system. Major focus of IIC is to create a vibrant local innovation ecosystem, Start-up supporting mechanism in the University, prepare the University for Atal Ranking of Institutions on Innovation Achievements Framework, establish function ecosystem for scouting ideas & pre-incubation of ideas, and develop better cognitive ability for technology students.

## XII World-wide Alumni Network

Today the Amity community has expanded across the globe to include not only Amity campuses but also a closely networked fraternity of over 60,000 Amity alumni, successfully pursuing their careers in top organizations or top universities globally. Not surprising that Amity alumni have gone on to become captains of the industry and leaders in their scope of work, research and expertise.

### LIST OF IMPORTANT FUNCTIONARIES

#### FOUNDATION

<b>1.</b>	<b>Dr. Ashok K. Chauhan</b>	<b>Founder President</b>
<b>2.</b>	<b>Dr. Aseem A Chauhan</b>	<b>Additional President and Chairman</b>

#### UNIVERSITY OFFICIALS

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>
<b>1</b>	Prof.(Dr.) Sunil Saran	Chancellor
<b>2</b>	Lt. Gen. V.K. Sharma(Retd), AVSM	Vice Chancellor
<b>3</b>	Prof. (Dr.) M.P. Kaushik	Pro Vice Chancellor
<b>4</b>	Prof. (Dr.) Anil Vashisht	Dy Pro Vice Chancellor, Dean Student Welfare, Dy Dean Academics, Director ABS
<b>5</b>	Mr. Rajesh Jain	Registrar
<b>6</b>	Prof. (Dr.) Rajesh Singh Tomar	Dean (Academics)
<b>7</b>	Prof. (Dr.) Iti Roychowdhary	Dy Dean Student welfare
<b>8</b>	Brig (Dr.) Jitendra Matta (Retd)	Controller of Examination
<b>9</b>	Col S K Sethi (Retd)	Director (Administration)
<b>10</b>	Mr Rajneesh Kant Sharma	Director (Liaison)
<b>11</b>	Brig Rajesh Gangele (Retd)	Chief Proctor and Director Hostels
<b>12</b>	Mr. Rajat Pathak	Director, CRC
<b>13</b>	Mr. Swopnil Agrawal	Director, Admissions & Marketing
<b>14</b>	Maj Gen (Dr) S C Jain, VSM** (Retd)	Director, ASET
<b>15</b>	Maj Gen Rajinder Kumar, AVSM, SM, VSM (Retd.),	Director, ALS
<b>16</b>	Prof. (Dr) A.N. Nagappa	Director, AIP
<b>17</b>	Dr Sumit Narula	Director, ASCO
<b>18</b>	Prof L K Jain	Director, ASAP
<b>19</b>	Prof (Dr) Kuldip Dwivedi	Head, EVS
<b>20</b>	Dr Deepa Pandey	Offg Head, AIBAS
<b>21</b>	Ms Anshu Singh Chaudhary	Offg. Head, ASFDT

**LIST OF IMPORTANT OFFICES CONTACT NUMBERS**

S. No.	Name of Office	Contact & Email.
1.	Registrar	0751-2496021 registraraump@gwa.amity.edu
2.	Dean (Academics)	0751-2496020 rstomar@amity.edu
3.	Dean (Student welfare)	0751-2496313 avashisht@gwa.amity.edu
4.	Dy. Dean (Student welfare) & Chairperson, Committee Against Sexual Harassment	0751-2496058 iroychowdhury@gwa.amity.edu
5.	Chief Proctor and Director Hostels	0751-2496060 rgangele@gwa.amity.edu
6.	Director Administration	0751-2946030 sksethi@gwa.amity.edu
7.	Director Admission	0751-2496022 sagrawal@gwa.amity.edu
8.	Sports Officer	Ext: 6381/9584283531 msingh2@gwa.amity.edu
9.	Security Supervisor	Ext: 6035 /8982820284 hstomar@gwa.amity.edu
10.	Fire Supervisor	Ext: 6035/8349136236 psing@gwa.amity.edu
11.	Medical Assistance	0751-2496176/9755522504 ysbhadoriya@gwa.amity.edu
12.	Counselling Cell	Ext: 6375 / 9165733965 dpandey@gwa.amity.edu
13.	Anti-Ragging Cell	0751-2496020 rstomar@amity.edu

\*It is advisable for all students to meet a Counsellor at Amity Guidance & Counseling Cell (ACGC) at least once in a semester to seek professional assistance for their overall well-being.

**LABS AT AUMP, GWALIOR**

Institute Name	Lab Name
Amity School of Engineering & Technology (ASET)	Analog Communications Lab
	Applied Physics Lab
	Basic Electrical Engineering Lab
	Basic Electronics Engineering Lab
	BSS Support Lab
	CDMA & 3G Lab
	Circuit Theory Lab
	Data Communications Networks Lab
	Digital Communications Information System Lab
	Digital Electronics Lab
	Digital Integrated System Design Lab
	Electronic Devices and Circuit Lab
	Embeded Microcontroller Lab
	Microcontroller Lab
	Microprocessor And Interfacing Lab
	Microwave Engineering Lab
	Optical Communication System Lab
	Optical Communications Lab
	Optics & Laser Lab
	Telecommunication Switching Lab
	P V SOLAR LAB
	Basic Electrical Engineering
	Circuits & Systems
	Electrical Machines-I, Electrical Machines-II
	Control Systems
	Power Electronics
	Transducers & Applications
	Process Control Engineering
	Power System
	Data Acquisition & Telemetry
	Advanced Power Electronics
	Material Testing Lab
	Concrete Technology Lab
	Geotechnical Lab
	Transportation Engineering Lab
	Engineering Surveying Lab
	Engineering Geology Lab
	Civil Engineering Drawing Lab
	Basics Electronics Engineering Lab
	PCB Design Lab
Electronic Devices & Circuits Lab	
Digital Electronics	
Microprocessors and Interfacing	



	<p>Digital Signal Processing          Digital Integrated Circuit Design          Telecommunication Switching          Microcontroller          Microwave Engineering          Fiber Optic Communication          Radar &amp; Satellite Communication          Analog CMOS IC Design          Speech and Audio Processing          Wireless Communication          Satellite Communication Embedded Microcontroller Antenna Theory &amp; Design Advanced Microwave Engineering Embedded Control System          Modeling &amp; Simulation in Wireless Communication          Advanced Optical Communication          Wireless Technologies and Emerging Generations          Robotics          Engineering Mechanics Lab          Kinematic and Dynamics lab          Vibration lab          Refrigeration &amp; Air Conditioning Lab          Metrology Lab          Automobile Engineering Lab          Engine Testing and Pollution and Measurement Lab          Mechanical Workshop          Metal Cutting and Tool Design Lab          Mechatronics Lab          Advanced Methods of Manufacturing Lab          Process Engineering and CNC Lab          Sheet Metal and fitting lab          Fluids Lab &amp; Fluids Machinery Lab          Mechanics of Solids Lab          Foundry Lab + Welding Lab          Chasis Component Lab          Engine Component Lab          Non Destructive Testing          Heat and Mass Transfer Lab          Engineering Graphics Lab          Composite Materials Lab          Computer Integrated Manufacturing Lab          Robotics Lab          Manufacturing Machine Lab</p>
<p>Amity Institute of Pharmacy (AIP)</p>	<p>Pharmaceutics Lab I &amp; II          Machine Room          Pharmaceutical Chemistry Lab I &amp; II          Sophisticated Instrumentation Lab          Pharmacognosy Lab          Pharmaceutical Biotechnology Lab Drug Regulatory Affairs Lab          Microbiology Lab</p>

	<p>Pharmacology Lab Biotechnology Lab Animal House Herbal Garden</p>
<p>Amity Institute of Biotechnology (AIB)</p>	<p>Bioprocess Technology Lab Plant Biotechnology Lab Downstream Processing Lab Cell Culture Facility Lab Animal Biotechnology Lab Microbiology Lab Biochemistry Lab Molecular Biology Lab Recombinant DNA Technology Lab Immunology Lab Cell Biology &amp; Genetics Lab</p>
<p>Amity Institute of Behavioural and Allied Sciences (AIBAS)</p>	<p>Psychology Laboratory Social Science Resource Room Curriculum Lab Center (Mental Health and Education Resource Room)</p>
<p>Amity School of Fashion and Design Technology (ASFDT)</p>	<p>Garment Construction Lab Fabric Construction Lab Textile Testing Lab Fashion Studio</p>
<p>Amity School of Communication (ASCO)</p>	<p>High Tech HD Video Editing Studio Chroma Photography Studio Digital Photography Studio and Lab Radio Studio Production Control Rooms/INGEST Room Newsroom Centre for Detection of Fake News and Disinformation</p>
<p>Amity School of Architecture and Planning (ASAP)</p>	<p>Surveying and Material Testing Laboratory Carpentry Workshop, Art Studio Model Making Laboratory, Construction Yard Material Museum, Plumbing &amp; Sanitation and Exhibition Hall Climatology Lab, Submission, Exam and Photography Lab.</p>

## 1. ACADEMICS AT AUMP

At Amity University Madhya Pradesh, academic excellence is the central focus of teaching and learning. The academic rigor observed and practices at the University provides students an advantage to grow into leaders in their chosen fields. Students can choose from more than 55 programmes across 16 disciplines. Conferences, workshops and seminars are conducted throughout the academic year, with active participation from the Industry and Academia.

The University tends to serve as a vibrant platform for scientists, researchers and academicians drawn from world-renowned scientific and research organizations.

The academic atmosphere of the University is encouraging, engaging, equitable and non-discriminatory. The Students, Faculty and Staff work together as a community. Each Amitian is groomed for the holistic development. Behavioural Science, English/Business Communication and a Foreign Language are taught in every semester. Students are encouraged to participate in various co-curricular and extra-curricular National and International Competitions as well as in Military Training Camps. Students are offered Open and Domain Electives in different courses to give students an exposure to diverse areas as per their choice.

The University is at the forefront of cutting edge technology and scientific research. It has a strong R&D infrastructure and has numerous facilities and labs with modern state of the art equipments. Today, AUMP is the hub of scientific learning, innovation and high-end research not only in Gwalior but also in the state of Madhya Pradesh.

### 1.0 University Core Values and Graduate Attributes

#### Core Values

The University has following eight Core Values:

- i. Academic Excellence:** University strives for uncompromising quality and the highest standard of excellence in teaching, learning, research and scholarship across various disciplines.
- ii. Integrity & Ethics:** University upholds the highest ethical values, integrity and professionalism and an unwavering commitment to academic freedom, transparency and accountability.
- iii. Diversity & Mutual Respect:** University nurtures an environment of safety, trust & mutual respect and embeds equality & diversity in its strategy by ensuring that the strategic plans are fair and inclusive.
- iv. Expand Horizons Of Knowledge:** University is driven by research and innovation and ensures continuous engagement in the scholarly activities in the pursuit of innovation, creativity and excellence

**v. Shared Governance:** University encourages shared decision-making through a process that rests upon collaborative consultation, open flow of information, diverse involvement and collective deliberations of all stake holders

**vi. Social Responsibility:** University creates and nurtures an inclusive environment where everyone can develop their full potential and contribute to the interest of the society as a whole.

**vii. Environmental Responsibility:** University is acutely aware of its environmental responsibilities and embraces principle of sustainable development to ensure that any adverse environmental impact of its activities is minimized.

**viii. Service:** University seeks to serve the diverse, personal and professional development needs of its constituents and encourage habit of engagement, caring, and civic responsibility by emphasizing a connect between service, excellence, and career growth.

### **Graduate Attributes**

Graduate Attributes are central to the design, delivery and assessment of student learning in all faculty of Studies at the University. These University Graduate attributes are as follows:

- Knowledge & Expertise of a Discipline
- Research and Enquiry
- Information & Digital Literacy
- Problem Solving
- Communication
- Behavioral Skills, Teamwork and Leadership
- Global Citizen
- Ethical, Social and professional understanding
- Employability, Enterprise & Entrepreneurship
- Lifelong Learning

The Graduate attributes flow from University level to domain level, from domain level to institution level, and from institution to programme level. For each programme, graduate attributes are defined and the programme aims to inculcate these attributes in the students during their course of study.

#### **1.1 Education 4.0**

Education 4.0 is a response to the needs of IR4.0 where humans and technology are aligned to enable new possibilities. As per Peter Fisk (2017), the nine trends related to Education 4.0 emerged as under:

- i. Learning can take place anytime anywhere
- ii. Learning will be personalized to individual students
- iii. Students have a choice in determining how they want to learn



- iv. More project-based learning
- v. More hands-on learning through field experience
- vi. Students will be exposed to data interpretation
- vii. Students will be assessed differently
- viii. Students' opinion will be considered in designing and updating the curriculum
- ix. Students will become more independent in their own learning

### **Education 4.0 – Industry Oriented Approach**

Responds to the need of Industry 4.0, where man and machine align to enable new possibilities. This approach:-

- Harnesses the potential of digital technologies, personalized data, open sourced content, and the new humanity of this globally-connected, technology-fueled world.
- Establishes a blueprint for the future of learning-lifelong learning to play a better role in society.

To ensure the alignment of graduate attributes with requirement of Industry, University offers:

- Industry oriented courses
- Industry exposure through industry visits, guest lectures, expert series etc.
- Cohesive curriculum developed with the involvement of industry experts
- Industry oriented modules integrated in the curriculum

### **1.2 Semester System**

The University follows semester system. Each semester is of 15-18 weeks as per UGC and other relevant statutory bodies.

### **1.3 Credit Hours and Credit Units**

#### **Class Contact Hour**

55 minutes of contact class of instruction is considered to be a Class Contact Hour.

#### **Credit Unit**

This requires that an amount of work for each unit of credit course be institutionally established, represented in intended learning outcomes, and verified by evidence of student achievement.

#### **Credit Hour**

A credit hour is a unit of measure for representing the equivalent of a Class Contact Hour (55 minutes) of instruction per week over the entire semester of minimum 16 weeks. AUMP follows the guideline set by UGC / AICTE & other relevant statutory bodies and such other guidelines which are widely applied by national and

international Accrediting Bodies for determining the amount and level of credit to be awarded for courses regardless of format or mode of course delivery.

### **Credit**

Credit defines the quantum of content/syllabus prescribed for the course. It may be a unit prescribed for a course and is determined by the number of hours of instruction required per week. Thus, in each course credit will be assigned on the basis of the number of hours required per week for lectures/tutorials/lab work/field work/studio to complete the course in a single semester. The students acquire credits by passing courses every semester.

- i. 1 credit of lecture/tutorial (L/T) = 55 minutes of direct teaching /tutorial in a week with minimum of 55x16 weeks =13 hours engagements in a semester of 16 weeks.
- ii. 1 credit of practical (P) = 2x 55 minutes of lab/practical work /studio in a week with minimum of 26 hours engagements in a semester.
- iii. 1 credit of project/field work for Science, E&T subjects (NTCC)= 3x55 minutes of engineering, technology and science project assignment/industry internship/field work in a week with minimum of 40 hours engagements in a semester for science, engineering and technology programmes under NTCC.
- iv. 1 credit of field work for humanities and management subjects (NTCC) = 2x55 minutes of project/field work/survey/internship in a week with minimum of 55 hours engagements in a semester for management and humanities and other programmes under NTCC.
- v. 1 credit of self-work = 2x55 minutes of self-work by student

For further details students are requested to consult their Head of Institution and peruse Regulation on Choice Based Credit System uploaded on Amizone.

### **1.4 Outcome Based Education**

At AUMP we follow an outcome based education system. The curriculum, pedagogy and assessment process are driven with the desired outcome. Outcome Based Education promises high level of learning facilitated carefully to achieve outcomes, characterized by its appropriateness to each learner's development.

Outcome based education system is a systematic, evaluative process that is implemented to assure learning experiences that are congruent with original goals and objectives; thereby providing a basis for the effectiveness and continuous quality improvement of the programme of study. It focuses on the measurement of outcomes that have taken place based on strategies and actions implemented in the pursuit of achieving pre-determined objectives.

Each programme has well defined Programme Education Objectives (PEOs) and Programme Learning Outcomes (PLOs). The relationship of PEOs and PLOs is clearly indicated through the mapping of learning outcomes with the established objective. Each outcome addresses a defined objective and achievement of outcome indicates the attainment of objective. The assessment of each learning outcome is done annually to identify that the established learning objectives are achieved. The gaps identified are analyzed and addressed through a properly laid academic action plan.

The assessment of outcomes is both quantitative and qualitative and focuses on improving teaching by analyzing student learning outcomes. The appropriate direct and indirect tools are developed to measure the extent of learning. Each learning outcome is assessed by at least one direct and one indirect method.

The results of the annual assessments and other data are used to determine the effectiveness of the programme during the programme review process. It also ensures that the outcomes achieved corresponds with the mission of institution, domain and University.

### **1.5 Educational/ Learning Assessment Methods**

#### **Direct methods of Assessment:**

- Capstone Projects
- Comprehensive examinations
- Viva Voce
- Practicum / Internship evaluations
- Scoring Rubrics etc.

#### **Indirect methods of Assessment:**

- Exit surveys etc.

### **1.6 Uniform Course Coding**

University follows Uniform Course Coding system which ensures the removal of any overlapping of course curriculum at domain level and at programme level (UG / PG / Doctoral). By this, students have same course curriculum for a specific course irrespective of a programme.

### **1.7 Course Review and Curriculum Development with focus on Student Learning Outcomes (SLOs) and their assessment:**

- i. Onus of learning will be with the students as they will know beforehand what they are expected to learn from a course (SLO). Further, the student learning outcomes are also defined at programme level as Programme Learning Outcomes (PLOs). A student is expected to achieve the specified learning outcomes on completion of a course / programme. This brings a greater onus of learning and self - development on a student, which motivates the student to do self-study, projects, exercises and readings in addition to regular teachings in the classrooms, laboratories and studios.
- ii. All lab courses are a part of respective theory courses; hence credit units for a theory/lab depend upon the L-T-P and SW/FW structure prescribed in the course curriculum of a course. The final grade of the course is determined accordingly based on the marks obtained in theory and practical / lab / studio part of the course.

### **1.8 Model Framework for Programme Structure:**

Depending upon the type of degree, duration of programme and level of programme (UG, PG, regular degree programme, honours programme) Model Framework for programme groups has been developed in-terms of course types, credit units and depth of the topics at

semester level and programme level. All programme structures are developed as per the model framework.

### **1.9 Flexi Choice Based Credit System:**

The University offers Choice Based Credit System (CBCS) in all programmes. Currently, 35 CBCS courses are offered by 9 institutes of AUMP. This ensures student centric contextual curriculum and achievement of desired student learning outcomes

CBCS enables the students to satisfy their scholastic needs and aspirations, as the system provides enhanced learning opportunities through interdisciplinary curriculum.

### **1.10 Salient Features of Flexi Choice Based Credit System (CBCS)**

Choice Based Credit System (CBCS) offers a flexible system of learning. The system permits the student to:

- i. Choose electives from a wide range of courses.
- ii. Undergo additional courses and acquire up to 15% more credits than required number of credits
- iii. Adopt an interdisciplinary approach in learning
- iv. Inter Institution / University transfer of Credits
- v. Complete a part of programme in the parent institute / department of the AUMP and get enrolled in another institution / department of AUMP for specialized courses/ OE / DE / OABC etc. Each student fills his own Academic Planning Worksheet – the students have a wide variety of courses (E.g. Open elective (OE) / Domain elective (DE) / Outdoor Activity Based Courses (OABC) and Specialization Elective (SE)) to choose from keeping their core area intact.
- vi. Enhance their skill/employability by taking up project work, entrepreneurship and vocational training as OE / DE / SE / OABC
- vii. Choice in the timings / time slots in the selection of courses based on core courses
- viii. Choice of preparing his / her own Time-table, programme structure and academic planning worksheet as per model framework of programme structure.
- ix. Balanced curriculum, (e.g. In engineering, a student can have judicious mix of engineering, science, humanities, management and other courses completely fulfilling engineering studies).
- x. Ample opportunities to opt inter-disciplinary courses.
- xi. Lighter options for slow learners by providing important / common courses, bridge course, Guided Self Study Courses (GSSC) as required.
- xii. Opportunity of under graduate research experience.
- xiii. Value addition with double Major / Minor option.
- xiv. Outdoor Activity Based Courses.
- xv. Human Values Community Outreach (HVCO) through NSS.
- xvi. Independent Study Research (ISR) is research based NTCC course for students of AUMP.



- xvii. Entrepreneurship Awareness Camp  
To create awareness about entrepreneurship to start a business.
- xviii. Industry Led Courses
- xix. Skill Enhancement Courses aim at enhancing students' technical skills.
- xx. Study Abroad Programme-Students can go to different international campuses for studying a semester.
- xxi. Semester exchange
- xxii. Credit equivalence

### **1.11 Open Elective (OE) / Domain Elective (DE) / Outdoor Activity Based Courses (OABC) Amity**

Keeping the core area intact, students have a wide variety of choices of courses to choose from Open elective (OE) / Domain elective (DE) / Outdoor Activity Based Courses (OABC) and Specialization Elective (SE).

### **1.12 Multiple Language Options:**

Opportunity to study multiple Language Courses and earn certificates. Currently only French is offered at AUMP as foreign language and German is being planned to introduce soon in the next academic year.

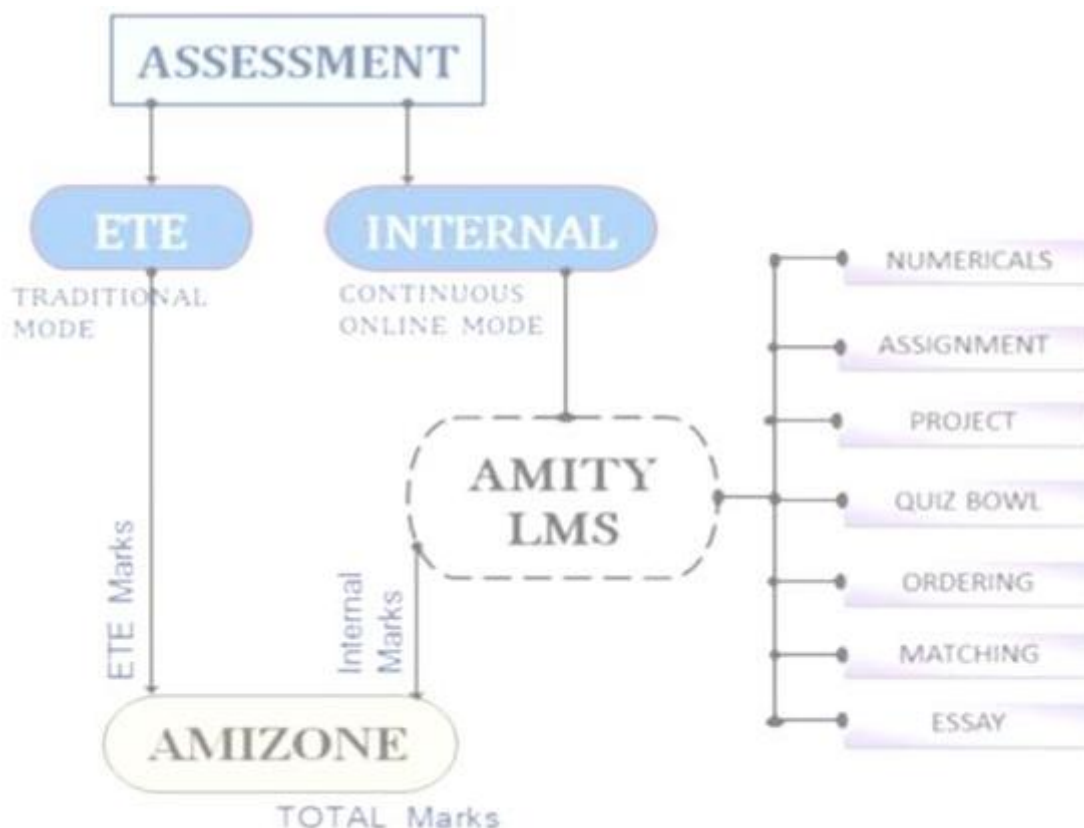
### **1.13 LMS integrated with AMIZONE**

- a) Access to lecture videos and other learning resources
- b) On line internal assessment
- c) Online Group assignments with inbuilt system for plagiarism check
- d) Tracking the extent of learning
- e) Online interactive group forums
- f) Report Generation
- g) Mobile app to access the content anytime anywhere

### **Features of LMS**

- i. Experience Based Learning model
- ii. Focus on Higher Level of Cognitive activities
- iii. The lecture and homework elements of a course gets reversed
- iv. The class time is used to work on assimilating the knowledge through problem solving, discussion and quiz or debates etc.
- v. Transition is from an instructor-centered classroom to a student centered learning environment.
- vi. A class where absent students won't fall behind.
- vii. Continuous Internal Assessment provides better analytics to monitor students.

### Assessment through Learning Portal



#### 1.14 Academic Planning Worksheet (APW):

Master Academic Planning Worksheet (MAPW) based on model framework, Programme structure, value addition courses, domain electives and open electives offered during semester is available on AMIZONE for students. A student is required to choose the courses from the offerings and make their own academic plan. A student is required to take minimum prescribed courses as per Model framework.

#### 1.15 Course Advisory Committee and Approval of Courses for Registration:

A Course Advisory Committee (CAC) has been constituted for each programme by the Head of Institution. Students who are re-registered for a semester can choose the courses and time table and submit their suggestions to HoI. Students can meet with their Course advisory committee, at the scheduled time and venue, for counselling and guidance. Each student has to ensure that:

- i. He/she has chosen the requisite courses to meet minimum credit requirements for various types of courses for the semester.
- ii. He/she has chosen the elective courses for their basket in such a manner that there is not clash of time table for courses chosen.
- iii. The CAC examines the student's choices and advice accordingly and after their satisfaction will recommend it to HoI for approval

- iv. He/she will be registered for a course only if the courses are recommended by CAC and approved by the HoI for a specific time slot provided that the seats are available and courses are in line with Academic Planning worksheet / programme structure.
- v. He/she can change his/her course within first week of their semester. Thereafter, no requests for course change will be entertained, as the attendance for the course will be considered from the date of commencement of a course
- vi. Each student is required to obtain minimum 75% attendance in each course to be eligible to appear in end semester examinations.

### **1.16 Add-on Vocational Certificate/Diploma under CBCS**

The Choice Based Credit System (CBCS) is the integral part of various programmes. At present, we offer 35 CBCS courses across 9 institutes of AUMP. Upon completion of 15 credits, student acquires minor degree in a different discipline along with major degree in core discipline. The students are also allowed to pick up one or more MOOCs relevant to a minor track to fulfil the requirement of 15 credits.

### **1.17 Dual Specialisation/Major-Minor/ Super Specialisation**

The specializations are offered in various PG and UG programmes to prepare a specialized human resource in specific domains. All the PG programmes have wide variety of specializations to choose from. Students can also choose dual degree programme which facilitates them to get two major degrees in a prescribed duration.

### **1.18 Non-Teaching Credit Courses (NTCC)**

The academic philosophy of AUMP revolves around student centric learning, which takes into consideration their varied learning needs and significantly accelerates their retention of both knowledge and skills. It inspires and gives the chance to the student to operate, manage and monitor his/her own learning process under the supervision and the guidance of a faculty supervisor, so that he/she could train himself to be independent and develop oneself to be a good professional.

Non-Teaching Credit Courses (NTCCs) have proved to be great tools to achieve the objectives of student centric learning. Following are the attributes of Non-Teaching Credit Courses (NTCCs):

- i. NTCCs are part of programme structure and are compulsory
- ii. Have credit units assigned to them
- iii. Not conducted as regular class lecture, lab practical or tutorial
- iv. Are self-exploratory / application oriented /field work oriented in nature
- v. Are done under the supervision/guidance of faculty guide and/or external guide depending upon the place of course being undertaken
- vi. Conducted during the summer break or during the semester
- vii. Allow students to pursue their area of interest to greater depth
- viii. Help students to relate theory to actual practice in the industry
- ix. Help students to be innovative, creative and through independent study

The courses are conducted either at institution, industry, other research labs or universities in India and/or abroad.

### **1.18.1 Registration for NTCC**

- i. The students shall register on-line on AMIZONE for all NTCCs.
- ii. A student having genuine reason may be permitted for late registration on grounds such as ill health, student is on approved official duty and in case where institution arranged the internship, but awaits confirmation, provided the student did not opt for self-arrangement, initially.
- iv. The students who have not registered for the NTCC as per regulations shall be treated as failed in the course.
- v. Further, student shall not be promoted to next year especially if he/she has failed in fieldwork / or industry internship etc.
- vi. For a 8 week NTCC the credit units are computed as follows-  
 $40 \text{ days} \times 8 \text{ hrs per day} = 320 \text{ credit hours}$   
 $320 / (8 \text{ hrs} \times 2 \text{ credit units}) = 20 \text{ credit units}$
- vii. To earn 9 credit units for a NTCC, a student must put in self efforts:
  - $9 \text{ credits} \times 30 \text{ hrs / per credit} = 270 \text{ hrs}$
  - No. of days required in Full-time mode :  $270 \text{ hrs} / 8 \text{ hrs per day} = 34 \text{ working days} = \text{approx. } 6\text{-}8 \text{ weeks}$
  - No. of Days required in part-time mode :  $270 \text{ hrs} / 4 \text{ hrs per day} = 68 \text{ working days} = \text{approx. } 15\text{-}16 \text{ weeks}$

### **1.18.2 Allocation of Faculty Guide**

- i. Each student shall be assigned a faculty guide for the NTCC well in advance in a formal manner, depending on the number of students per faculty member, the available specialization among the faculty guides, by Institution NTCC Committee.
- ii. The allotment / allocation of faculty guide shall not be left to the individual student or teacher.
- iii. In case a student is undertaking NTCC outside in an industry or research lab or other university, the students shall have two guides – a faculty guide from the parent institution and an external guide from the concerned organisation. In such cases of joint guidance, the main guide shall be the faculty guide.
- iv. The external guide shall be provided with brief guidelines for performance monitoring and assessment of the student of NTCC.

## **1.19 Academic Integrity & Ethics**

### **1.19.1 Plagiarism**

The NTTC report must be written in student's own words. However, if required to cite the words of others, all the debts (for words, data, arguments and ideas) have to be appropriately acknowledged.



It is mandatory that each project report shall be checked for plagiarism through Turnitin or similar software before submission. The content which is based on existing published work must come from properly quoted material and from the references cited section. After checking the accuracy of the citations and references of such content the plagiarism report should not return similarity index of more than 15% in any circumstance.

However, if the matching text is one continuous block, the index of 15% could still be considered plagiarism. Any report with higher than this percentage matching must be explained by the student. The details of copy rights, professional ethics are given in Plagiarism Prevention Policy of the University.

### 1.19.2 Submission of Final Report

- i. The student shall write the project report / dissertation and submit the final report as per instructions given in Guidelines.
- ii. Following shall be submitted along with final report:
  - WPR
  - NTCC Diary
  - Plagiarism Report
- iii. A student shall be eligible to submit his/her report and final assessment provided he/she meets following conditions:
  - Did Online Registration on Amizone for the NTCC course.
  - Topic, Synopsis and Project Plan are approved by the faculty guide.
  - Atleast 90 % of WPRs were submitted
  - Atleast 80% of the WPRs were satisfactory
  - Under special circumstances, Vice Chancellor may condone upto 5% of eligibility criteria for submission of report.
  - Similarity index not more than 15 % as per Plagiarism Prevention Policy

### 1.19.3 Students not meeting the eligibility criteria as above

The students who are not eligible to submit the report shall re-submit the report as per the undermentioned norms. Such cases will be examined by the NTCC Review committee for special consideration by the Vice Chancellor.

Parameter	Action
Online Registration for the NTCC course not done	Re-do the NTCC
Has not taken the approval of the Topic, Synopsis and Project Plan by the faculty guide	Re-do the NTCC
< 90 % of WPRs were submitted	Penalty in Continuous Internal Assessment marks as under: 80 - 89% = 10 marks deducted 75 - < 80% = 12 marks deducted

	70 - < 75% = to be permitted by Vice Chancellor on recommendations of NTCC Review Committee with cap of B+ in grading or deduction of 15 marks from Continuous Internal Assessment. < 70 % = Re-do the NTCC
< 80% of the WPRs were satisfactory	<80-75% = 10 marks to be deducted <75-70% = to be permitted by Vice Chancellor on recommendations of a committee with cap of B+in grading or deduction of 15 marks from Continuous Internal Assessment.
Similarity index more than 15 % as per Plagiarism Prevention Policy.	If in plagiarism report the similarity index is >15%, the student is required to re-write the report/thesis provided meets all the other criteria.
<p><b>Important:</b> The students not meeting the eligibility criteria shall be required to provide detailed justification for special consideration by the NTCC Review Committee. The students re-submitting the thesis due to plagiarism shall be eligible for the grade earned by him provided he/she has submitted same at least 10 days prior to the final assessment of the batch. If the student fails to submit the revised thesis in the prescribed time he / she shall not be awarded more than B+ grade. The students who shall re-do the NTCC shall be awarded grade not more than B+.</p>	

**1.20 Integration of Professional Skill Development Activities (PSDA) in the Course Curriculum and Revision of Weightage of Internal / External Assessment for the implementation of Education 4.0:**

As the University is implementing Education 4.0 for Emerging New Age / Disruptive Technologies with competency requirements of Industry 4.0, the Professional Skill Development Activities (PSDA) are being integrated with the course curriculum for better learning outcomes and student development at course level. Therefore, accordingly the weightage of Internal / External Assessment is revised to align with Course Objectives, Student Learning Outcomes, Teaching-Learning Methodologies and Assessment

Education 4.0 is an institutional thought that encourages non-traditional thinking. The concept essentially uses technology-based tools and resources to drive education in non-traditional ways.

**1.21 Summer Semester**

A semester for 6-8 weeks is planned for senior batches conducted during summer (after completion of Even semester exams) for a maximum of 6 credit units.

**1.22 Intercampus Semester**

Students shall be permitted to visit other Amity campuses.

### **1.23 Internationalisation**

Amity University Uttar Pradesh is research and innovation driven, seeking to develop graduates of international repute by providing high quality education and global exposure to students. The University has unique Study Abroad Programmes, Semester Abroad and Student Exchange Programmes for global exposure to students, such as:

#### **1.23.1 Semester Abroad Programme (SEMAP)**

Amity has a provision for students to do a semester abroad depending on the MoU's.

#### **1.23.2 Study Abroad Programme (SAP)**

Study Abroad Programme (SAP) is offered to students of various disciplines which is important for global exposure. SAP programme has been re-engineered to give an experiential learning platform to the students of Amity on a global scale. The students get hands-on experience of gaining knowledge of foreign culture, industry and economic dynamics. It provides the students with an opportunity to interact with foreign faculty and carry out focused projects under their expert guidance.

#### **1.23.3 Student Exchange Programme**

Several students go to different Universities all over the world and international students visit Amity campus as part of student exchange.

#### **1.23.4 Industry Internships**

It is Mandatory for all students to go for an industry internship during their semester breaks. This enables them to have practical exposure of corporate world and implement their theoretical knowledge to practical real life experiences.

#### **1.23.5 International Projects / Dissertations**

Many Amity students are doing their NTCC – the major project /dissertation as part of an international project.

### **1.24 Attendance**

100% attendance is expected in each course however with 75% attendance students are permitted to appear in the End-semester examination. This is as per UGC norms. However, in any case where statutory norms are higher than UGC, they will prevail (BCI, RCI, CoA, PCI, NCTE etc).

If a student has any grievance with class attendance for a course she/he should put up their grievance on Amizone before 10:00am next day. The attendance of students may also be verified with biometric entry into the campus, if required.

**I. Marks for Attendance:**

Percentage of Attendance (%)	Marks
Above 95	5
Between 90 and 94	4
Between 85 and 89	3
Between 80 and 84	2
Between 75 and 79	1

**1.25 Evaluations & Examination**

Evaluation of the students is done through continuous evaluation during the semester and through end semester examinations as per following for each course as per approval of Academic Council.

- i. Continuous Evaluation (CE) / Internal Assessment (IA) - 30% or 40% or 50%
- ii. Comprehensive VIVA / End Semester Examinations - 70% or 60% or 50%

Components of IA/CE:

Case Discussion / Presentation	Class Test(s)
Written Case Analysis Quiz(es)	Quiz(es)
Home assignment(s)	Term Paper(s)
Lecture Summaries	Project/ Seminar/ Viva
Group Presentation	Attendance (5)

**1.26 Amizone**

Amity Intranet Zone acts as a single point of access for most of the information and resources to the Students, Parents, Faculty and Staff Members of Amity. Amizone is repository of all data of AUUP. Amizone also offers an archive of recorded classes to students who do not want to miss out on their learning experience, some of the existing facilities on Amizone are:

- a) Academic Calendar
- b) Fee Schedule & Payment
- c) Registration cum Enrollment process/Re-registration
- d) Section formation
- e) Course planning, delivery and progress monitoring & effectiveness
- f) Choosing Elective, Domain elective, Open elective, Special elective
- g) Preparing Time-table
- h) Planning and progress monitoring of term papers, projects, summer training, dissertation & various report generation etc.
- i) Examination Planning, Conduct & Display of Result
- j) Documents upload for students and faculty
- k) Online faculty Feedback
- l) Complaints/suggestion

The Learning and Management System of the University is fully integrated with AMIZONE.



## 2. CONDUCT OF EXAMS AND SCHEME OF EVALUATION

- (a) The Ordinance No. 4 dated 23 Mar 2013 specifies Regulations for Conduct of Examinations, Scheme of Examinations and Discipline (**REGULATIONS - R3/2019**) among Students during Exams as well as lays down conditions for appearing in an examination of the **AMITY UNIVERSITY MADHYA PRADESH (AU MP)** for a degree or a diploma, either generally or for a particular examination, unless there is anything, repugnant in the subject or context. The ordinance shall be applicable to all courses of **AU MP**.
- (b) The Regulations based on Ordinance makes provisions for setting up of various Committees to facilitate organized conduct of examinations. These Regulations shall act as guidelines for planning, coordinating and conduct of examinations in a fair manner without providing any undue advantage to any particular candidate /examinee. The Vice Chancellor (**VC**) will be assisted by Controller of Examinations (**CoE**) in implementing the guidelines in true letter and spirit.
- (c) **Controller of Examinations (CoE)**.The CoE shall be a whole time Officer of the University. All arrangements for the conduct of examination to be held by the University shall be made by CoE in accordance with directions of Academic Council / VC.
- (d) **Examination Superintendent**.The VC shall in consultation with the HoI/ HoD and CoE appoint Exam Superintendent (**Supdt**) for the examination centre of their respective Institution for smooth conduct of examinations. The Exam Supdt will function under the guidance of CoE.
- (e) The course structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Annual System for specified programmes.
- (f) In addition to **End Semester Exams (ESE)**, a student shall be put under **Continuous Internal Evaluation(CIE)** for his academic performance in a course through case discussions, presentations, analysis, practicals, home work assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.
- (g) Each course shall have a number of credits assigned to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/ or self study. The

credits for the project and the dissertation shall be based on the quantum of work expected.

## **2.1 Attendance**

- (a) Students are expected to have 100% attendance.
- (b) Every teaching faculty handling a class will take attendance till the last session of the course as per LTP and session plan. The percentage of attendance up to this day will be calculated and forwarded to Examination Department by the HoI for issue of Examination Admit Cards.
- (c) If a student is continuously absent for a period of two weeks without permission, a notice will be sent to the student and to his parents/guardian by course faculty / programme leader & HoI /HoD, with a copy to the office of the Dean.
- (d) If a student remains absent continuously for 30 days without permission, his name will be struck off. Such a student may apply for re-admission .The Head of Institution will examine his performance in all semesters and back log of papers and forward recommendations to Dean office to decide as to whether he should be given readmission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted readmission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations. The attendance will be calculated from the commencement date of the semester and not from the date of re-admission.
- (e) Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of HoI/ HoD is mandatory.
- (f) A student whose attendance is less than 75%, whatever may be the reason for shortfall, will not be permitted to appear in the End Semester Examination (ESE) unless the student is permitted by the Vice Chancellor by condoning attendance up to 5% in a course with B+ grade cap.
- (g) Under extreme special circumstances, Vice Chancellor may condone attendance upto 5% below 75% without B+ cap on grade based on the recommendation of the HoI.
- (h) I Category: Student who has fulfilled the minimum attendance requirement in any course unit but is unable to attend the End Term Examination due to genuine unavoidable circumstances will be awarded 'I' Grade in that course unit. Student will be required to inform the HoI/HoD before the commencement of End Term Examination of the course/courses telephonically and seek his approval for absenting in the End Term
- (i) Examination. Student will also be required to produce valid documentary proof within 7 days of the last date of examination and submit it to HoI/HoD. The examination for such 'I' category students will be conducted within 30 days from the last date of End Term Examination. The maximum Grade awarded in the course unit falling under "I" category will be B+.

## 2.2 Make-up of Deficiency in Attendance

- (a) Each Department/Constituent Unit of the University will prescribe “Guided Self Study Course (GSSC)” for the course units in which the students failed or are detained due to shortage of attendance in a semester and arrange counseling sessions for the students on weekends and holidays in the relevant odd or even semesters (in next academic session).
- (b) The students who are detained due to shortage of attendance in any course of a semester shall register with their Department/Constituent Unit for Guided Self Study Course in the beginning of next semester/year scheduled for next batch of students. They will be required to pay a GSSC fee per course as prescribed by the University.
- (c) Such students are required to attend contact classes as and when scheduled by the Department/Constituent Unit on weekends / holidays in the relevant semester to complete the course curriculum / syllabus for the course designed by the Department/Constituent Unit. Minimum of 75% attendance in GSSC contact classes and satisfactory report from GSSC faculty is mandatory to become eligible for back paper examinations.
- (d) The course faculty shall also prescribe term papers / home assignments which the students will submit to their faculty course-wise within the due dates to ensure proper preparation by the student.
- (e) The regularity in attending the classes and prompt submission of assignments by due date will determine whether a debarred or detained student is permitted to take the re-examination or not. The schedule for regular collection and submission of term paper/home assignments will be announced by the Department/ Constituent Unit/course faculty.
- (f) Only those students who register for Guided Self Study Course (GSSC) and complete the requirements as prescribed by the Department/Constituent Units will be permitted to take the examination in the respective course when the examinations of such Course Units are conducted in normal schedule along with the next batch of students. The scheme of re-examination will be announced by the University on receipt of report from the Department/Constituent Unit.
- (g) The student will be permitted to appear in examination on satisfactory performance in GSSC.
- (h) It is mandatory for the students who are debarred and are experiencing anxiety/stress, to meet a counselor to seek professional assistance for their overall well-being.

## 2.3 Minimum & Maximum Duration of Academic Programmes

- (a) The minimum period required for completion of a programme shall be specified in the Scheme of Teaching & Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.

- (b) The maximum permissible period for completing a programme upto two academic years shall be N+1 year(two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be N+2 academic years (four semesters), where “N” represents the minimum duration of the programme.
- (c) On request from the student and recommendation of HoI/Dean, Vice Chancellor may grant extension of one more year i.e. N+1+(1) for 2 years duration programs and N+2+(1) for 3 years and above duration programs on payment of 25% of the Academic fee of year/semester (as applicable) + Rs.15,000/- re-admission fee + Examination fee for each course (as applicable) to qualify for award of degree.

## 2.4 Grading System

- (a) Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks. The marks of different components viz. internal continuous assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades on a 10 point scale. Grading will be done on raw score awarded by the evaluator in CIE as well as in ESE.
- (b) The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per **Table-A**.

**TABLE - A**

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Fair	6
B-	Satisfactory	5
C+	Pass	4
C	Border Line	3
F	Fail	0
I	Incomplete	0
DE	Debarred	0
AB	Absent	0
U	Unsuccessful	-
S	Successful	-

- (c) Conversion of numerical marks into letter grades
  - i. In order to arrive at the letter grades based on relative performance, the total marks in a particular course for all the students in the course of more than 30 students shall be tabulated in a descending order list (equivalently a histogram).

The performance of the class shall be analysed in terms of average, highest and the lowest marks and dividing lines between the clusters of students. Gaps and dips between the clusters and the nature of the clusters will guide in drawing the dividing lines between the Grades. B and B- bands usually indicate the average mark.

- ii. If the marks obtained by a student of a class of more than 30 students are close to normal distribution curve, the marks awarded to a student in a Course Unit shall be transformed into a normal distribution curve by using Statistical Method in accordance with Table B to ensure the uniformity in spread of scores regardless of the nature of curricular areas.

**TABLE - B**

Relative Grading System			Grade Point	Absolute Grading System	
Lower Range of Marks	Grade	Upper Range of Marks		Minimum % of marks for letter grade For UG	Minimum % of marks for letter grade for PG/ Dual Degree/ Integrated Programme
$\geq (\bar{X} + 1.5 s)$ but $< 80$	A+	100	10	80	80
$\geq (\bar{X} + 0.75 s)$	A	$< (\bar{X} + 1.5 s)$	9	70	75
$\geq \bar{X}$	A-	$< (\bar{X} + 0.75 s)$	8	65	68
$\geq (\bar{X} - 0.75 s)$	B+	$< \bar{X}$	7	55	60
$\geq (\bar{X} - 1.5 s)$	B	$< (\bar{X} - 0.75 s)$	6	50	52
$\geq (\bar{X} - 2.25 s)$	B-	$< (\bar{X} - 1.5 s)$	5	45	45
	C+	$< (\bar{X} - 2.25 s)$ but $< 40$ for PG and 35 for UG	4	35	40
	F	$< (\bar{X} - 2.25 s)$ and/or $< 40$ for PG and 35 for UG	0	<30	<35
	I		0		

The mean ( $\bar{x}$ ) and the standard deviation ( $\sigma$ ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per table B.

Note:-

- A+ Outstanding; A Excellent; A- Very Good; B+ Good; B Fair; B- Satisfactory; C+ Pass; F Fail; I Incomplete.
- Promotion Criteria: UG : SGPA 3.5; CGPA 4.5  
PG : SGPA 4.5; CGPA 5.0
- Graduation Criteria: UG: Minimum Grade C+ in each course unit; SGPA 4.5; CGPA 5.0



PG: Minimum Grade C+ in each course unit; SGPA 5.0; CGPA 6.0

- iii. In a class of student up to 30 students, the minimum cut off for various grades shall be assessed as given in Table C.

**TABLE - C**

Ser. No.	Grade		Qualitative Value of Grade		Grade Point	Minimum Percentage of Marks						
	Other Courses	B Pharma	Other Courses	B Pharma		PG Courses	UG Courses	B Pharma	B Arch	M Arch	M Phil	Ph D
1	A+	O	Outstanding	Outstanding	10	80	80	90	80	80	80	85
2	A	A	Excellent	Excellent	9	75	70	80	70	75	75	80
3	A-	B	Very Good	Good	8	68	65	70	65	68	68	70
4	B+	C	Good	Fair	7	60	55	60	55	60	60	60
5	B	D	Fair	Average	6	52	50	50	50	50	55	-
6	B-	-	Satisfactory	-	5	45	45	-	45	-	-	-
7	C+	-	Pass	-	4	40	35	-	-	-	-	-
8	C	-	Border Line	-	3	35	30	-	-	-	-	-
9	F	F	Fail	Fail	0	<35	<30	<50	<45	<50	<55	<60

- iv. In case of non- credit and Audit Courses which are not reckoned for assessment of SGPA and CGPA, the students shall be awarded “S” Grade for satisfactory performance and “U” Grade for unsatisfactory performance.

(d) The Semester performance of a student will be initiated as “**Semester Grade Point Average**” (SGPA). The SGPA will be weighted average of Grade Points of all grades received by a student for all the Course units in the semester. The formula for Computing SGPA is as given below:-

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

**Note:-**Where U1,U2,U3 denote credits associated with courses taken by the Student and G1, G2, G3, are the Grade Point of the letter grades awarded in the respective Course.

**An example of these calculations is given below:-**

**I - Semester**

Course Code	Associated Course Credits	Grade Awarded	Credits Earned	Grade Points	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C (+)	5	4	20
CSL 102	4	C	0	3	12

PHP 103	4	A	4	9	36
PHP 104	3	B	3	6	18
MEL 105	4	F	0	0	00
AML 106	4	B (-)	4	5	20
<b>Total</b>	<b>24</b>		<b>16</b>		<b>106</b>

Total associated credits in the semester (Total of column 2) = 24

Earned credits in the semester (Total of column 4) = 16

Points secured in this semester (Total of column 6) = 106

$$\text{SGPA} = \frac{\text{Points secured in the semester } 106}{\text{Credits Units in Courses appeared } 24} = 4.42$$

### II - Semester

<b>Course Code</b>	<b>Associated Course Credits</b>	<b>Grade Awarded</b>	<b>Earned Credits</b>	<b>Grade Point</b>	<b>Point Secured</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>
MAL 201	5	A (+)	5	10	50
EEL 202	5	B (+)	5	7	35
CYL 203	5	C (+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	00
<b>Total</b>	<b>31</b>		<b>23</b>	<b>39</b>	<b>180</b>

**Note:-**

1. Associated Credit Units in the semester (Total of Column 2)= 31
2. Earned Units in the semester (Total of Column 4) = 23
3. Cumulative Associated Credit Units (In previous semester 24 and current semester 31) = 55., Points secured in II semester (Total of column 6) = 180, Cumulative points secured (Total of points secured in 1<sup>st</sup> semester 106 and in Semester 180) = 286

$$\text{SGPA} = \frac{\text{Points secured in II Semester } 180}{\text{Credit Units of appeared courses in II semester } 31} = 5.806$$

**CGPA**

$$= \frac{\text{Cumulative points secured in all passed course in I & II Sem } 286}{\text{Cumulative Associated Credit Units in I & II Semesters } 55} = 5.20$$

(e) In the case of Annual system of evaluation of students performance, Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.

- (f) The final year Grade Card will indicate Cumulative Grade Point Average (CGPA) and shall be calculated as Para 2.4(c) and shall be based only on Grade Points obtained in courses for which units have been earned.
- (g) Software made to suit the requirement of AUMP Grading system prepares the Histogram and awards Grade to each course independently based on the above Guidelines given in Para 2.4(a) and 2.4(b) using statistical formula and taking care of all outlines.
- (h) An approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.
- (i) The successful students shall be placed in Divisions as below:

i. The successful candidates in UG and PG programme shall be placed in Division as below:-

<b>CGPA</b>	<b>Equivalent Division</b>
8.50 and above	First Division with Distinction
6.50 but less than 8.50	First Division
5.00 but less than 6.50 for UG programmes	Second Division
6.00 less than 6.50 for PG/ Dual /Integrated programmes	Second Division

ii. The successful candidates in B Pharma and M Phil (CP) programme shall be placed in Divisions as below: -

<b>CGPA</b>	<b>EQUIVALENT DIVISION</b>
7.50 and above	First Class with Distinction
6.00to 7.49	First Class
5.00 to 5.99	Second Class

## **2.5 Passing Criteria**

A student has to fulfill the following conditions to pass any academic programme of the University:

- (a) A student who has earned minimum number of credits prescribed for the concerned programme as per the Course Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:

	Minimum C.U. (Average per semester)	Maximum C.U. (Average per semester)
(i) Under Graduate Programmes	22	25
(ii) Post Graduate Programmes	27	30
(iii) Integrated/Dual Degree	27	30

The minimum Credit Units prescribed for a programme shall not include the Credit for Value Addition Courses (VAC)/ Basket courses(BC). However, Passing Credit Earned in VAC/BC is mandatory.

(b) Continuous Internal Assessment

- i. The weightage of End Term Examination (ETE) to Continuous Internal Assessment Evaluation (CIA) is 50 -80% to 20 - 50%.
- ii. The condition for qualifying separately in CIA shall not be mandatory unless specified by any statutory body.
- iii. A student is required to secure minimum 30% marks to pass in End Semester Examination and minimum aggregate marks of 35% in UG and 40% in PG/Dual degree / Integrated courses to be considered 'PASS' in each course unit.
- iv. The Internal assessment will be completed within the semester and the result will be forwarded to Examination Department within three days after last day of class. Students who have missed the IAE/assignments/tests will be awarded '0' marks.
- v. There will be no provision for re-appearing in any component of Internal Assessment in subsequent semesters. Hols may conduct make up tests, if required, due to valid reasons, within the same semester.
- vi. The students who are unable to score passing SGPA & CGPA for award of degree/diploma by AUMP because of having obtained maximum of 5 marks in the Internal assessment in any course/courses shall be eligible to repeat the internal assessment of the relevant course/courses in the following cases:
  - a. Extended period (N+1) or (N+2) or beyond as the case may be
  - b. Year Back

to make up the deficiency in/of SGPA/CGPA to be eligible for award of degree. Such students shall be required to pay re - admission fee of Rs.15 000/- along with 25% academic fee of the current academic year/ semester (as applicable) and back paper fee for each course. These students shall be required to attend the classes for

continuous internal assessment and obtain minimum 75% attendance in the course concerned

vii. In internal Assessment, five marks are allotted to attendance as under:-

Percentage of Attendance (%)	Marks
More than 95	5
More than 90 and upto 95	4
More than 85 and upto 90	3
More than 80 and upto 85	2
More than 75 and upto 80	1
Upto 75	0

- (c) Students of both UG and PG /Dual degree / Integrated programmes should also pass in each term/semester separately by securing a minimum Semester Grade Point Average (SGPA) of 4.50 for UG and 5.00 for PG/ Dual degree / Integrated programmes on a 10 point scale.
- (d) For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 5.00 at the end of final year of an Under Graduate programme and of 6.00 at the end of final year of Post Graduate /Dual Degree/Integrated Programme.
- (e) A student who has reappeared/repeated the examination of course unit(s), the best of the two scores obtained shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree. The student must pass in Summer Training/Internship, Project, Dissertation (wherever prescribed), by securing at least C+ Grade.

## 2.6 Promotion to Next Semester / Year

Promotion will be considered at the end of each academic year.

- (a) A student will be eligible for promotion from 1st year to 2nd year, 2nd year to 3rd year and so on provided she/he has minimum SGPA and CGPA as under:

	UG	PG	Integrated / Dual Degree
SGPA (current year)	3.50	4.50	4.00 (in first year & 4.50 after three years)
CGPA	4.50	5.00	5.00



(b) Promotion from 1st year to 2nd year:- If a student does not fulfill the above criteria he/she may be promoted to 2nd year on the recommendation of HoI and he/she will be placed on "Academic probation" provided he/she has cleared at least 60% of number of Credit units earned in each semester.

(c) Promotion from 2nd year to 3rd year and subsequent years:-

i) A student will be promoted from second year to third year only if he/she has secured the passing criteria of SGPA and CGPA in both semesters of the first year i.e. qualified in first year and minimum SGPA and CGPA of Promotion Criteria in the second year as give in para 2.6.

ii) Similarly, he/she will be promoted from third year to fourth year if he/she has secured qualifying minimum SGPA and CGPA (passing criteria) for the previous semesters upto second year and minimum SGPA and CGPA of promotion criteria in the third year.

iii) Promotions to subsequent years will also be based on the same criteria as above.

(d) Student who is promoted to next year by meeting the promotion criteria as given in para 2.6 a) above but is not meeting qualifying criteria (passing criteria) for award of degree, will be placed on Academic Probation for one year to improve his/her SGPA/CGPA.

(e) A student who is not eligible for promotion will have the option to either Repeat the Year or take an Academic Break/Repeat a semester or withdraw from the programme for which he/she will apply to the HoI. HoI will forward the undertaking/request of students to CoE, who will examine each case and forward to Vice Chancellor. The decision will be taken by Vice Chancellor based on the performance of the student and recommendations of HoI.

## **2.7 Academic Probation**

If a student fails to secure passing/qualifying SGPA & CGPA in any semester and has scored only the grade of Promotion Criteria, s/ he shall automatically be on Academic Probation and shall undergo counseling sessions with the faculty assigned to him. The concerned faculty shall monitor his performance and shall submit a report on his performance to the HOD/HoI.

### **(a) Promotion with Academic Probation (PAP)**

i. Students who fail to clear Promotion Criteria as given in Para 2.6(a) above but are promoted to next Academic Year (cases as given in para 2.6 (b) &(c) or not meeting

qualifying criteria as given in para 2.5 (c) above will be placed on Academic Probation for one year.

ii. The student who does not clear the passing criteria at the end of the Academic Probation will not be eligible for promotion to the subsequent years. He/she will have the option as given in para 2.6 (e) above i.e., either to Repeat the year or take Academic Break for one year or withdraw from the programme.

### **(b) Promotion with Academic Warning (PAW)**

Students who fail to get promoted under PAP as given in Para 2.7(a) above may be promoted to next Academic year under following conditions:-

(i) If a student meets passing/promotion SGPA & CGPA criteria but has back papers in any of previous semesters

(ii) If a student has scored Passing Criteria of SGPA in all semesters except one, in which he/she has Promotion Criteria of SGPA of previous year(s) and also has Promotion Criteria of SGPA & CGPA in current year.

**(c)** All students who are promoted to next year under PAP/PAW category will be required to sign an Undertaking stating that they are under Academic Probation/ Warning and will be required to score minimum passing/promotion SGPA & CGPA criteria as required at the end of Academic Probation/ Warning Period.

## **2.8 Year Back & Academic Break**

Students who do not qualify for promotion to next semester/year as given in para 2.6 above will be given Academic Year Back in the following forms:

### **(A) Repeat the Year**

(a) At the end of the year (after result of even semester/year) if a student has scored passing criteria as given above in para 2.6 in all previous semesters but has

- i. Performed poorly in last 2 semesters and scored SGPA/CGPA less than promotion criteria e.g. having SGPA of less than 2.5 and CGPA of less than 3.5.
- ii. Has been debarred in most of the courses and has not given continuous Internal Assessment.

(b) These students will:

- i. Apply to the Head of Institution and give an Undertaking

- ii. Take admission in the Odd semester of that year, attend all classes including practical with junior batch and appear in both Continuous Internal Assessment as well as End Term Examination of that year.
- iii. Pay the prescribed Academic Fee of the Year.
- iv. Any exams given by the student in the previous year(s) for the repeat year will be treated as null & void.
- v. Such Students will be treated as student of one year lower batch. However, the enrolment number will continue to remain the same. The students will attend the classes of all courses as prescribed for lower batch.

### **(B) Academic Break**

- (a) Students, who apply for Academic Break and the case is recommended by the Head of Institutions for justifiable reasons to be recorded, can be granted Academic Break of one year for programmes of two years duration and two Academic Breaks of one year each for programmes of three years and above duration, if approved by the Vice Chancellor, under the following circumstances:
  - (i) The student has been continuously ill.
  - (ii) Career advancement
  - (iii) Justified personal reasons.
- (b) However, the total period to qualify the course will not exceed the prescribed N+1 year for upto two years programmes and N+2 years for three years and above programme.
- (c) The student who is granted Academic Break shall be required to pay Examination Fee and fee for Guided Self Study Course (GSSC) of those courses in which he/she is reappearing and will reappear as Ex-Student. The student will be required to pay the prescribed Re-admission fee and the prevailing Academic fee. Students who repeat the year will be required to pay the prescribed Academic Fee of the prevailing year. It is mandatory for the students who have got year-back and are experiencing anxiety/stress, to meet a counselor to seek professional assistance for their o

### **2.9 Summer Semester**

A semester for 6-8 weeks is conducted during summer (after completion of Even semester exams) for making up / improving grades / SGPA / CGPA for a maximum of 12 credit units and maximum of 3 courses.

The examinations are conducted in the first week of July so that students can be given an additional opportunity to improve their academic performance and probably also avert their Year back.

### **2.9.1 Attendance & Examination Form: as applicable in regular semester.**

### **2.9.2 Assessment Scheme**

- (a) The weightage of End Term Examination (ETE) to Continuous Internal Assessment (CIA) Evaluation will remain same as per the regular semesters.
- (b) The condition for qualifying separately in CIA shall not be mandatory unless specified by any Regulatory Bodies (BCI, PCI etc).
- (c) Continuous Internal Assessment (CIA) is to be conducted for all the courses offered during Summer Semester including theory and practical courses.
- (d) Examination will be conducted as per Assessment Scheme defined in the Course Curriculum of the current academic year.

### **2.9.3 Grading**

Grading of the course will be done as per existing Regulations of the University:-

- (a) In case of reappear, best of two grades (Summer Semester/ Regular Semester) will be considered. B+ cap on grade will not be applicable for summer semester as course is being repeated.
- (b) If a student fails in a course (s) of Regular Semester being done during summer semester due to AB/DE or less than C+ grade, will reappear in course examination as per Regulations of the University.

### **2.9.4 Grade Card**

- (a) If a student has opted for a course/s in summer semester to clear his backlog, then "Re-Appeared" will reflect on the Grade Card.
- (b) Extra credit unit will reflect in the Grade Card and will be counted for calculation of SGPA/ CGPA as per credit transfer policy.

### **2.9.5 Mapping of Credits earned during Summer Semester**

- (a) If the course/credit taken by a student during Summer Semester is not part of his/her APW:
  - (i) Credit transfer may be permitted against open elective/domain elective/ OABC/Skill Enhancement Course in imminent/ forthcoming Academic Year.

- (ii) Same may be transferred as Additional/Extra Credit(s) in the Grade Cards for the imminent/forthcoming Academic year as requested by the student, Earned Credit Units maybe counted towards calculating his/her SGPA/CGPA.

(b) Student can take extra credit not more than 15% of the total credit for the semester.

### **2.9.6 Scholarship/Medals/Awards**

If a course opted and completed during summer semester is a backlog course, then student will not be eligible for scholarship/medal/ awards.

## **2.10 STUDY ABROAD PROGRAMME**

Study Abroad Programme (SAP) is important for global exposure to students of various disciplines. The students will get hands-on experience of gaining knowledge of foreign culture, industry and economic dynamics. It will provide the students with an opportunity to interact with foreign faculty and carry out focused projects under their expert guidance.

### **2.10.1 Attendance**

The students need to meet the academic requirements (attendance, IA/CA & ESE) of courses studied by them at Home Campus as per University norms. Attendance will be counted till the last day of teaching for SAP students at Home Campus.

### **2.10.2 Assessment & Examinations:**

- (a) The Continuous Assessment and ESE of courses will be done by respective Home Campuses and SAP campuses as per course curriculum.
- (b) The End Semester Examinations for courses studied at Home Campus will be conducted before the students leave for SAP.
- (c) The Assessment (continuous and ESE) of SAP courses will be completed by respective SAP campuses as per course syllabus.
- (d) Final Result of the Semester is processed after receipt of marks from SAP campus. SGPA / CGPA are calculated based on marks obtained in Home Campus and SAP campus.
- (e) Grading of the course will be done as per existing Regulations of the University
- (f) SAP students having back paper will be required to appear for the examination of their back paper during odd/even semester examination, as per the University Examination Schedule.

### **2.11 Credit Transfer**

Students who secure lateral admission from some other institution / university, will be given credit transfer as per the course mapping done by the institution and approved by the Equivalence Committee.



## **2.12 Reappearing in Examinations**

- (a) A student who has fulfilled the attendance requirements and is eligible to appear in an Examination, fails to appear in the examination shall be required to subsequently appear in the examination when scheduled for next batch of students on payment of prescribed GSSC and back paper examination fee.
- (b) A student who has not fulfilled the minimum attendance requirement in any Course Unit(s) shall not be allowed to appear in the End Semester Examination of that Course Unit but shall be allowed to subsequently appear in the examination when scheduled for the next batch of students, on payment of prescribed GSSC and back paper examination fee and fulfillment of such eligibility conditions as prescribed in the Regulations.
- (c) Guided Self Study Course (GSSC)
- i. All students having back paper are required to register themselves for GSSC along with re-registration for the subsequent semester.
  - ii. GSSC and back paper examination fee is required to be paid along with semester fee of the respective semester in one pay bill.
  - iii. Institution will allocate the faculty for GSSC. Allocated faculty will ensure completion of prescribed no. of sessions and mark attendance with Satisfactory/Unsatisfactory status on completion of GSSC.
  - iv. Any assignment/evaluation of GSSC will not be considered for award of marks for Continuous Internal Assessment.
- (d) No Student will be permitted to appear for back paper(s) in the End Semester Examinations without registering for GSSC, meeting attendance requirement and getting satisfactory report from allotted faculty.
- (e) A student who has failed to secure minimum C+ Grade (Grade Point 4) in a course unit shall be eligible to re-appear / repeat the examination of such course units on payment of prescribed GSSC and back paper examination fee with a view to secure minimum qualifying/passing score.
- (f) A student, who has failed to secure the required qualifying/passing SGPA i.e. 4.50 for UG and 5.00 for PG/Dual Degree / Integrated Courses shall, in order to secure a passing SGPA, apart from fulfilling the requirements of Para 2.6 above, has the option to reappear in the End Semester Examinations also of the Course Units of the concerned semester in which he/she desires to improve his/her performance, when these examinations are held on normal schedule in next academic session.

- (g) Students who have passed all courses (Minimum C+ Grade) but not meeting Promotion/Passing SGPA criteria i.e. 4.50 for UG and 5.00 for PG/Integrated/Dual Degree programmes may be permitted to appear in Supplementary Examination with a view to improve grade and score Passing/Promotion SGPA of the respective semesters.
- (h) A student who has scored C+ in all the courses and based on required SGPA & CGPA has been already or is ready to be awarded a Degree/Diploma by AUMP shall not be eligible to re-appear/repeat course unit examinations with a view to improve the over-all CGPA.
- (i) A student who has to reappear/repeat in an End Semester Examination in terms of provisions made above shall be examined as per the syllabus in the Scheme of Teaching & Examination and syllabus applicable at the time of joining the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course(s), and the HOD/HoI of the concerned Department/Institution so certifies, the examination may be held in accordance with the revised syllabus
- (j) Students who are eligible to re-appear in an examination, or are repeating the course(s) shall have to apply online on Amizone/to the Controller of Examinations (N+1/N+2/Year Back cases only) to be allowed to reappear in an examination or to repeat the course(s), and pay the fees prescribed by the University.
- (k) The Departments/Constituent Units may, at their discretion, arrange for additional teaching in the form of GSSC for students repeating the examination of course(s) during the breaks. The modus operandi of such instructions shall be as notified by the Department/Constituent Unit. Extra fee shall be charged from such students for attending GSSC.

In all cases of re-appearing/ I category, the marks obtained by the students who have re-appeared will be converted to the appropriate letter grade not exceeding B+. The best of 02 scores obtained shall be taken into consideration for calculating the SGPA & CGPA and eligibility for award of degree.

### **2.13 Improvement of Score in Extended Period**

Students who fail to qualify during normal period of programme may reappear in End Semester Examinations of the course units of the concerned term in which he/she desires to improve his/her performance, when these examinations are held on normal schedule in next academic session to

- (a) Secure minimum C+ grade (Grade Point 4) in a failed course unit.
- (b) Improve SGPA for a semester if not meeting minimum passing SGPA criteria.
- (c) Improve CGPA if not scored minimum qualifying CGPA for the programme.

Student who have scored C+ in all the courses and required SGPA /CGPA shall not be eligible to re-appear in course unit examination with a view to improve SGPA or overall CGPA.Improvement in the score of courses completed by a student prior to his lateral entry in the University shall not be allowed.

#### **2.14 Supplementary Examinations**

- (a) For the final year students, supplementary examinations for those who have not secured passing grades, or were debarred/detained from appearing in any examination and they made up the deficiency in attendance as per provisions of these Regulations, will normally be held within thirty days after the declaration of results of the final Semester Examinations. For his purpose, the students of one year course shall be deemed as final year students.
- (b) A student who fails to appear or qualify in Supplementary Examinations shall reappear in the examinations when scheduled for the next batch of students within the time span prescribed for the programme.
- (c) A student wishing to appear/reappear in the Supplementary Examination shall apply to the Head of Department/ Constituent Units on the prescribed form within fifteen days of the date of declaration of result, enclosing therewith the prescribed examination fee.
- (d) The eligibility of a student for appearing in the supplementary examination shall be verified by the HoD's of Constituent Unit and a list of eligible students containing the details of course unit in which the students are recommended for appearing in the supplementary examination shall be forwarded to the COE within one week of the date of declaration of result along with prescribed form, details of payment receipts.
- (e) Better of the two scores obtained after supplementary examination in repeat course unit(s) shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree/diploma.
- (f) Final year students appearing in Supplementary Examination will be required to sign an Undertaking stating that if the student after result of Supplementary examination fails to score minimum passing criteria, he/she will either Repeat the Year or take Academic Break or Withdraw from the Programme.
- (g) Students with '0' SGPA or debarred in majority of the courses in the last semester shall not be allowed to appear in Supplementary Examination, he/she will either Repeat the Year or take Academic Break or Withdraw from the Programme.

#### **2.15 Refund of Examination Fee**

- (a) Examination fee, if any, once paid shall not be refunded or transferred to subsequent examination even if the student fails to present himself for the examination, except in the following cases:

- (i) If the name of the student has been submitted by the HoD/HoI but later on his attendance is found to be short of the required percentage and his name has been withdrawn at least 10 days before the commencement of examination, 90% of the examination fee including GSSC fee so deposited will be refunded.
  - (ii) If a student is declared pass in the course(s) and on rechecking resulted into correction in result, 90% of the examination fee including GSSC fee deposited meant for examination shall be refunded.
  - (iii) If the student expires before appearing in the examination, 100% of the fee shall be refunded to the legal heirs.
- (b) The claim for refund of any fee, if admissible under these regulations, must be made within one year after the fee is deposited. No claim shall be entertained thereafter

### **2.16 Examination Admit Card**

- (a) Students appearing in any of the University Examination will fill up the Examination Form "Online" on AMIZONE. However, in case of academic break /students of pass out batches may fill up off-line Examination Form (only if examination form is not available on Amizone).
- (b) Students are required to strictly adhere to the dates of various examination activities as per the Examination Calendar.
- (c) Students who are eligible for the End Semester/ year Examination or Supplementary Examination and whose examination form are successfully submitted and approved by HoI / HoD will be issued Admit Card.
- (d) Examination Superintendents /Invigilator/Supervisory staff at examination centers shall ensure that no student is permitted to write any examination without valid Admit Card issued by the Examination Department.
- (e) After issue of original stamped Admit Card, duplicate Admit Card will be issued only by the Examination Department.
- (f) Any requests for duplicate admit card will be attended by Examination Department till 09:20 AM for morning shift and 1:20 PM for afternoon shift. No request of the student for duplicate admit card will be considered in any circumstances, even after payment of fee, after notified time.

### **2.17 Disciplinary Control of Students in Examinations**

The candidates during examinations shall be under the disciplinary control of the Examination Centre Superintendent, who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the centre, he may be expelled

from the examination for that session. The Examination Centre Superintendent shall immediately report the facts of such a case with full details of evidence to the COE who will refer the matter to the Examination Discipline Committee. The said committee will make recommendations for disciplinary action as it may deem fit, to the VC. The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

**(a) Acts of Disorderly Conduct in the Examination.** Acts of disorderly conduct during practical / oral examination shall include the following :-

- (i) Misbehaviour in the Examination Hall with the Centre Superintendent, Invigilator on duty, Examiner conducting a practical / oral examination, Members of Flying Squads, Observers, Representatives of the University, any other staff working at the Examination Centre, with any other candidate, in or around the Examination Centre or create threat to life of the Examination staff, Observers, Members of Flying Squads etc. before, during or after the examination hour.
- (ii) Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination.
- (iii) Causing damage to laboratory equipments, books in library and other properties. Besides facing disciplinary action the student including in such activities will be required to pay ten times the cost of damaged/broken equipment.
- (iv) Disturbing or disrupting or instigating others to disturb/disrupt the examination.
- (v) Instigating others to leave the examination room.
- (vi) Carrying any weapons into the examination centre.
- (vii) Non-surrender of previous Grade sheets as required.
- (viii) Any other act of omission or commission not specified above and as determined by the Academic Council.

**(b) Acts of Unfair Means.** Following shall be deemed to be the act of unfair means:-

- (i) Talking to another candidate or any person, inside or outside the examination hall, during the examination without due permission of a member of the supervisory staff.
- (ii) Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the invigilator or supervisor concerned or centre superintendent or the concerned authorized officer of the University deputed to the examination centre, and taking away , tearing off or otherwise disposing off the same or any part thereof.
- (iii) Writing matter connected with or relating to a question or solving a question on anything (such as piece of paper or cloth, scribbling pad), other than the answer



- book, the continuation sheet, any other response sheet specifically provided by the University to the candidate.
- (iv) Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
  - (v) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
  - (vi) Making appeal to the Examiner/Evaluator soliciting favour through the answer book or through any other mode.
  - (vii) Possession by a candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
  - (viii) Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.
  - (ix) Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other candidate or to any person.
  - (x) Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.
  - (xi) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.
  - (xii) Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who Abuses, insults, intimidates, assaults any number of the supervisory or inspecting staff, or threatens to do so. Abuses, insults, intimidate, assault any other candidate or

threaten to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the supervisory and the inspecting staff.

- (xiii) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these thing or facilitating or rendering any assistance to any other candidate to do any of these things.
- (xiv) Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for other candidate at the examination.
- (xv) Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.
- (xvi) Any other act of omission or commission declared by the Academic council/Executive council to be unfair means in respect of any or all the examinations.

**(c) Cases of Unfair Means, Misbehaviour, Misconduct or Disorderly Conduct of Exams:-**

- (i) A candidate who is suspected to have used unfair means or misbehaved or committed any of the acts mentioned above during the course of the examinations is expected to give a statement about the facts of the incident. He shall, however, not be forced to give a statement, but the fact of his having refused to make a statement shall be recorded by the invigilator and the centre superintendent which shall be witnessed in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident.
- (ii) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, on a separate answer book in the remaining duration of the examination. The answer book in which the use of unfair means is suspected shall be seized by the invigilator or centre superintendent, who shall send both the answer books to the controller of examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.
- (iii) All the cases relating to disorderly conduct of examinations, misbehaviour/misconduct of students and their use of unfair means in the examinations and mass copying shall be reported by the concerned invigilator through the centre superintendent/examination sub-committee or by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examinations as the case may be, with all the relevant material. The CoE shall place before the Examination Discipline Committee all those cases for consideration and decision in each individual case. The committee shall recommend penalties if any.

- (iv) Act of Mis-behaviour, Mis-conduct of serious nature will be forwarded to University Discipline Committee with the recommendations of Examination Discipline Committee.
- (v) Action in case of possession of mobile phone, laptop/any electronic device etc. : The mobile phone, laptop/any electronic device will be confiscated. After examining the materials, the printout may be taken and mobile phone, laptop/electronic device may be returned to the student after getting his/her signature on the statement/printout of materials.

**(d) Disciplinary Proceedings.**

- (i) The CoE or any person authorized by him on his behalf shall communicate to the candidate, in respect of whom a report has been received pursuant to Para 31.5, the precise nature of allegations against him and shall require him to furnish his written explanation within a stipulated period under intimation to the HoI /HoD of the Constituent Unit.
- (ii) On receipt of the explanation from the candidate through the HoI / HoD of the Constituent Unit or on the expiry of the period stipulated for submitting explanation, if no explanation is received from the candidate, the CoE shall submit the case before the Exam Discipline Committee for consideration and make recommendations to the VC.
- (iii) After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Discipline Committee, if satisfied that the candidate is guilty of the use of dishonest or unfair means or disorderly conduct in the examination, will take a decision in each case and recommend to the VC the punishment that may be imposed on the candidate according to the nature of the offence.
- (iv) Ordinarily, all decisions shall be taken by the Examination Discipline Committee by simple majority. If the members are equally divided, the case shall be referred to the VC, whose decision shall be final. All decisions of the Examination Discipline Committee as approved by the VC shall be communicated to the student through the HoI /HoD of the Constituent Unit by the CoE.
- (v) Notwithstanding anything contained expressly or implied in these Regulations, the VC, may on being satisfied after such an enquiry as he may deem fit for such contingencies may withdraw retrospectively, prior to the publication of the final results of a student in a course, the permission granted to such candidate to pursue that course or to appear at a University examination.

**(e) Penalties For Indiscipline**

- i. The Examination Discipline Committee may recommend penalties as under:

Ser. No.	Regulation Para / Sub-Para	Penalties to be Recommended by Examination Discipline Committee
1	Sub Para 32(3)	The entire examinations of the Candidate in respect of which he is found to have committed an act of disorderly conduct during conduct of examinations be cancelled.
2	Sub Para 32(4)(a) & (b)	The examination for the session or course unit in respect of which a candidate is found to have used unfair means be cancelled.
3	Sub Para 32(4)(c),(d),(e)&(f)	The examination for the session or course unit or the entire examination of a candidate in respect of which he is found to have used unfair means be cancelled.
4	Sub Para 32(4)(g),(h),(i),(j), (k),(l),(m),(n),(o) & (p)	The entire examination of the candidate in respect of which he is found to have used unfair means be cancelled and he shall further be disqualified from appearing at any University examination for a period to be specified by the committee.

- ii. A candidate against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means, or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That subsequent examination will stand cancelled and his result thereof shall not be declared if on account of the punishment imposed on him as a result of the said enquiry or action, he would not have been entitled to take that examination but for his provisional admission thereto.

#### **(f) Appeals and Review**

- i. A student, on whom any punishment has been imposed, may within 30 days from the date of the receipt of the communication in that behalf may make a representation to the VC for review of his case. The VC, if he deems it necessary may refer it back to Examination Discipline Committee for review. The recommendations of the Examination Discipline Committee on the Appeal shall be placed before the VC, who will thereupon review the case and pass such orders as he may consider fit or refer it to the Academic Council for advice.
- ii. In the case of a candidate who has been expelled from the University in terms of provisions of these Regulations, the Academic Council on the recommendation of the VC, on the expiry of three years or such period as specified after such expulsion exempt a candidate from further operation of the punishment awarded.
- iii. If within four months of the publication of the results, it is brought to the notice of the CoE that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these

regulations shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic council.

## **2.18 Rechecking / Re-evaluation of Answer Books / Project Reports and Examination Results**

- (a) The answer book of a student in any examination shall not be reassessed under any circumstances. However, after the publication of the results of the University examinations, if a student, whether passed or failed, has strong grounds and belief that some mistake has been made in connection with his results, he may apply to the Controller of Examinations through HoD/HoI online on Amizone for re-checking of his/her answer book in one or more courses as the case may be on payment of prescribed fee within two weeks of the date of declaration of results.
- (b) Whereas, the re-checking does not mean reassessment or re-evaluation of the answer book, the Controller of Examination may appoint any Officer to see that:
- i) there is no mistake in the grand total on the title page of the answer book;
  - ii) the total of various parts of a question has been correctly made at the end of each question;
  - iii) all totals have been correctly brought forward on the title page of the answer book;
  - iv) no portion of any answer has been left un-evaluated;
  - v) total marks in the answer book tally with the marks sheet;
  - vi) the answer book or any part thereof has not been changed/detached;
  - vii) the handwriting of the student's supplementary answer sheet tally with the main answer book.
- (c) In the event of detection of any omission or mistake in the script or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations who will get the omission rectified by referring the answer book to the concerned examiner.
- (d) If the re-checking revealed, course to the provisions of the Regulations any discrepancy by virtue of which the marks of the student are revised, the record shall be corrected accordingly which will be updated on Amizone and can be viewed by the student. Revised grade sheet shall be issued after the previous grade sheet is surrendered.
- (e) If any such student refuses to surrender his/her previous grade sheet as required under the provisions of the Regulation shall be treated to have misbehaved and shall be dealt



with by the Examination Discipline Committee under the relevant provisions of the Regulations.

- (f) The Vice Chancellor shall also have the powers to effect the recovery of the Grade Sheet by force through any of the law enforcing agencies.

### **2.19 Issue of Grade Card**

- (a) In the Grade Cards, the maximum marks of internal continuous evaluation and end semester examination shall be shown separately. The total marks obtained in internal continuous evaluation and end term examination of a course unit shall be converted into letter grades as per Para 2.4. The letter Grade so assessed shall be shown along with its equivalent grade point in the Grade Sheets. An over-all AGPA/SGPA and CGPA shall also be shown.
- (b) Duplicate Grade Card shall be issued against payment of fee as prescribed and submission of First Information Report (FIR) from nearest Police Station for loss of grade sheet.

### **2.20 Issue of Official Transcript**

- (a) Official Transcript is a Statement of Grades given in a prescribed format, issued on request from the student. The University will issue Official Transcript to a student for seeking admission to pursue higher studies in foreign universities/institutions as per the guidelines.
- (b) Student can apply online on Amizone using his/her ID and password. Student needs to be sure of all details, as whatever details he /she fills will appear in the transcript.
- (c) No transcript will be issued to any applicant until and unless the student encloses a copy of the letter of the foreign University/Institution/WES/Immigration Office for which transcript is sought. The candidate is also requested to mention the name of foreign University/Institution with full address/es, where he/she wants to apply. No transcript will be issued without any address of foreign University/Institution.
- (d) The required transcript will be issued after a period of fifteen working days (two weeks or so) excluding Saturday/Sunday and other Gazetted holidays from the date of submission of application. If the students wishes to collect the transcript herself/himself (by hand) or wants it to be dispatched within India, the prescribed fee is Rs. 1000/- per transcript . Official Transcript can be collected from the institution by hand or it can be dispatched to the address given.

The official transcript can be dispatched directly to the university /organization(outside India) on payment of \$50 or equivalent INR.

## 2.21 Dispatch of Degree after Convocation

1. Students, who are unable to attend the Convocation, can request for dispatch of the degree after convocation either offline or online.
2. Fee for collection of degree after the Convocation is as under :

<b>Year after within Convocation</b>	<b>India Address/Self Collection</b>	<b>International Address</b>
1 <sup>st</sup>	Rs. 1000/ -	Rs. 3500/ -
2 <sup>nd</sup>	Rs. 2000/ -	Rs. 4500/ -
3 <sup>rd</sup>	Rs. 3000/ -	Rs. 5500/ -
4 <sup>th</sup>	Rs. 4000/ -	Rs. 6500/ -
5 <sup>th</sup>	Rs. 5000/ - (fixed afterwards)	Rs. 7500/- (fixed afterwards)

- (a) For online application, a student will have to apply for dispatch of degree through link "Apply for Degree" available on his/her Amizone ID with prescribed fee.
- (b) For offline application,
  - (i) A student will have to write an application addressed to the Registrar giving details of Address, Name, Enrollment No., Programme & Batch.
  - (ii) Make Demand Draft in favour of Amity University Madhya Pradesh payable at Gwalior for fee as prescribed.
  - (iii) Attach copy of Photo Identity Proof.
  - (iv) Send all the above to the Registrar, Amity University Madhya Pradesh, Gwalior, Maharajpura-474005
- (c) Degree along with Mark sheets and Value Added Certificates will be dispatched through Speed Post. Degree can be dispatched outside India on payment of \$50 or equivalent INR.

(d) Degree may be collected by the student in person from CoE Office at Gwalior campus on payment of prescribed fee, on producing Photo Identity proof.

**Under any circumstances, Degree cannot be handed over to anyone else, except student.**

## **2.22 Attestation of Marksheets / Degree**

Photocopy of Mark sheets / Degree may be attested by Registrar on payment of prescribed fee. Student needs to bring the Original documents along with photocopies to be attested. Provide address of University / organization, if attested copies are required to be placed in a sealed envelope.

Note: Notwithstanding anything stated above, the students are advised to read the AUMP Regulations Conduct of Examinations, Scheme of Evaluation and Discipline among Students in Examinations for better clarity in regard to Academic activities of University which shall prevail, if found inconsistent with this document.

## **3. AUMP CODE OF CONDUCT FOR STUDENTS**

### **3.0 Objective**

The objective of AUMP Student Code of Conduct is to facilitate a disciplined, healthy, and congenial atmosphere for peaceful stay and study. All students, including hostel residents, are required to maintain standards of behavior expected of AUMP students both inside and outside the campus. As Amitians, they are expected to consider each other as part of a family and be friendly and courteous to each other.

### **3.1 Introduction**

Student discipline is an important aspect of University life. It plays an important part in providing a conducive learning environment for all.

The AUMP disciplinary regulations and guidelines are intended to ensure that the students of Amity University, Madhya Pradesh learn and adopt the values and ethics engrained in the Amity University education system whereby the students are expected to follow the code of conduct and ethics statement in order to maintain perfect ambience in the campus, radiating spirit of "AMITIAN" in their attitude, demeanor and approach to life and studies.

Reviewed regularly, AUMP disciplinary regulations and guidelines have a balanced approach, recognizing student achievement and dealing appropriately with unacceptable behaviour. They are based on developing students as responsible citizens and creating good conditions for effective teaching and learning.

Non-conformance to Conduct and Ethics Statement may lead to disciplinary actions pursuant to these Guidelines. The students are advised to strictly follow discipline in the

campus during their academic pursuit and student life in the hostels, for their smooth and healthy progression and professional development.

### **3.2 Ethics and Code of Conduct:**

The aim of education is the intellectual, professional, personal and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness, and respect for the rights of all individuals. Self-discipline is necessary for the fulfillment of such goals. The Students' Ethics is insisted upon to promote this environment in the University, not limiting to areas stated herein below:

- Respect for self
- Respect for others
- Respect for University Property
- Respect for University Authority
- Honesty, Professional and Academic Integrity, Demeanour

Students are expected to respect and observe these guidelines of the University.

Students should conduct themselves in an orderly manner in their academic and recreational activities while they attend the University, engage in any University activity in hostels, university campus and/or outside the campus during their visits for training, excursion, sports, and project work etc.

Students should respect the rights and privacy of other members of the University at all times.

Students pursuing programs leading to a professional qualification are also required to conduct themselves in a manner appropriate to that profession. Amity University is dedicated to the following goals while promoting ethics and code of conduct amongst its students:

- Fostering professional excellence.
- Promoting a life of values and ethics.
- Creating responsible and informed leaders and professionals.
- Inculcating a spirit of dedication to the service of others and towards nation building.

These goals can only be achieved in a campus environment wherein the students feel safe, secure, engaged, challenged and appreciated. This environment is created by the active contributions of every member of the Amity family, be it a student, faculty, support staffs or others associated with University.

The campus ethos demands integrity and compassion to promote a culture of learning, appreciation and understanding.

The faculty, administrators, staff and students of Amity University, all have the

responsibility to take care of the intellectual, social, emotional, psychological and other resources of University that we proudly share.

When students choose to accept admission to Amity University, they accept to follow the norms of University, be it Ethics, Code of Conduct, Rules and Regulations and the Guidelines as may be notified from time to time. As members of Amity University, the students are expected to uphold its values by maintaining a high standard of conduct.

The student disciplinary regulations and guidelines will be used, to address violations of the Ethics and Code of Conduct, provided that such violation or act of indiscipline warrants actions against the erring students.

The Student Code of Conduct specified in this Student Handbook is to be followed by all AUMP students including hostel residents.

- 3.2.1 Students are required to wear their valid Identity Card issued to them by AUMP around their neck. Students without ID card may be denied entry to the campus/hostel;
- 3.2.2 Students are duty bound to report to the HoI/ Chief Proctor/Director Hostels/Warden/ DSW in case they notice any unwanted or undesirable activity or violation of code of conduct in the campus or in the hostel;
- 3.2.3 Students staying in Paying Guest/Rented accommodation are required to provide the correct address details to their Institution.
- 3.2.4 Students are required to inform and ensure updation in the record(s) of the University about any change in their or their parents - permanent/ correspondence/PG address or Telephone no./Mobile No. / E-mail etc. at any point of time.
- 3.2.5 Ragging is a criminal and nonbailable offence. Ragging or abetment to ragging in any form is totally banned within the premises of the University, its Hostels /Departments/ Institutions/Campus grounds and any part of Amity University system as well as on public transport system & Paying Guest/Rented Accommodation. Any violation will be dealt with as per the regulations/directives/guidelines in this context –

Supreme Court Guidelines  
UGC Regulations, 2009  
AUMP Regulations on Ragging

All students, including hostellers, are required to sign an Anti-Ragging Undertaking, and are required to note the details provided in AUMP Anti-Ragging Booklet.

- 3.2.6 Students are advised not to indulge in any violations. Anyone found doing so will be liable for punishment, including expulsion from University and /or hostel, withdrawal of privileges like scholarships, appearing for campus placement, etc.
  - i. Gross misconduct, involving any act of intimidation, brawl/fight or violence or drunken or riotous behaviour, including behaving in rowdy, intemperate



- or disorderly manner or encouraging or inciting any other person to do so;
- ii. Dishonesty, whether by act of omission, including but not limited to cheating, plagiarism, knowingly furnishing false information to AUMP, and forgery or altercation;
- iii. Screening of pirated / unauthorized /unlicensed movies in their computers &/or common rooms;
- iv. Possession &/or consumption of Cigarettes, Hookah, other smoking devices, alcoholic drinks, narcotics/ drugs or encouraging or inciting any other person to do so (Please note that Narcotic Drugs & Psychotropic Substances Act views drug offences very seriously and punishments are stiff even for small quantities);
- v. Possession &/or consumption of Chewing tobacco, paan, gutka, etc, or encouraging or inciting any other person to do so;
- vi. Destruction/Damage/Defacement of University property, including records or the property of others;
- vii. Misbehaviour, rude, unmannerly, impolite acts/use of abusive or offensive language, verbal or written/email/ on social networking sites, gestures, remarks or inciting others to do so (including discriminatory on grounds of religion, caste, creed, language, place of origin, gender, social or cultural background) etc.;
- viii. Public display, individually or in congregation, for religious activities or religious preaching within the campus or being absent from classes for religious rituals as individual/group;
- ix. Any form of Public Display of Affection (PDA) or wearing promiscuous dresses or in the campus/hostel;
- x. Violation of administrative rules or regulations where safety to self/other personnel or property is endangered;
- xi. Employing unauthorized persons for any personal work in the hostel premises/University campus;
- xii. Hosting/harboursing an outsider/offender in the campus &/or in hostel;
- xiii. Hosting/harboursing a day scholar in the hostel;
- xiv. Indulging in any undesirable activity;
- xv. Physical assault on any student/staff/faculty/guest;
- xvi. Keeping firearms/weapons of any kind anywhere in AUMP campus & /or in hostel premises;
- xvii. Theft of property, including AUMP's or of other students/staff/faculty;
- xviii. Participating in anti-national/anti-social activities or in activities against the interest of AUMP or in activities which also involve discrimination against the fellow students on grounds of caste, creed, religion, place of origin, social or cultural background or encouraging or inciting any other person to do so in or outside the Campus/Hostel;
- xix. Unauthorized presence in a hostel/room;
- xx. Unauthorized Parties of all kinds, including 'Birthday Parties' in the Campus/Hostel rooms;
- xxi. Violation of Hostel Timings;
- xxii. Hostel Residents are not permitted to leave the campus any time of the day without permission and out-pass.
- xxiii. All hostel residents are to return to their rooms by 9 pm and should mark their attendance in the designated register.

- xxiv. Hostel Residents must follow the prescribed hostel timings at all times.
- xxv. Unauthorized absence from the Campus/Hostel;
  - a) Hostel residents who wish to go out of the Campus on the weekends/Amity Holidays may procure a day out-pass. Application for the same is to be given to the Hostel Warden, minimum 24 hours in advance. The day out-pass will be issued by the wardens from 9 am to 11 am for maximum period from 9 am to 9 pm in summer and from 9 am to 8 pm in winters.
  - b) Hostel residents who are required to go out of the Campus to complete an assignment/ project/ training are required to get an authorization from their Head of Institution &/or parent/s. Application for the same is to be given to the Hostel Warden, minimum 24 hours in advance. before issue time of out pass i.e. 9 am to 11 am.
  - c) For leave of absence from the Hostel during night or for longer period, residents are required to get an authorization from their parent/s (as per performa 'Parents Authorization'). Application for the same is to be given to the Hostel Warden, minimum 24 hours in advance before issue time of out pass i.e. 9 am to 11 am. Out pass will be issued by the wardens from 9 am to 11 am.
- xxvi. Any misrepresentation done and or any wrong information given by the hostel residents for procuring the out-pass, including getting the attendance marked by proxy and marking of proxy attendance for an absentee hosteller by another hosteller, will be considered as indiscipline and will be liable for punishment, including expulsion from hostel &/or University, withdrawal of privileges like appearing for campus placement, etc;
- xxvii. Entering certain areas individually or in a group within the campus, including the hostels, which are notified verbally or in writing as 'out of bound;
- xxviii. Having Electrical appliances such as immersion heaters, electric stove/heaters/electric iron etc. in the hostel rooms;
- xxix. Undertaking Private cooking of food in the hostel room;
- xxx. Impersonation - assuming the identity of another person or having another person assume one's own identity;
- xxxi. Disrupting or obstructing teaching, research, administration and/or disciplinary proceedings;
- xxxii. Conduct in violation of Indian law occurring outside the University that directly affects the academic and professional status of the student and the image of the University.
- xxxiii. Disobeying the orders of the University or Faculty, Head of Institute or officials of the University.
- xxxiv. Violence of any kind, including verbal, which undermines the dignity, security, physical &/or mental health of fellow students, faculty and employees of the University, in a sudden or repeated manner within or outside the University Campus.
- xxxv. Parking four wheelers which have black tinted windows in University

- parking
- xxxvi. Entering the University Campus with vehicle without authorization
- xxxvii. Entering the University Campus &/or University Parking area from the wrong side of the road

In case of any violation not covered herein and/ or for interpretation of any content contained herein, the decision of the competent authority of the University shall be final and binding on all concerned.

## **4. DISCIPLINARY CONTROL OF STUDENTS IN UNIVERSITY**

### **4.1 General.**

Every student enrolled in the University shall be under disciplinary control of the University and its Departments/Institutions.

At the time of admission, every student shall be required to sign a declaration that on admission, he submits himself to the disciplinary jurisdiction of the Vice Chancellor and several authorities of the University, its Departments/Institutions who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances, the Regulations and Guidelines that have been framed therein by the University.

Without prejudice to the generality of the power to maintain and enforce discipline under these Regulations, the following shall amount to acts of indiscipline or misconduct on the part of a student of the University and its Departments/ Institutions.

- a) Physical assault or threat to use physical force against any member of the teaching and non-teaching staff of any Department / Institution. and against any student within Amity University Madhya Pradesh.
- b) Unauthorised absence from the class, test or examination or any other curricular or co-curricular activity which he/she is expected to participate in.
- c) Carrying of, use of or threat to use of any weapons.
- d) Misbehaviour or cruelty towards any other student, teacher or any other employee of the University, a college or institution.
- e) Use of drugs or other intoxicants except those prescribed by a qualified doctor.
- f) Any violation of the provisions of the Civil Rights Protection Act, 1976.
- g) Indulging in or encouraging violence or any conduct which involves moral turpitude.
- h) Any form of gambling.
- i) Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.
- j) Practicing casteism and untouchability in any form or inciting any other person to do so.
- k) Any act, whether verbal or otherwise, derogatory to women.
- l) Smoking, use of narcotics, possession and consumption of alcoholic beverages or gambling in any form.
- m) Any attempt at bribing or corruption of any manner or description.
- n) Willful destruction of the property of the University or its Departments / Institutions etc.

- o) Behaving in rowdy, intemperate or disorderly manner in the premises of the University or the college or the institution, as the case may be, or encouraging or inciting any other person to do so;
- p) Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so
- q) Causing disruption of any manner of the academic functioning of the University system
- r) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be
- s) Unpunctuality
- t) Ragging
- u) Violation of the status, dignity and honour of students, in particular female students and those belonging to a scheduled caste or a scheduled tribe or other backward class
- v) Any practice whether verbal or otherwise, derogatory to women
- w) Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour of students
- x) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be.

The Vice-Chancellor may amend or add to the list of Act of Indiscipline, Misconduct and Misbehaviour.

#### **4.2 Penalties for Breach of Discipline**

Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as deemed appropriate by the Vice-Chancellor, Heads of Departments/ Institutions as the case may be, may in the exercise of their powers aforesaid, order or direct that any student:

- a) be expelled from the University, college or institution, as the case may be, in which case he shall not be re-admitted to the University, college or institution from where he is expelled but it shall not preclude his admission to any other institution with the prior approval of the Vice-Chancellor; or
- b) be, for a stated period, rusticated in which case he shall not be admitted to the university or institution, till expiry of the period of rustication; or
- c) be not, for a stated period, admitted to a course or courses of study of the University; or
- d) be imposed with the fine of a specified amount of money; or
- e) be debarred from taking a University examination or examinations for one or more years.

The Vice-Chancellor, in exercise of his powers aforesaid or on the recommendations of the Head of Department/Institution, may also order or direct that the result of the student concerned of the examination or examinations at which he has appeared, be cancelled.

#### 4.3 Ragging

- (a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- (b) Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- (c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- (d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- (f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- (g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- (i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

#### 4.4 Prohibition of Ragging

- a) Ragging within the University Campus including its Institutions / Departments /Hostels or/ and any part of Amity University system as well as on public transport system outside the campus is strictly prohibited.
- b) Ragging in any form is prohibited also in the private lodges/buildings where these University students are staying.
- c) No person including students /staff / faculty shall participate or abet or propagate ragging in any form.

#### 4.5 Punishable Activities of Ragging

- a) Abetment to ragging;
- b) Criminal conspiracy to rag;
- c) Unlawful assembly and rioting while ragging;
- d) Public nuisance created during ragging;
- e) Violation of decency and morals through ragging;
- f) Injury to body, causing hurt or grievous hurt;
- g) Wrongful restraint;
- h) Wrongful confinement;



- l) Use of criminal force;
- j) Assault as well as sexual offences or unnatural offences;
- k) Extortion;
- l) Criminal trespass;
- m) Offences against property;
- n) Criminal intimidation;
- q) Physical or psychological humiliation;
- o) Attempts to commit any or all of the above mentioned offences against the victim(s);
- p) Threat to commit any or all of the above mentioned offences against the victim(s);
- r) All other offences following from the definition of "Ragging"

#### 4.6 **Punishments (to be decided based on the nature and gravity of offence)**

- (a) Cancellation of admission
- (b) Suspension from attending classes
- (c) Withholding/withdrawing scholarship/fellowship and other benefits
- (d) Debarring from appearing in any test/examination or other evaluation process
- (e) Withholding results
- (f) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- (g) Suspension/expulsion from the hostel
- (h) Rustication from the institution for period ranging from 1 to 4 semesters
- (i) Expulsion from the institution and consequent debarring from admission to any other institution.
- (j) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- (k) Whoever directly or indirectly commits, participates abets or propagates ragging within or outside any educational institution shall be punished with imprisonment of either description for a term which may extend to two years or with fine which may extend to ten thousand rupees or with both.
- (l) Any student convicted of an offence under "ragging" shall not be admitted in any educational institution for a period which may extend to five years from the date of order of debarring.
- (m) Non -students involved in reports of ragging will be dealt with under the criminal law of India.
- (n) Ex-Students involved in ragging and against whom necessary action is taken under these provisions, will also be rendered ineligible for a period of five years from seeking enrolment in any of the Institutions of the University. They will, however, be given post decisional hearing, with strict adherence to the law of natural justice.
- (o) In case any student who has obtained degree or diploma of the University is found guilty; under these Regulations, appropriate action will be taken under the provisions of the Statutes and Regulations relating to Conduct of Examinations.

#### 4.7 **Appeal**

The student/s punished as above may appeal to the Vice Chancellor within 30 days of the date of order. The decision of the Vice Chancellor on the appeal will be final and binding.

#### 4.8 **Anti-Ragging Measures at AUMP**

- Every student and her/his parent have to submit duly signed notarized affidavits affirming that they will not participate in any type of ragging activity and understand that if they do so they are fully aware of the penal and administrative action that is liable to be taken against them in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- At the time of registration, each student has to go through the 'Regulations/Directive for Banning Ragging Anti-Ragging Measures' prescribed in Anti-Ragging booklet.
- Students can report the incidence of ragging 24 X 7 to the University Authorities listed in the Anti ragging booklet.
- Anti-Ragging Monitoring & Execution Cell (at University level) is established and is fully responsible to ensure that all Anti-Ragging rules, regulations and measures are strictly followed. Chairperson & Members of the committee can be contacted by the students.
- Members of the Proctorial Board can be contacted by the students.
- Each Institution will have an "Anti-Ragging Committee" headed by the Head of Institution and comprising of selected faculty members, parents, students from the freshers category as well as seniors and selected non-teaching staff.
- Anti-Ragging Squads and Anti-Ragging Patrols go around the Campus to prevent any incident of ragging.

## **5. STUDENT SUPPORT SERVICES**

Amity University Madhya Pradesh provides support to its students through all aspects of their University experience, from first contact to beyond graduation with the objective of holistic development of students, to help students become more self-aware and empowering them to make better decisions to effectively reach their academic and career goals.

### **5.1 Student Support & Progression**

The University is committed to provide support to assist students to complete the programme in which they have enrolled. The processes to monitor student progression are effective, fair and transparent.

Initial Academic Assessment Service: Guiding and assisting students appropriately into academic programs is critical to their academic success. Admission Counsellors assess academic credentials of the admission applicant's vis-a vis the academic program requirements. The subsequent selection process assesses the skill levels for appropriate

academic program placement. To support and encourage students, decisions regarding grant of on-admission scholarships are taken based on standard criterias.

Post admission and registration for a program, students requiring remediation, enroll in the Bridge courses either concurrently with or before the start of the enrolled Program courses.

**General and Academic Advising:** At the time of registration of students into various programs, the University conducts Orientation Programs for students and their parents to familiarize them with the philosophy and value system of the University, various aspects of University life, rules & regulations, facilities and support services.

University and Institute level advise provides direction to students in various forms including explanations of program and course requirements, assistance with time table tailored to individual student schedules and other academic and career pathway guidance.

At the Institute level, regular general and academic advice is provided by the faculty members in their role as Heads of Institution, Programme Leader, Mentors and Corporate Resource Centre/Industry Interaction Cell. At the University level, the students are encouraged to approach Dean (Student Academic Affairs & Support Services), Dean Student Welfare or Dy Dean Student Welfare for any type of advice requirements.

Regular interactions lead to further identification of concerns that could prevent progression of a student in a academic program as well as career pathway uncertainty, financials (paying for University fee, basic expenses and transportation issues), and personal concerns (disability issues, health problems, accommodation issues, relationship/home issues, etc.). Interventions are made to assist with the resolution of student issues.

Career guidance, Industry Placement and Entrepreneurship. Assistance is provided to the students to assess their interests, abilities and skills and relate these to opportunities for employment, further study and entrepreneurship. The guidance provided helps students to make informed decisions, develop strategies for career plans, how to present themselves effectively at interviews and cope with the transition to employment. The following departments/Cells guide and assist the students –

- **Amity Technical Placement Centre (ATPC)/Corporate Resource Centre (CRC)/Industry Interaction Cell (IIC)** - play a very important and key role in counseling and guiding the students for their successful career placement by inviting various companies for campus recruitment of students who are in the final year of the programme and are likely to graduate at the end of the academic year. The Centre also helps in arranging industry internships for students as per curriculum requirements.
- **Entrepreneurship Development Cell** - promotes entrepreneurship amongst the students, imparts entrepreneurial education and conducts entrepreneurship development programs to help the students to develop their creative ideas into business plans leading to their own Start-ups.
- **Value Addition Courses for Soft Skill Development** - effective communication and interpersonal skills are imparted to the students which are crucial to increase

employment opportunities and for competing successfully in the business environment. An international perspective is provided to the students through the international language programs.

- **Amity Centre for Guidance & Counselling** – through its professionally competent counselling psychologists, this cell enhances the overall well-being of students by facilitating their emotional, interpersonal and intellectual development. ACGC provides services designed to promote academic, personal, and social growth of students.
- **Semester Abroad Program** – learning and understanding new cultures, industry, improving foreign language skills, studying a discipline with an international perspective, and seeking out new challenges are significant elements of the study abroad experience
- **Military Training Camp** - students imbibe the value of discipline and a spirit of patriotism, commitment and perseverance by participating in a variety of activities like parasailing, trekking, shooting, rock climbing/rappelling, etc. which test their mental and physical agility.
- **Grooming for Interviews** - the training covers key aspects of dress sense, winning body language, answering difficult questions, refreshing business etiquette, as well as aspects like group discussion and extempore speaking with confidence.

## 5.2 Scholarships, Medals and Awards

Amity University offers a variety of scholarships to the meritorious students. The scholarship is in the form of financial aid. Following are the types of scholarships offered to the Amity students:

a) On Admission Merit Scholarship – There are three types of these scholarships as mentioned below:

- 100% Dr. Ashok K. Chauhan Scholarships
- 50% On Admission Merit Scholarships
- 25% On Admission Merit Scholarships

These scholarships are granted at the time of admission on the basis of school and /or graduation results.

b) Continuation of On Admission Merit Scholarship - Scholarship is granted on annual basis and continuation in second and further years of the program is subject to the academic performance (Merit List based on CGPA) & other conditions as laid down in the regulations.

c) Merit-Scholarship During the Programme – These scholarships are granted from second year onwards for encouraging students to achieve higher performance during their studies in their respective academic programme. The amount of scholarship is 30% of the academic year tuition fee. The number of scholarships depends upon the no. of students in the programme. (max.limit is three).

d) Merit-Cum-Means (MCM) Scholarship - These scholarships are granted to the students who are academically good and need financial assistance to continue their education in the University. The amount of scholarship is upto 50% of academic year tuition fee. Students need to apply for such scholarships to their respective Head of Institution as per the

prescribed format and support documents at the commencement of the Academic Session. Continuation of the scholarship is based on students' merit, academic & extra/co-curricular activities performances & family financial position.

e) Special Scholarships - These scholarships are granted to the students showing extraordinary achievements in extra- curricular activities. The amount of scholarship depends on individual cases. Students are required to apply for the same as per the prescribed format at the commencement of the Academic Session.

f) Other Scholarships – These scholarships are instituted by Grants from individuals, Trusts, Organizations, Institutions etc with a view to provide financial assistance to needy students

Amity Scholarships are granted on Annual basis and are declared every year by the months of August / September. All scholarship holders are required to submit full odd semester fee by due date and scholarship amount is refunded / adjusted in the subsequent semester fee. The Scholarships do not include – Refundable Security Deposit and Boarding & Lodging Cost.

**Following is expected from the scholarship holders:**

- Follow all the rules & regulations of the University and substantially contribute in the development of the institution
- Consistently achieve Academic excellence
- Participate in extra- curricular and co-curricular activities
- Represent Amity by participating in Inter-institution competitions, corporate competitions, seminars, conferences and bring laurels to institution
- Be punctual & regular in attending classes and maintaining high attendance
- Maintain good health for meeting all academic challenges without failure
- Never indulge in any indiscipline activities or plagiarism
- Follow the University dress code in the campus & while representing Amity in any Forum and develop in themselves the 101 attributes of an Amitian
- Have ethical & moral code of conduct.
- Develop habit of continuous improvement & high performance.

**Cat/Mat/GMAT Score Based Scholarship**

Scholarship is granted for MBA Program, as per policy on the basis of his/her CAT/MAT/GMAT Score

### Medals & Special Awards Medals

The University awards following mentioned medals during the Convocation:

- (a) Gold Medals to the toppers in each programme
- (b) Silver Medals to students who secure second position in each programme
- (c) Bronze Medals to those students who secure third position in each programme, if the number of students in a programme is more than 30.

To:

Honorable Vice Chancellor  
Amity University Madhya Pradesh  
Gwalior

#### SCHOLARSHIP HOLDER PLEDGE

I, \_\_\_\_\_, have been granted Scholarship, \_\_\_\_\_, for the academic year 2019-20.

As a Scholarship Holder, I know I should be a role model to other students. I therefore promise that I will refrain from engaging in all types of disrespectful behavior, including inappropriate language, taunting and unnecessary physical contact.

I know the behavior expectations of my University and hereby accept the responsibility and privilege of representing the University as a scholarship student. I pledge to attend the Scholarship Award Function and all other related events.

I also understand that the University expects that I should participate in co-curricular and extra-curricular activities and in inter-institutional competitions. At the end of every academic year, I will provide the evidence of my participation in co-curricular and extra-curricular activities and in inter-institutional competitions so that scholarship can be granted to me in subsequent year if eligible for Scholarship.

I understand that if I fail to adhere to this pledge, it may result in withdrawal of the granted scholarship by the University.

Signed:

Name:

Date of Birth:

Dated:

Programme:

Batch:

### Government Scholarships

Students are encouraged to apply for the Government Scholarship through National Scholarship Portal & State Scholarship Portal in consultation with the Scholarship Nodal Officer of respective Institutes.

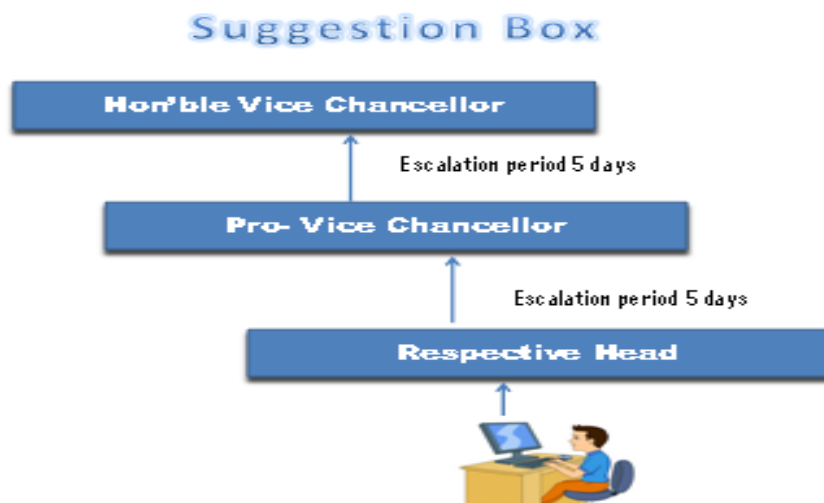
### 5.3 Student Grievance Redressal

1. In order to make student's stay in AUMP comfortable and stress free, Amity has a multi layered student grievance redressal system. Student having a problem will approach the Academic and General Counselling Cell at his/ her department level. Student's



problems that cannot be resolved at the department level will be referred to the appropriate Committee. Issue will definitely get resolved within a short period of time.

2. The suggestions / grievances by students/parents can also be sent on-line through Amizone.
3. In addition, problems related to the well being of students warranting urgent attention can be submitted directly to the Dean Student Welfare ([avashisht@gwa.amity.edu](mailto:avashisht@gwa.amity.edu)).
4. Problem / suggestion are monitored / resolved through an auto escalation system provided in the Students' Amizone as illustrated below:-



5. Student grievances not being covered by the mechanism stated above & below or their grievances not being addressed adequately shall be referred to a standing 'Grievance Redressal Committee' constituted as per UGC Regulation notified vide F-No.14-4/2012 (CPP-II), dated March 23rd 2013.
6. Pursuant to regulation of UGC on provision of Equity in HIE's as notified in the Gazette of India, dated January 19th , 2013, all the issues related to "Equity" as defined in the said UGC Regulation shall be dealt by 'Equal Opportunity Cell' constituted for the purpose.

**Welfare Services**

Amity University has a student centric and supportive environment offering practical support and advice to each student. It is Amity's endeavor and commitment to ensure that each student is satisfied and happy during his/her stay at Amity.

**Dean Student Welfare**

The Office of Dean of Student Welfare (DSW) is committed to provide the leadership to inspire and assist the students in achieving more than academic achievement through identification and promotion of relevant student policies that respond to their issues, needs, happiness, joy, satisfaction and with respect to their holistic development.

Office of DSW functions as a nodal centre for the welfare of students; organizes and coordinates extra-curricular student activities and promotes cooperation, fellowship and discipline among students. Students are advised to contact the Dean Student Welfare Prof. (Dr.) Anil Vashisht (8357920507) or Dy DSW Prof. (Dr.) Iti Roy Chowdhury (9165905884) with respect to any problems they may face inside or outside the campus.

All interactions with students are kept strictly confidential.

Student Satisfaction & Happiness Mission (SSHM) one of the most important functions of Education is to provide opportunities for each student to reach his/her full potential in the areas of educational, vocational, social and emotional development. At Amity, it is ensured that guidance and counselling are integral parts of education so that students are satisfied and happy.

The aim of Students Satisfaction & Happiness Mission (SSHM) is to guide and counsel students so that they discover & develop their true potential and thereby achieve an optimal level of personal satisfaction & happiness.

For this three centres/cells are available to the students.

- a) Academic and General Counselling Cell at the Institutional Level.
- b) Centre for Guidance & Counselling.
- c) Centre for Administrative & Hostel Issues.

Student problems will be looked into with speed by the above centers/cells. So students must make full use of these centers/cells. However, if the problems are still not resolved then the students may project to the Mission Headquarter by e-mail, [sshm@amity.edu](mailto:sshm@amity.edu), who will then take these up with appropriate authorities.

### **Disability Advice**

The Disability Advice and Guidance Team is responsible for the co-ordination of support for disabled students and provides a specialized guidance and support service for all prospective and current students with a disability or health condition. Our aim is to ensure that students with a disability realize their full academic potential despite their disability. We provide support and advice to students with a wide range of impairments. This can include, but is not limited to Visual Impairments, Hearing Impairments, Physical Impairments and Mobility Issues etc. Disability Services is the principal point of contact and support for students with disabilities and works closely with others in the administration and academic departments of the University. Social care is not health care. It does not treat or cure people, but supports people with conditions and impairments in their daily lives. This is to ensure that appropriate arrangements relating to teaching and assessment are made for students with disabilities, whilst maintaining the academic integrity and core requirements of the individual courses. The Disability Services is part of the Office of Dean Student Welfare and is involved in the provision of services and recommendations of adjustments for students with disabilities. Role is to provide initial advice on issues which may be affecting students' general welfare. Disability Services/Social Care enable disabled people to live independently and support individual wellbeing. The Campus Infrastructure has been developed to assist students with

disabilities. Ramps & Handicapped Toilets are available in all the buildings in the Campus, in compliance with 'Persons with Disabilities Act

### **Amity Centre for Guidance & Counselling**

The Amity Institute of Behavioural & Allied Sciences (AIBAS) initiated the Counseling Cell in the year 2016, where counseling services are offered to students and Faculty members. The professional guidance and counseling services are being provided to students and faculty members for any constrain, stress and anxiety to overcome it.

The specialized service recommends guidance in personality development, managing stress and enhancement of quality of life.

The professional help of focus is Individual counseling, to help in the proper selection of courses, to assist the students in their phase of confusion and emotional issues, manage and organize activities intended to aid student, set up personal goals and develop future plans. It also offers the trainees to enhance their skills through therapy. The counseling cell is highly equipped with technology and is operational with various therapeutic interventions like biofeedback/cognitive intervention related software.

### **5.4 Academic Support Services**

The Dean (Student Student Welfare) is committed to provide assistance to all students on academic related matters including course selection and credit transfers. In particular, counselling is available to individual students who may be encountering difficulty in adjusting to the academic life at the University.

Students are advised to contact Dy Pro-Vice Chancellor & Dean Student Welfare Prof. (Dr.) Anil Vashisht(8357920507) with respect to any academic problems.

### **5.5 Amity Women Help Desk**

Amity University Madhya Pradesh is committed to Gender Equality and Empowerment of the weaker sections of the society. With this aim, and following the UGC mandate, AUMP has constituted the Amity Committee Against Sexual Harassment (CASH). The committee takes all measures to ensure the welfare of women at AUMP campus in all aspects. It organizes activities to create an environment that fosters equal treatment and leads to empowerment of the marginalized and weaker sections of the society. The active participation of students in these activities has created a climate for change and the student ambassadors will, it is hoped, bring about a change in the Nation's mind set.

Female students, faculty and staff members may contact Amity Women Help Desk 24X7 for any kind of complaints (sexual, physical, psychological /emotional harassment etc.), queries and suggestions. The same may also be posted on Amizone (Amity intranet). Contact details: Mobile: 09165905884 Email: iroychowdhury@gwa.amity.edu

The committee consists of the following members:

- |   |             |        |
|---|-------------|--------|
| (a) Dr ItiRoychowdhury (Dy. DSW & Dir. ASCENT/ASL/AISS) | Chairperson | Member |
| (b) Dr. Manish Singh (Asso. Professor ASET)             |             | Member |
| (c) Dr. Deepika Tomar (Asst. Professor ABS)             |             | Member |

(d) Ms. Amrita Parashar (Asst. Professor ASET)	Member
(e) Mr. Rajneesh Kant Sharma (Dir Liaison)	Member
(f) Mr. Amanpreet Randhawa, Dy Dir HR and OSD to Honble VC	Member

## 5.6 Medical Facilities

Hostellers are advised to get themselves inoculated against communicable diseases at their own initiative and expense. First-aid Medical Treatment is available within the campus. Amity Clinic has 24 hours nursing staff with ambulance. Students contributing to group medi-claim policy are provided medical treatment of up to Rs 25,000/- in the following hospitals – Kalyan Hospital Baradari MorarGwalior , Apollo Hospital Gwalior and Birla Hospital Gwalior

If a hosteller is advised hospital admission, necessary communication is sent to parents/local guardians and Hostel Director .Amity University offers a medical insurance plan to all students.

## 5.7 Security

Amity University has 24 hour, 365 days security in the campus. With the goal of providing safe and secure environment, the security department manages the entry/exit points to ensure that only authorized persons are allowed inside the gates. Security and personal safety is an important issue for everyone, and relies on all of us working together to help

To make sure that all stay safe students are expected to report a crime, emergency, or suspicious activity, by calling the Assistant Security Officer, Mob No -8982820284 and Director Administration, Mob No – 98270552295

## 5.8 Amity ID Card

The AM Card is the official Amity University identification card for students, faculty, staff, and other members of the University. You can use your AM Card to gain access to the campus through access control devices at Campus Gates.

Students have to compulsorily wear their AM Card around their necks at all times while on campus.

## 5.9 Parking

All student vehicles parked inside the campus (including motorcycles and cars belonging to students) must have a valid parking registration. Vehicles must be registered with Security Staff. Students have been allotted specific areas (Block-wise) depending on their programme.

## 5.10 Transport

The University operates a daily University bus service providing safe and reliable student transport from various areas of Gwalior. Provision of transport service will be subject to the availability of seats on established routes and the fee will be as per the fee structure.. Students are advised to contact the Director Liaison/ Director Administration/Transport

In-Charge for the routes on which the buses are plying. Transport service is subject to a minimum number of students available on that route.

### **5.11 Bank, Post Office, ATM**

Axis Bank ATM facility is available in the Campus. For banking services, an employee of the bank visits the campus on routine basis for any kind of requirement and services for its staff and faculty members. A representative of Courier Company visits the campus on daily basis and collects the couriers and posts from the campus.

### **5.12 Sports Complex**

Sports Complex including Tennis Courts, Basket Ball Courts, Volley Ball and Badminton Courts are available in the Campus. In addition, Gymnastic facilities have also been extended to Hostellers/Day Scholars. Students are requested to contact Sports Officer/Dean Student Welfare for help and guidance.

### **5.13 Recreation**

- a) Colour Television sets have been provided in the common rooms of hostels.
- b) Major festivals are celebrated in the campus/hostels. Events like cultural programmes, sports, quizzes and movie shows are also organized.

### **5.14 Corporate Resource Centre**

The Corporate Resource Center (CRC) of AUMP aims at providing a comprehensive array of services and support for its students and alumni which assist them in their placement and life-long career development.

- a) The CRC acts as a central hub for all student development and placement related activities and is the repository of all information and resources. It builds in its students the competencies that are valued by prospective employers, forecasting those that will be essential from a future perspective. It provides a forum for future employers to articulate their human resource requirements, and accordingly, groom and recommend students for internships and placement.
- b) The CRC recognizes that student knowledge, skills and attitude play a vital role in their career choices. With this in mind it facilitates various tests to measure the students' career related competencies, and develop them further.
- c) CRC is headed by the Director CRC, who is an Industry veteran having more than 16 years of industrial experience in large industrial conglomerates. CRC constantly explores the companies and Industries where our well groomed students can be placed.
- d) CRC interacts with the Industries and Co-ordinate various activities like Industry Visits, University - Industry Interaction, Placement for Internship Training and organizing Guest Lectures by prominent industry/ corporate resource personnel. It maintains a strong database of potential recruiters and constantly liaisons with them, assessing trends in their requirement and making efforts to prepare the prospective managers on these lines. The prime objective of the CRC is to maintain strong University Industry linkages and strive for the overall development & grooming of the students according to the Industry requirements by conducting workshops, symposia, seminars and

conferences both at National and International level. CRC has maintained a sound rapport with large number of big companies, industrial conglomerates and reputed business houses.

- e) CRC maintains close contact with recruiters throughout the year and conducts numerous workshops on skills like Resume Writing, Group Discussions, Mock Interviews and Sample Aptitude Tests to better prepare our students for job interviews. Our team is fully committed to attending to the individual needs of our students and ensuring that they achieve desired platforms for launching their professional careers.

As part of Recruiter Relations, CRC systematically tracks opportunities across sectors and industries, for students and establishes necessary contacts. CRC also facilitates the extensive on-campus interview processes and conducts rigorous follow-ups. The recruiting teams from companies are appropriately guided about the institutional mechanisms with reference to the placement process.

The Corporate Resource Centre (CRC) of Amity University is a crucial interface between the stages of completion of academic program of the students and their entry into suitable employment and plays a pivotal role in counseling and guiding the students for their successful career placement. In addition to campus placements, the CRC department organizes Professional Development Programs like mock interviews, group discussions, pre-placement talks, and interactive sessions with Industry experts, case studies and Personality Development Programs covering communication skills, presentation skills and career planning. This enables the students to acquire the necessary traits to become industry worthy.

### **5.15 Student Clubs & Committees**

**Introduction:** Academic subjects, Co-curricular and Extra-curricular activities complement each other and develop a well-rounded, socially skilled, and healthier student. For physical, mental, behavioral and social wellness of the students extra-curricular and co-curricular activities play a vital role. Co-curricular activities enhance the analytical and applied skills of the students from all their academic learning and the extra-curricular activities take care of their mental, physical and social wellness. AUMP's focus is on holistic development of each student of the University. Students who are involved in extra-curricular pursuits tend to improve their academic grades as well. This may be due to increased self-esteem, motivation and better time management. They become better organized in the classroom. They demonstrate a reduction of at-risk behavior and a heightened sense of belonging, resulting in better behavior. They develop life-long relationships with their peers and learn how to lead others. These skills will be beneficial in later life and in the workplace. Extra-curricular activities also foster a sense of commitment to a cause or purpose and they reduce selfish behavior. Students become more marketable in the workplace. Holistic development enhances employability. University Club members participate in Inter-Institution competitions and bring laurels to their University. Variety of activities, events of national and International level, Inter-Institution competitions inculcate in the students various soft skills there by nurturing excellence and strengthening the value system. These events, conferences and competitions at University Level are organized by students themselves under close supervision of the Chairperson Club and faculty coordinators. AUMP students have exhibited their talent and have won laurels in several events at Inter-University competitions, State Level, National Level and International Level competitions and Conferences. All activities are facilitated by faculty coordinators.



### **Objectives :-**

1. Physical, Mental, Behavioral and Social Wellness
2. Enhancing analytical and applied skills of the students that help to improve academic grades.
3. Identify the students' talent and prepare them for Inter-University Competitions
4. To develop Team work, Inter-personal skills, communication skills, presentation skills, leadership skills, confidence, social graces and etiquettes, peer relations, marketing skills.
5. Learn time management, ethical and business values.
6. Understand the diplomatic relations between nations on various issues.
7. Holistic development & overall personality enhancement.

### **List of University Clubs:**

1. Cultural Club
2. Literary Club
3. Arts Club
4. Science Club
5. Eco Club
6. University Digital Club
7. Electoral Awareness Club
8. Legal Literacy Club

### **5.16 Mentoring**

Mentoring is to support and encourage students to manage their own learning in order that they may maximise their potential, develop their skills, improve their performance and become the person they want to be. Mentoring is a partnership between two people, Mentor & Mentee, based on mutual trust and respect.

At AUMP, mentoring encourages students to take guidance and develop partnerships with five types of mentors:

- Faculty Mentor
- Buddy Mentor
- Alumni Mentor
- Industry Mentor
- Parent Mentor

All five Mentors jointly collaborate towards the development of the student through a process of experiential guidance and learning.

### **Mentor's Role**

A mentor is a guide who can help the mentee to find the right direction, boost confidence, provide guidance and encouragement. They are the role models for the mentees and should counsel and reduce anxiety levels of the young mentees.

## **Mentee's Role**

The mentee must take the initiative to build the relationship. The final responsibility for actions taken, as a result of mentoring, lies with the mentee. The mentee student must:

- a) Have a strong commitment for self-improvement and achievement in professional/personal areas
- b) Be open & receptive to new ideas/learning and willing to apply those to practical situations
- c) Be ready to ask for help/guidance and not wait for a formal schedule
- d) Readily accept the feedback and act upon it

## **Road Map**

The mentoring process develops in five phases:

### **(i) Establish**

- During the first few meetings, both the mentor and mentee get to know each other and build trust.

### **(ii) Elucidate**

Mentoring program spreads awareness and understanding on various issues-Academic and Professional.

### **(iii) Expand**

With mutual trust the mentor can give the mentee the confidence to challenge the ideas of the mentor, just as the mentor will challenge the mentees ideas.

### **(iv) Engage**

This phase is the start of a personal action plan of the mentee to attain his/her goal. The mentors role is to facilitate the process.

### **(v) Evolve**

At this stage the mentor steps back from the formal relationship to discuss together with the mentee how they wish to continue their relationship.

The above phases are not exclusive or time bound. The pace of mentoring depends on the strength of the relationship and the enthusiasm of the mentee. The relationship is not limited to the duration of stay at Amity and can be a life- long relationship.

## **Benefits of mentoring programme.**

- a) Helps the mentee gain a better understanding of self
- b) Provides an insight into the present and future professional work environment
- c) Show relevance and linkage of the professional environment to their program of studies
- d) Assist students to be better equipped to have control over their future

- e) Enable students to have a better evaluation of relevant careers and subjects pursued
- f) Get greater understanding about the field or industry of their interest
- g) Enhancement of mentees personal and professional skills
- h) Gain greater confidence and self-esteem
- i) Learn about potential career options from someone who has been in their shoes
- j) Obtain practical advice from a different perspective
- k) Network with professionals in the student's field of interest & expose themselves to the professional environment
- l) Learn about the operations of a specific company and industry
- m) Share their educational and career aspirations with others and get unbiased advice
- n) Encouragement to reach out and attain their goals
- o) Seamless Transition from academic environment to real work life.

### **Implementation**

Every AUMP institution arranges appointment of faculty, industry and alumni mentor for each student. Formal meetings are scheduled between mentors and mentees so that learning is progressed across functions, groupings, and cultures for maximum benefit. Students aims are decided mutually between mentor and mentee and the progress towards the desired goals would be tracked throughout the duration of his/her stay with AUMP.

We are proud to say that our mentoring system is unique to Amity and has helped many of our students stand out amongst their peers. They have excelled on both their personal and professional fronts as a result of the mentoring system.

### **5.17 Class Representatives**

A Class Representative is a responsible, prestigious and challenging position. Students are encouraged to take up this leadership position. To become a representative of the class, a student must have the values of trustworthiness, honesty, transparency and commitment.

#### **The roles and responsibilities of the Class Representative -**

Class Data Collection & Analysis: for each student for various activities and issues.

- **Advocacy:** influencing the student community for positive outcomes with respect to academics, discipline and participation in co-curricular and extra-curricular activities.
- **Monitoring:** attendance, time table, syllabus progress, discipline and related issues.
- **Quality enhancement:** by representing the legitimate concerns and problems of classmates and giving feedback to both the classmates and authorities.
- **Coordination:** with various authorities in the Institute and University.

**The Class Representatives should not deal with –**

- Disputes between students and academic/hostel staff, and between individual students (for example, harassment, discrimination and victimization);
- Formal procedures (for example, exam failures, results appeal, academic appeals, individual complaints, disciplinary hearings, etc.);
- Financial and funding queries including loan

**5.18 Library Service****General**

The guidelines enumerated below govern the day-to-day operating procedure of Central Library, Amity University Madhya Pradesh. The University is committed to place Library and other learning resources at the heart of student learning. The fully automated Central Library with more than 32,000 books across all domains has access to more than 28,000 online Journals. The library has a membership of DELNET that has an ambitious academic and research strategy which defines the identity, shape and delivery of the course curriculum and research aims. Further, e-resources of MHRD (National Digital Library), INFLIBNET (Shodhganga), Manupatra, SCC Online, All India Reporter, UGC Resources, NPTEL, Swayam, MOOCs, IEEE, CSI etc. are also accessible on Amizone.net. The staff/students can also access World e-book library (WEL) and South Asian Archives (SAA) which hosts more than 50 lacs e books, journals and articles.

**Purpose**

Central Library (located in B Block) and 06 departmental libraries also functioning in different blocks of AUMP deliver a wide spectrum of services, by helping students with textbooks, parallel studies, reference book, e-resources and periodicals; by providing a large number of bibliographic tools and up-to-date literature on every subject for students, teachers and research scholars; as well as by maintaining an efficient reference and information services.

**Hours of Operation**

Central Library observes following schedule:

On Working Days – 0900 hrs to 1715 hrs

During Examination – 0900 hrs to 2000 hrs

The Library will remain closed on Saturday, Sunday and Holidays observed by the Amity University. This schedule is subject to change due to unforeseen eventualities, emergencies, bad weather etc, the information of which will be reflected on Amizone and Library Notice Board.

**Journals**

Central Library subscribes to Journals of different Domains which are displayed on the display rack. These Journals are for reference in the library and are not issued. Faculty

members and students are informed from time to time about new journals, online/e-journals subscribed by the Library.

### **Circulation of Books**

The material housed in the library will be issued to the students and faculty of the dependent Institutions. The books may be issued to others related with the Amity University on approval of the concerned HoI and after deposition of the security amount equivalent to the cost of the book.

### **Registration of the Borrowers**

1. The authorized borrowers of concerned library are the associated faculty and the students of the concerned Institutions of the Amity University. Borrowers are required to have a valid library card which will be issued to the authorized borrowers on submission of Application form.
2. The library card will be issued as long as the borrower is an authorized borrower. All borrowers will deposit the Library card once they cease to be authorized borrower on completion of their program or withdrawal from the program. All such borrowers are required to obtain clearance (No Dues) from the library.

### **Library Card**

Students will be issued a Digital Library Card against which they can draw three books for the duration of fifteen days. The Faculty will be issued a Library Card against which they can draw up to ten books for duration of a semester. Renewal of books for an additional period will be at the discretion/demand from other borrowers.

### **Loss of Library Card**

In case of loss of library cards by the students, new card will be issued on penalty payment of @ 100/- per card after taking no dues from all the libraries of Amity University.

### **Loss of Book/Material**

Loss of book will be replaced by the borrower or on payment of the recent cost of the book with late fee.

### **Overdue Charges (Fine)**

1. Rs. 2/- per day on text book Up to Six Month, then Rs. 300/- Maximum. If it is accompanied by loss of book and the loss is not reported within the authorized period of borrowing, the charges will amount to replacement of the cost of book and the total accumulated fine worked out up to the day of reporting of the loss of book.
2. Payments of fines or other fees should be made to a library staff member for which receipt will be rendered by the Library staff.

### **Damage to the Book**

In case of damage to the book, the book will be replaced by the borrower/or the cost of the book will be recovered. The decision of the Librarian will be final.

### **Photocopying**

Photo copying of books is not allowed as it is infringement on the Copyright regulations. Photocopying of the part material will be at a cost which will be as per the rates fixed by AUMP. The photocopy will be stamped by the Librarian to avoid further copying and will be the responsibility of the borrower to defend any legal implications coming out from it.

### **Discipline & Safety Measures in the Library**

In order to maintain perfect ambience in the library, the students are required to follow certain guidelines as may be stipulated by the Librarian, from time to time. To this effect, following activities are strictly prohibited in all the areas of the library:

- Smoking
- Loitering or soliciting
- Sleeping
- Entry of Pets
- Disturbing students and staff
- Public intoxication
- Possession of alcoholic beverages, food/eatables or drugs
- Damaging library materials or property
- Carrying of Bags
- Use of Mobile phones

Any person found to be in violation of one or more of the above measures/guidelines may be asked to leave the library. Failure to comply with a request to leave the premises will result in removing the individual from authorized borrower's list.

## **5.19 Information Technology Resources**

### **• Use of Wi-Fi and Internet**

Amity offers fast, secure wireless network connectivity. Wireless access is available to all current students. Access to the Amity wireless network is currently provided free of charge to all users. However, the wireless network is a shared resource with limited bandwidth. Users are strongly discouraged from running bandwidth intensive applications. All activity on the wireless network is monitored and users are expected to abide by all relevant Amity policies.

### **• Amity Email**

Email is the primary means of communication for important announcements and messages. Amity University will provide the students with an email ID when they register for their programme. The email account can be accessed as soon as they complete their initial enrolment at Amity. Students experiencing difficulties accessing their e-mail account should contact the IT Help Desk. The faculty, the student support team, the Finance



department and other areas of administration will use this e-mail address to contact them so it is critical that they check their account regularly. The students will be informed about various events and activities through this e-mail ID/notices that will enrich their tenure at university and enable them to make new friends.

## **Online Resources**

### **AMIZONE - The Amity Intranet Zone**

- **For Students**

Through Amizone, students can access their Programme Structure, Detailed Curriculum, Session Plans of the Course, Assignments, Marks of Continuous Assessment, Examination Results and such other information.

The Attendance is marked for all the courses by the respective faculty members online; hence the students must check the same every day. Any discrepancy observed in the marking of attendance or Official Duty (OD) (in case OD is approved), the same must be reported immediately. Application seeking approval for OD should be submitted for approval before going on OD. No application will be entertained after a lapse of two days.

To access Amizone a User -id and Password is allotted to each and every student of Amity University. The students are required to fill their Personal Profile online at the time of Registration to their Programme on Amizone. It must be ensured that correct details are filled in the form. Strict disciplinary action will be taken against students who have provided wrong information in their Profile.

The students are required to fill their examination form for both regular & backlogs online by the cutoff date as per examination calendar already uploaded on Amizone.

Before filling of online examination form students will be required to fill up the faculty feedback and a certificate stating that he/she has read the regulations and understands the content of the same.

Examination results are uploaded on Amizone immediately after declaration of result and students can view their result on line including their promotion status.

Students must check the notices put up on Amizone on daily basis since all the schedules like Time-table, Fee Payment Dates, Dates for Commencement of Semester, Examination Schedule, Holidays etc are put up on Amizone.

The University will not be held responsible for any lapse on the part of the students for not taking note of the notices put up on Amizone.

- **For Parents**

Parents are also provided with a separate user id and password to access Parents Section on Amizone which is available once their wards have enrolled with the university. The parent user id and password will be emailed/sent through sms on the email

address/mobile number of the parents provided in the registration-cum-enrolment form on Amizone.

Parents can access the Amizone of their wards and can get the id and password for the same on application.

Amizone can be also accessed by downloading the mobile application.

## **5.20 Hostel Accommodation**

- 1 Hostel accommodation is allotted to bonafide and eligible students. Separate girls and boys hostel facility is available. Admission to the hostel will be provisional and will be given for one academic year only. AUMP has the right to refuse admission to the hostel to any student who in its opinion is not considered suitable for admission either on medical grounds or for reasons of conduct, etc. The University also reserves the right to refuse permission to students to continue in residence.
- 2 Hostel Seats are distributed by the Hostel Management Committee as per the student strength of AUMP Institutions. Fresh students can opt for hostel accommodation while filling up the AUMP Admission Form. On confirmation of hostel admission, they have to deposit hostel fees and obtain a receipt.
- 3 The Hostel functions on the principles of shared 'home' environment, equity, discipline and egalitarian values The University expects that student residents will maintain high standards of ethics, culture and disciplined behavior. And will follow the values and traditions of Amity University.
- 4 While pursuit of academic excellence will be a key focus for the student residents, the Hostel Management and Staff members will help to foster independence while responding to the individual needs and talents of each student resident so that they reach their potential. It is hoped that they will carry fond memories of their stay in the hostel as they pursue their journey to achieve success in life and professional excellence.
- 5 Amity is a Ragging Free University. Incidents of ragging or abetment of ragging will be severely dealt with by appropriate action such as expulsion from the hostel / university and/or FIR with the police. Detailed instructions are contained in the 'Regulations/Directive for Banning Ragging & Anti Ragging Measures' Booklet. Students are required to study it carefully, take a vow not to indulge in any form of ragging activity and comply with all the instructions therein.
- 6 The University reserves the right to close any or all hostels suo moto.
  - i) AUMP reserves the rights with respect to Hostel Accommodation.
  - ii) Allotment of Hostel seat means allotment of a hostel room, on sharing basis.
  - iii) A hostel resident student will be a bonafide student of AUMP, who has been found eligible has paid the annual hostel fee and has been provisionally allotted a hostel seat for one academic year out of the available hostel seats, subject to terms and conditions:-
    - a) Being a bonafide student of AUMP does not automatically confer the right of

entitlement for a hostel seat.

b) AUMP is under no obligation to provide hostel facility beyond its capacity.

7. AUMP reserves the right:

- a) to close any or all its hostels suo motu;
- b) to refuse hostel seat allotment to any of its student/s due to unavailability of hostel seats in that academic year;
- c) to refuse hostel seat allotment to any of its student/s, who is not eligible or who in its opinion is not considered suitable for hostel seat allotment on medical grounds, etc;
- d) to refuse permission to any of its students to continue as a hostel resident ;
- e) to alter the hostel infrastructure, and
- f) to decide on the nature and quantum of services and facilities to be offered to any and all its hostel residents; to deny entry into the hostel to any visitor if, in its opinion, the visit including any student's, is likely to disturb peace and order in the hostel.

### **Eligibility for Hostel Allotment**

Hostel accommodation is available to the following (subject to availability & other terms & conditions):

1. Those who are full time bonafide students of the University.
2. Those who are not employed full time/part time or on ad hoc basis.
3. Re-Allotment of Hostel accommodation to last year hostel residents will be subject to the following conditions:
4. Sufficient hostel seats are available.

### **Procedure for Allotment of Hostel Seat**

1. All fresh students who are desirous for the hostel accommodation are required to apply on the prescribed form at the time of admission;
2. All senior students/existing student residents desirous for the hostel accommodation are required to apply on the prescribed form well in advance.

### **Re-Allotment Of Hostel**

Re-Allotment of Hostel accommodation to last year hostel residents will be subject to the following conditions:

1. Sufficient hostel seats are available;
2. Re-allotment of hostel accommodation cannot be claimed as a matter of right;
3. He/She has had 75% attendance in the classes during previous academic year as well as the required minimum SGPA/CGPA communicated in the notice for seeking applications from students requiring hostel accommodation;
4. Positive recommendations have been received from the Hostel Warden in their application one month before the close of the previous academic session;
5. He/She was not involved in any indiscipline case;

6. He/She has paid the hostel fee within due date.

### **Allotment Of Hostel Accommodation**

1. Separate Hostel accommodation is available for girl students and boy students.
2. Allotment of rooms is done domain-wise to fresher's/senior student for one academic year.
3. Information is conveyed to the students online: reporting time and date and other formalities to be complied with.
4. Allotment is done on "first come first served" basis and on full payment of Hostel Fee.
5. Hostel registration forms are available on line. The registration form has to be submitted online by the date announced for the submission of application.
  - i) Students are advised to take a printout of hostel form Annex "A", affix photograph, get the parents signature on annexure "A", attach photocopy of hostel fee receipt and deposit at the hostel registration counter on the day of reporting to the hostel.
  - ii) Students are required to stay in the hostel after the registration. They will not be permitted to leave the campus without authorisation, after registration.

### **Terms and Conditions**

1. All sections/instructions covered under AUMP Regulation 4, 'Disciplinary Control of Students' will also be applicable to Hostel Residents.
2. Hostel Rules will be available on Amizone. Each Hostel resident and parent will sign an affidavit (Annexure-1) that they have read, understood and will follow the AUMP Hostel Rules in letter and in spirit.

The Hostel Rules may be reviewed from time to time as may be required in the best interest of the student residents. Claiming ignorance of rules will not be accepted as a reason in case of a violation.
3. The supervision and control of the residents in the hostel shall vest in the Warden who will carry out the day to day function under the guidance of Director Hostels.
4. At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Hostel Application Form. The mobile & landline number of the parent with STD code, must be provided along with Local Guardian's address, mobile and landline number. Email of the parents (if available) should also be provided. Any change of address / mobile/telephone number of the parent /local guardian, at any point of time, has to be intimated to the hostel office in writing, at once. In addition to the above information, passport size photograph of the parents and the local guardian should be affixed on the form in the space provided.
5. If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Hostel Management immediately and should vacate the hostel if the Hostel Management finds that he/she is not eligible for hostel accommodation.
6. At the time of occupying the hostel accommodation, the allottee shall be given furniture according to the prescribed scale. Demand for additional furniture will not be entertained.
7. At the time of occupying the hostel accommodation, the allottee shall be required to sign the inventory of furniture and other items provided. He/She shall be personally responsible for the custody of the same.

8. Use of unauthorized electrical gadgets is not permitted in the rooms. Tampering with fittings and fixtures in the hostel will be treated as wilful damage to the University Property and those found guilty shall be held liable to compensate the loss as may be determined by the University.
9. Allotment of accommodation shall not confer on the allottee any rights of tenancy of the premises and the University shall have every right to have the accommodation vacated in the event of breach of regulations by the allottee.
10. Allotment will be offered to a bonafide student to be occupied for one academic year or for the duration of the programme the allottee is admitted to or till expiry of maximum permissible period whichever is earlier.
11. Allotment of hostel seat is not transferrable to another individual, campus or in any other way.
12. The Director Hostels / Chief Proctor / Warden are empowered to inspect the premises to ascertain the state of affairs of the premises. They are also empowered to ascertain the occupancy status of the allottees.
13. Any student who is found to have presented false information or forged documents to hostel administration will be liable to disciplinary action.
14. The University shall have the right to shift an allottee from one seat/room to another and also to reorganize the hostel in the best interest of the University.
15. The University reserves the right to take disciplinary action including cancellation of the allotment of accommodation in the Hostel for violation of the rules of living in the Hostel.
16. No resident is permitted to take away personal belongings from the hostel premises without proper permission.
17. Students must not indulge in any act of intimidation or violence and drunken or riotous behaviour. Uses of narcotics, consumption of alcoholic beverages are prohibited.
18. Students should not create ill-will or intolerance on religious or communal grounds.
19. No resident shall be permitted to carry out / undertake any private professional or business / commercial activities in the Hostel.
20. The upkeep of the hostel room is the personal responsibility of the resident/s. They can submit their complaints, through the Warden, for all routine maintenance works (Civil, Carpentry, and Electrical of any other) and or damage /breakage if any, to be carried out in their rooms.
21. The resident/s of a room shall be responsible for any damage to the property in the room during his/ her/their occupancy of that room and will be required to make good the damage, if any. They will sign the attached Hostel Upkeep Undertaking form. In case of damages, if defaulter is not identified, collective penalty will be imposed.
22. Use of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR/VCD player/is prohibited.
23. Residents will be personally responsible for the safety of their belongings.
24. Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. They should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
25. The Residents, whether leaving the hostel on his/her own or suspended/rusticated/expelled from the Hostel/University in the midst of the session will not be entitled for any refund/ claim for the Hostel Fee.

26. The allotment of the hostel accommodation is valid only for one academic year, ending on the last day of the even semester examinations. A fresh application is to be made for the new academic year. The allotment of the hostel accommodation in one academic year does not guarantee accommodation in the successive academic year.
27. In case a student loses his /her room keys, the complete lock will be replaced and cost will be recovered from the student along with a fine of Rs. 500/-. This is necessary due to security reasons. Besides the three keys that come along with the lock, no additional keys will be fabricated from the lock-smith.

### **Instructions for the Hostel Residents**

Some of the instructions are mentioned here. For a complete list of Instructions, the Hostel Management may be contacted:

1. The students shall keep their rooms, corridors, staircase and bathrooms spotlessly clean and tidy at all times, failing which they will be asked to vacate the Hostel.
2. No visitor shall be allowed to stay in the hostel room.
3. Male and Female students are not permitted to visit each other's hostel.
4. Guests/visitors are not permitted to enter the hostel and visit students in their rooms.
5. Cooking food in the rooms is strictly prohibited.
6. Pets are not allowed in the hostel.
7. Students are not allowed to keep their four wheeler vehicles inside the campus. Two wheelers can be permitted only on approval by the Hostel Management.
8. The students can play music in their rooms only on low volume till 10pm without disturbing peace of others (only Walkman & Discman are permitted)
9. Occupation of Room:
  - a) Keys and the room inventory are handed over to the students on producing the registration slip / hostel ID card. Signature is obtained on Inventory Form.
  - b) Inventory :- Following are provided :-
    - (i) Bed (ii) Mattress (iii) Study table (iv) Chair (v) Steel Almirah (vi) Small dustbin (vii) Towel stand (viii) Curtains on window (ix) Towel (x) Pillow with pillow cover (xi) Bed sheet (xii) Top sheet (xiii) Tube lights & fans.
  - c) Upkeep & Maintenance: - Staff is employed for general upkeep of the hostel. Repair / maintenance of fixtures and facilities is an ongoing process. Separate registers are kept for Electrical / Plumbing / Carpentry / Miscellaneous complaints. Repairs are undertaken promptly. However, undue delays in repairs may be reported to the Hostel Warden/Supervisor.



**Laundry**

Each student is issued a laundry kit comprising of bed sheet, top sheet, pillow cover, and towel. The students are required to use linen issued to them and give it for washing on a regular basis. The laundry facility is available twice a week. Not more than four clothes will be accepted at a time (a total of 32 clothing items in a month).

**PARENT AUTHORIZATION FOR OUTPASS**

To  
Director Hostel  
Amity University Madhya Pradesh

With due respect I ..... would like to inform you that Mr.  
/ Ms .....  
Programme .....  
bearing enrolment no. ....and staying in room no. .... in  
hostel..... may be permitted to avail leave from  
.....to .....on my risk.

Reason:  
.....  
.....

Kindly approve his/her leave for the same and grant him/her permission.

Email: .....  
Mob. No .....  
Landline No .....  
Contact No. of student while on leave .....

Yours truly

(Signature of Parent)  
Name.....

**Grievance Redressal Mechanism for Hostel**

- a) Resident Students can send their grievance, if any, in writing and through email to the Hostel Warden with a copy to Director Hostels.

- b) The Director Hostels will monitor and ensure that the grievance is looked into as speedily as possible depending upon its nature and in any case within a fortnight from the date the complaint was lodged.
- c) The students may appeal against the decision of the Director to the Vice Chancellor. In such cases the decision of the Vice Chancellor shall be final and binding.

### **Withdrawal from Hostel**

Any application of withdrawal from hostel should have the concurrence of parent/guardian and should reach hostel office (after getting clearance from respective Warden) specifying the date of leaving. The following guidelines will be applicable:-

- (a) Students who withdraw from the hostel without occupying the room (even for a single day) will be refunded the full amount of hostel fee and security.
- (b) Students who have stayed in the hostel for a month or less, will pay charges for two months and the remaining amount of fee & security will be refunded.
- (c) If the stay is over a month but less than three months, students will be eligible for refund of half of the academic year's hostel fee and security deposit.
- (d) Any request of hostel withdrawal after three months will not get the benefit of any refund other than the security deposit.
- (e) Readmission during same Academic Year:- The administration reserves the right to permit re-admission in hostel.

## **5.21 Guest and Visitors Facility**

### **Guests/Visitors for Boys Hostel**

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

### **Rules for Visiting Girls' Hostel**

- (a) Entry of any male member is strictly prohibited to the girls' hostel from 7 PM to 9 AM. Once staff accommodation is constructed, male members/spouses of female employee families can stay in the allotted accommodation.
- (b) In case of any emergent requirement, a visitor wanting to meet the residents of hostel will obtain written permission of Director Hostels. The visitor on grant of permission will then be escorted in/out of common/waiting room in hostel lobby.

- (c) From 9 AM to 7 PM the visitor will meet the security guard and enter his/her name in the visitors' register. The guard will take the register to the Warden. The Warden will grant the necessary permission and endorse the same in front of the entries made by the visitor in the register.
- (d) The visitor on grant of permission will wait for the faculty/ student to come down and meet in the hostel foyer/ cafeteria.
- (e) The maintenance staff like carpenter, electrician, plumber etc on grant of permission will be accompanied by the hostel staff to the flat/suite/ hostel room for repairs during working hours only.
- (f) On conclusion of the visit, the visitor will make relevant entry of time out in the register. Guard will ensure that the entries are made correctly.

### **5.22 Food Plaza**

The University has air-conditioned cafeterias in each block, which provides a variety of refreshment on payment. The cafeterias remain open from 0900 a.m. to 0500 p.m. However, Coffee Shop and Amul Parlour remains opened up to 9 PM. Daily-needs Store, photocopying/Stationery facility is also available in the campus.

The University has a Central Mess which serves Breakfast, Luch, Evening Snacks and Dinner to the Hostellers, Staff & Faculty Members and other students. The Mess Menu is decided every month by a committee consisting of students, staff and the vendor and notified for the information of Students and Staff and Faculty Member of the University.

### **5.23 The Arcadia**

With state of the art facilities, the university aims at promoting sports, fitness and entertainment. The infrastructural layout of Arcadia is such that it can accommodate large number of students for social gatherings and parties.

Following facilities are available at Arcadia:

- Gymnasium
- Table Tennis
- Board Games
- Basket Ball Court
- Tennis Court
- Television Room
- Other Indoor Games

### **5.24 Events in the Campus**

#### **Amity Youth Festival**

Amity University Madhya Pradesh Students organize AYF every year during the month of February. The objective of the festival is to bring together the students from diverse fields, to promote innovative ideas and to facilitate cross cultural exchange of ideas, information and skills. A very large number of Industry Sponsors and students from Amity and non-

Amity Institutions/ Universities participate in a variety of events and competitions which are organized by the Amity students.

### **Sangathan**

Amity University has been celebrating, for the last fourteen years, the birthday of respected Founder President, Dr. Ashok K Chauhan and also to salute his sterling spirit and unflagging passion to bring about an education revolution in the country, by organizing its Annual month long, mega sports meet Sangathan. The event culminates on 24th October, the birthday of the Founder President.

Students from all Amity Institutions of Higher Learning in India and abroad participate in various team and individual competitions.

### **Moot Court Competition:**

Moot Court is one of the most important means of imparting practical training to the students about lawyering. Students argue imaginary cases for practice. A Moot Court is a regular co-curricular activity at Amity law school, in which, participants take part in simulated court proceedings, which usually involves drafting briefs (or, memorials) and participating in oral argument. Moot court competition results in knowledge sharing by young budding lawyers of various institutes in the form of high-quality arguments before experienced advocates and Hon'ble judges. The participants present innovative research ideas while arguing. This results in enhanced knowledge of students and delegates.

### **Innovation Week**

Amity University celebrates the Innovation Week to mark the birthday celebration of Hon'ble Chairman Dr. Aseem Chauhan on 28<sup>th</sup> September every year. During this last week of September, various workshops, competitions, display of innovative projects, presentation of business plans etc. are conducted to motivate and incline students towards innovations.

### **International Youth Day**

International Youth Day (IYD) is an awareness day designated by the United Nations. The purpose of the day is to draw attention to a given set of cultural and legal issues surrounding youth. The event is celebrated on January 12 every year.

### **Model United Nations**

Model United Nations, which was started as a simulation of the League of Nations and eventually restarted as MUN sometimes after 1945 internationally. It became so popular that at Harvard World MUN world was founded. The founding of Harvard world MUN in 1991 is significant because it accelerated the Global spread of model United Nations at the university level. World MUN has been hosted in over 20 countries. It is among the largest and the most diverse conferences in the world. World MUN has been dubbed as "Olympics of World UN". Amity Law School has been organising MUN to impart practical training to the students. It helps our students to get acquainted with diplomacy and international issues, as model UN conferences are diplomatic simulations. By such simulations, students

overcome the fear of public speaking and it enhances leadership skills, team spirit, and knowledge.

### **Click -O- Mania**

Click o mania is one of it's kind national level platform wherein digital photography enthusiasts not just get to showcase their incredible talent before the visual world out there, but also get to seek new dimensions of their knowledge over the same enhancing them to get to the pinnacle of the promising career they aspire for. On the other hand, it makes an opportunity to fetch, discover and nurture young talents in to budding photographers. Moreover Click o Mania serves its biggest purpose by activating young minds with photography instincts and promoting them to explore challenging career options in the world of photography.

### **Convocation**

Amity Convocation for successfully qualified Graduands of several Programs, is proposed to be held in the month of February for award of Degrees, Medals (Gold, Silver and Bronze), Trophies, Citations and Corporate Awards. Few selected eminent personalities having outstanding contribution in their respective fields, will also be conferred upon honorary degrees to acknowledge their work. Alumni shall be specially invited for the Convocation.

### **Orientation Programme**

The Orientation Programmes are conducted for all the new students on first two days of commencement of the Academic Session. The newcomers are extended a warm welcome and introduced during the programme, so that they quickly adjust to the University environment & adopt the Amity culture and systems. Orientation Programme begins with a Haven followed by Registration, introduction to Amity Universe, Heads of Institution, Faculty & staff members etc. Several other sessions are also organised which includes Proficiency test, Mentoring, Ice Breaking Exercise, Amity Regulations, Academic Philosophy, Evaluation & Examination System, Introduction to Clubs & Committees, Psychometric Profiling, to Value Addition Courses, Sangathan, Military Training, Inter-Institution Competitions, Internationalization, Anti-Ragging Measures, Student Counselling centre, Talent Hunt etc.

### **Fresher's Party 'MELANGE'**

Fresher's Party is organised by the senior students for new students who have joined the first year of the programme. It is symbolic of the end of informal interaction between senior and junior students. It is also a way of welcoming the new batch of students by seniors through a formal programme. It aims at integrating new students in Amity culture ensuring 'no ragging or harassment of new students and familiarizing them with the faculty & staff members and senior students. The event highlights are - cultural programme and Mr & Ms Fresher competition which provides a platform to the new batch to display their abilities, talents and skills.

### **Farewell Function**

Farewell Function is an important and an unforgettable event in the college life of a student. The farewell function is organised to mark a memorable send off to the pass outs

of Graduate and Post Graduate programmes. It is a day when students commemorate their success, achievements before stepping into the new world in search of their destiny, their dreams, goals and ambitions. It is a bitter sweet experience especially for the outgoing batch of students.

### **5.25 Information for International Students**

1. All international students must have a valid passport & endorsed student visa to continue their stay in India.
2. Every foreigner entering India by air, land or sea is required to complete the Embarkation/Disembarkation card (D/E card) Performa (Form 'D' – Registration of Foreigners Rules,1992).
3. All international students (including foreigners of Indian origin) visiting India on long term(more than 180 days) Student Visa are required to get themselves registered with the concerned Foreigners Regional Registration Officer (FRRO)/Foreigners Registration Officer (FRO) within 14 days of arrival.
4. Students arriving on short term Provisional Student Visa (Valid for 180 days or less) must also register and confirm their admission within the stipulated visa period to avoid deportation. Upon confirmation of admissions, the students on short term Provisional Student Visa should approach the concerned FRRO/FRO for registration and extension.
5. Pakistan National students must register themselves within 24 hours of their arrival with the concerned FRRO/FRO & police station.
6. Afghan and Bangladesh National students must register themselves within 07 days of their arrival with the concerned FRRO/FRO & police station. The Afghan nationals who are issued visas with 'Exemption from police reporting' are exempt from Police reporting as well as Exit permission provided they leave within the Visa validity period.
7. All international students (including foreigners of Indian origin) on student visa require a certificate of Residence issued by the concerned Police Station and a Residential Permit issued by FRRO.

(i) Residential permit is issued at the time of registration, its validity being the period of stay specified in the visa. Application for extension of the Residential Permit should be made at least TWO months before its expiry to the nearest Registration Officer in the prescribed form.

(ii) If at any time a foreigner who is required to register proposes to be absent from his/ her registered address for a continuous period of eight weeks or more; or is changing the registered address; or is finally departing from India, he shall, before leaving, inform in person, or through an authorized representative, or by registered post to the jurisdictional Registration Officer of his/ her intention to leave, either temporarily or permanently. In case he/ she is moving to another address in India, the new address should also be intimated to the Registration Officer.

(iii) International students who stay at hotels, guesthouses or places of such nature should furnish on arrival particulars for filling in the hotel register, sign therein, and also furnish the required particulars at the time of departure



8. After their registration in the programme of study at Amity University, International students must immediately report to the International Student Registration Office for on line registration at office of the Director International Affairs, Academic Block C, AUMP.
9. All the Foreign National Students studying in Indian Educational Institutions and also staying in Any Hostel / Hotel / Guest House / Dharmashala / Individual House / University / Hospital / Institute / Others etc. who provide accommodation to foreigners must submit the details of the residing foreigner in Form-C to the Registration authorities within 24 hours of the arrival of the foreigner at their premises. This will help the registration authorities in locating and tracking the foreign student.
10. A foreign national student is under obligation to produce the above documents to any Police Officer on demand for inspection.

**Documents Required for Registration with FRRO:**

- (i) Form – A
- (ii) Passport copy and Visa copy along with the arrival stamp page
- (iii) Proof of Residence (Leave & License agreement/ C Form from the owner is required to be submitted within 24 hours to FRO 'C' window (3 copies)
- (iv) Bonafide Certificate and Letter of Provisional Admission from the University/ College/ Institution (3 copies).
- (v) 4 passport size color photographs (4 cm x 4cm with white background, ears distinctly visible without spectacles and cap).
- (vi) 3 photocopies of the relevant pages of passport (photo page, page indicating validity, page bearing arrival stamp of Indian Immigration)

**Extension of Student Visa:**

Extension of a Student Visa is done locally by the FRO. As long as the foreigner is a bonafide student and is studying in a recognized University / Institute, extension is provided up to five years or for the duration of the programme, whichever is less on a year to year basis.

**Documents Required for Visa Extension:**

- (i) Application Form containing Telephone/Mobile numbers
- (ii) Passport Copy
- (iii) Visa Copy
- (iv) Residential Permit Copy
- (v) Bonafide Certificate from the College/Institute (Year to Year)
- (vi) Address Proof
- (vii) Bank Statement (Showing Financial Transactions)
- (viii) All Mark Sheets
- (ix) Attendance proof or certificate for regularly attending classes in Case of application for extension.
- (x) Students with failing grades are allowed an extension until the University/College/Institute allows them, provided a Bonafide certificate states their intention to continue their studies

- (xi) Course fees receipt.
- (xii) Admission/eligibility certificate from the University/college/educational institution
- (xiii) In case of change of University/college/educational institution, NoC from the previous University/ college/ educational institution

### **Return Visa:**

Return Visa is a facility to be granted to foreign nationals who have completed a one year stay and are likely to be permitted to continue their stay for another year in India. The facility is only granted to students for returning to their home countries during vacations in an academic year. Return VISA given to students is valid for re-entry to India within a period of 90 days only.

### **Return visas are –**

- (i) Granted to a student to visit his/her country
  - (ii) Not granted for tourism
  - (iii) Granted once in a year (In emergency second time visa may be granted)
  - (iv) Return Visa Fees are as per Government Circulars
  - (v) Return Visa is not issued on a Provisional Visa Documents required for Return Visa
- (i) Application Form
  - (ii) Passport copy
  - (iii) Visa copy and Residential Permit copy
  - (iv) Bonafide Certificate
  - (v) No Objection Certificate issued by the University on an official letter head

## **5.26 Information for all Students**

### **Registration, Fee Payment and Re-admission**

The following guidelines outline the process of registration, fee payment, late fee provisions, withdrawal from an academic programme by a student and striking off the name in case of fee default, and re-admission provisions.

### **Fresh Registration**

The student on the date of commencement of the academic session as specified in the admission letter, will report to their Institution.

### **Documents Required in Original at the time of Registration**

1. Proof of the date of birth (Secondary School Certificate issued by the affiliating Board) Certificate and marks sheet of qualifying examination issued by the Board/University. In case where the University has prescribed a condition of passing a subject or subjects at some level, the Certificate and Marks sheets of the concerned examination in proof thereof should also be produced.
2. Conduct and Character Certificate from the Head of Institution from where the qualifying examination was passed.
3. SC/ST/Physically Handicapped/Defense Category/Kashmiri Migrants/ Minority.

4. Status Certificates, bonafide resident of Madhya Pradesh, if applicable.
5. Migration Certificate and Transfer Certificate
6. Undertaking in the prescribed Proforma, (applicable in case of those students whose results have not been declared at the time of Registration) (as at Annexure-I).
7. Any other document notified through Prospectus.

**Verification of Eligibility Conditions/Issuance of Enrollment Numbers:**

(a) On the day of commencement of the Programme / Course, the original Certificates and Marksheets (original & two sets of attested photocopies) will be verified by the respective institutions with respect to the eligibility conditions prescribed for the Course / Programme.

(b) Fresh Registration of students for a programme of AUMP will take place online at AMIZONE with the respective HOIs/HODs Login on the date of commencement of the Programme and will be based on full academic fee paid and profile entered.

(c) No student shall be eligible for registration to a first degree programmes unless he/she has successfully passed the examination of 10+2. The Certificates of the students may be checked at the time of registration and in case it is found that the student does not fulfill the eligibility criteria on the basis of 10+2 examination for admission to 1st Degree, he will not be registered at all.

(d) No student shall be eligible for registration to Integrated Master's Degree programmes unless he/she has successfully passed the examination of 10+2. The Certificates of the students may be checked at the time of registration and in case it is found that the student does not fulfill the eligibility criteria on the basis of 10+2 examination for admission to Integrated Master's Degree programmes, he will not be registered at all.

(e) No student shall be eligible for admission to a Master's Degree programme unless he/she has successfully completed three years/four years of an undergraduate degree or earned prescribed number of credits for an undergraduate degree, through the examinations conducted by a University/Autonomous Institution.

(f) The Certificate of eligibility (i.e. Graduation) for admission to Master's Degree programmes will be verified at the time of registration by the concerned Institution. In the case of students, who have already appeared in the qualifying examinations, but their results have not been declared by the University / Autonomous Institution, they will be provisionally registered, subject to the production of proof and a letter from the concerned University/Autonomous Institution certifying that the student has appeared in all the papers of last semester/ year and the back papers of previous semesters (if any) and his/her result has not yet been declared

(g) An undertaking will be given in the Format presented from him/her & his/her parents/guardian that he/she will submit the Documents in support of the eligibility by the last working day of October of the year failing which the admission will be cancelled and the name struck off from the rolls of the University and fee deposited will be forfeited.

(h) Enrolment Number will be provided to the student and Smart Card issued, only after the student actually registers, after verification of eligibility conditions by the Institution/ Department.

(i) In case of students, who have not submitted the proof in regard to fulfilment of the eligibility conditions and have been registered provisionally on an undertaking, the status of Enrolment Number given will remain provisional till the submission of proof.

(j) Students who fail to submit documents in support of their eligibility by last working day of October and are not granted extension will not be allowed to attend classes from 01 November onwards.

(k) As long as a student's Enrolment Number is Provisional, he will not be allowed to take the Examination. Only students with Confirmed Enrolment Numbers will be allowed to take the Examination.

### **Re-Registration**

In case of subsequent semesters, the registration will take place on the date(s) decided and notified, as per the Academic Calendar. On re-registration, HOI/HOD will ensure that:-

- (1) Eligibility criteria and other documents have already been verified
- (2) The student is eligible for promotion to the semester in which he is to be re-registered
- (3) The student has paid all the fees

If (1) or (2) or (3) is not fulfilled, he will not be re-registered.

### **Fee Payment**

The fee payment schedule for a year is issued, based on dates of commencement of semesters/ years of various programmes. The same is put up on the Notice Boards of the Institution and is also available on Amizone.

### **Late Fees**

For 10 days or the date given in the calendar (whichever is later) from the last date of fee payment, students will be required to pay late fees at the rate of Rs. 50/- per day.

After 10th day and till the 30th day from the last date of fee payment (i.e. additional 20 days) student will have to pay a late fee of Rs. 7,500/-.

After 30 days from the last date of payment, the names of the defaulters will be struck off the rolls. If any such student still wants to pay fees and continue in the programme, it will be permissible under the provisions of re-admission as given in the next section.

### **Re-Admission**

Any student who wants to pay the fees after 30 days from the last date of fee payment and continue the programme, may be permitted to do so provided the student applies for readmission and the case is recommended by the Head of the Institution/Department to the Admissions Committee. If the readmission is approved by the Admissions Committee,

the Committee will inform the same to the student, the Head of the Institution/Department, Accounts Department, Admissions Department and the University. On readmission, a student will be required to pay readmission fee of Rs. 15,000/- in addition to all other dues.

### 5.27 List of selected AUMP Ordinance

Below mentioned are the list of some of the important Ordinances of AUMP, which have been notified in the Madhya Pradesh State Government Gazettee by Government of Madhya Pradesh.

- a) Admission of Students
- b) Registration of students and their admission to courses of study and teaching methodology
- c) Examination-General
- d) Conduct of Examination
- e) Payments /Remuneration for Examination Work
- f) Award of Scholarships, Fellowships, Stipends, Medals etc.
- g) Disciplinary Action against the Students
- h) Co-operation and collaboration with other Universities
- i) Residence of Students (Hostel)
- j) Doctor of Science (D.Sc.), Doctor of Literature (D.Litt.) Doctor of Laws (LL.D.)
- k) Doctor of Philosophy (Ph. D)
- l) Master of Philosophy (M. Phil.)

### 5.28 List of selected AUMP Standard Operating Procedures (SoPs)

- a) SoP for Lateral Entry Admission
- b) SoP for Support to Faculty/Staff to Attend National/ International Seminars/Conferences/Workshop/Symposia.
- c) SoP on Promotion of Academic Integrity and Prevention of Plagiarism at AUMP.
- d) SoP for Scholarships
- e) SoP for NAD Programs
- f) SoP for Consultancy Services
- g) SoP for Student's educational Tour/Industry visits
- h) SoP for Data Validation and Verification wrt NAAC Accreditation
- i) SoP for Requesting Manual Attendance
- j) SoP for Automation of Examination Procedure and Responsibilities on AUMP AMIZONE
- k) SoP for Electronic Digital Media Production Centre

### 5.29 List of some University Level Committees

Sr. No.	Committee Name	Chairperson & Email ID
1	University Research Council	Lt Gen VK Sharma, Vice Chancellor vcaump@gwa.amity.edu
2	Proctorial Board	Prof (Dr) MP Kaushik, Pro-Vice Chancellor,

3	Core Committee for Convocation of AUMP	mpkaushik@gwa.amity.edu
4	Institution's Innovation Council (IIC)	
5	Anti Ragging Committee	Prof (Dr) RS Tomar, Dean (Academics) rstomar@amity.edu
6	Central Coordination Committee for Sponsorship of AUMP.	Mr Swopnil Agrawal, Director Admission & Marketing, sagrawal@gwa.amity.edu
7	National Academic Depository (NAD) Cell	Brig (Dr) Jitendra Matta, Controller of Examination, jmatta@gwa.amity.edu
8	Hostel Management Committee	Brig Rajesh Gangele, Director Hostel, rgangele@gwa.amity.edu
9	Committee for International Initiatives	Prof (Dr) Anil Vashisht, Dy Pro-Vice Chancellor, avashisht@gwa.amity.edu
10	Library Committee	Mr Rajesh Jain Registrar registraraump@gwa.amity.edu
11	Committee for Prevention of Sexual Harassment against Women	Dr Iti Roychowdhury Director ASCENT/AISS/ASL iroychowdhury@gwa.amity.edu

## 6. DECLARATION FORM

I, \_\_\_\_\_ son/daughter of (Father's name) \_\_\_\_\_ (Mother's name) \_\_\_\_\_, student of \_\_\_\_\_ (Program) of (Institute/School/College) \_\_\_\_\_ Amity University Madhya Pradesh (herein after referred as "AUMP"), Campus \_\_\_\_\_ enrolled in the Academic Year \_\_\_\_\_, bearing Enrolment Number \_\_\_\_\_, hereby affirm that I have gone through the contents of the Student Handbook and understood the same in totality, as my queries were adequately addressed and clarified during the orientation programme &/or personal interaction.

In addition I affirm that I am aware of the Government of India Acts/Laws and Regulations of statutory bodies with respect to Ragging, Narcotics, Alcohol and other psychotropic substances and the same has been clarified during the orientation program.

I understand that I should not be entering certain areas individually or in a group within the campus, including in the hostels, which are notified verbally or in writing as 'out of bound.'

I affirm that I have taken the required immunization precautions and I am not suffering from any communicable diseases. I also affirm that I am not suffering from any serious health illness, including mental illness.

I shall observe strict discipline and follow the instructions of the Faculty/Supervisor and other authorities during my stay inside the campus, hostel or in activities beyond class rooms which the



Institute/University shall arrange, where I shall participate, requiring travel/s within and outside the country, such as, military training camps, industrial visits, educational tours, field work, seminars, conferences, workshops, quiz/technical competition, cultural programs, sports, training programs, to present research papers and such other curricular, co-curricular and extra-curricular activities.

Further, I have gone through the academic requirements of the program that I have enrolled for and have fully understood that while pursuing the said program, I shall be required to maintain minimum level of SGPA and CGPA in order to be eligible for an award of degree, to be conferred by Amity University, on successful completion of the program as per prescribed regulations of AUMP.

**I hereby declare that:**

I have gone through the rules, regulations and guidelines in regard to academics, examination, ragging, discipline and educational tours and all other activities, as notified by AUMP. I fully understand that all these notifications and such other guidelines and norms, as may be notified by AUMP, Government of India and statutory bodies from time to time are also to be followed by me in true spirit, during my entire tenure with the University. In case of any violation/indiscretion by me, I will be subject to the provisions of Government of India Laws and/or AUMP Regulations.

Signature of Student: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Mobile \_\_\_\_\_ E-mail: \_\_\_\_\_

**7. DISCLAIMER**

This handbook is intended as a general guide for AUMP students. While every effort has been made to ensure accuracy in this document, the University retains the right to make changes in the academic programs as well as operating procedures at any time. This document should not be construed as constituting a formal contract, expressed or implied, between the University and any person or group of people. All such changes will be effective at times deemed appropriate by competent University authorities and may apply to enrolled as well as prospective students.

  
**Registrar**  
**Amity University Madhya Pradesh**  
**Gwalior**

# AMITY UNIVERSITY MADHYA PRADESH

## DRESS CODE

## FOR STUDENTS

### Post Graduate – Boys :

- **In Winter** – Lounge Suit / combination of coats / blazers or pullovers with sober shirt, sober trousers & tie, formal shoes & socks.
- **In Summer** – Sober shirt & sober trousers, formal shoes & socks. Tie on all formal occasion.

### Under Graduate – Boys :

- **In Winter** – Sober shirt & sober trousers, formal shoes & socks with coat or formal pullover.
- **In Summer** – Sober shirt and sober trousers, formal shoes & socks. Tie on all formal occasion.

### Post Graduate and Under Graduate – Girls :

- **In Winter** – Sarees / Churidar / Salwar Suit or formal western dresses e.g. sober shirt with sober trousers with pullovers / coat. Sober shawls may be used.
- **In Summer** – Sarees / Churidar / Salwar Suit or formal western dresses e.g. sober shirt with sober trousers.

  
**(Rajesh Jain)**  
Registrar

# AMITY UNIVERSITY MADHYA PRADESH

## REGULARITY OF ATTENDANCE

1. Students are expected to have 100% attendance in all the course units.
2. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of the Head of the Institution /Department is mandatory.
3. A student, whose attendance is less than 75% **whatever may be the reason for shortfall**, will not be permitted to appear in the End Semester Examination.
4. Under extreme special circumstances, Vice Chancellor may condone attendance up to 5% below 75% on the recommendation of the Head of the Institution / Department.
5. Every faculty member handling a class will take attendance till the last day of the class. The percentage of attendance up to this day will be calculated and forwarded to Examination Department by the Head of the Institution/Department for issue of Admit Cards.
6. If a student is continuously absent for a period of fifteen days without permission, a notice will be sent to the student and to his parents/guardians.
7. **If a student remains absent continuously for 30 days without permission, his name will be struck off.** Such a student may apply for re-admission. The Head of the Institution/Department will examine his/her performance in all semesters and backlog of papers and forward recommendation to VC's Office to decide as to whether he/she should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations. The attendance will be calculated as per the decision taken at the time of granting the re-admission.



**(Rajesh Jain)**  
Registrar

**AMITY UNIVERSITY MADHYA PRADESH**  
**LIST OF SPEAKERS ON PROFESSIONAL ETHICS (2018-19)**

<b>S.No.</b>	<b>Names of the Speakers</b>	<b>Designation</b>	<b>Topic</b>	<b>Date</b>
1	Prof (Dr) Iti Roychowdhury	Professor, AUMP, Gwalior	Pedagogy and Question Bank Preparation	03.01.19
2	Prof Renu Nair	Professor, Govt VRG College, Gwalior	How to Ensure Effectiveness of Content Delivery	08.01.19
3	Dr David Jenkins	Professor, Plymouth University, UK	Best Practices in Teaching & Research	14.03.19



Registrar  
Amity University Madhya Pradesh  
Gwalior

**AMITY UNIVERSITY MADHYA PRADESH**  
**LIST OF SPEAKERS ON PROFESSIONAL ETHICS (2017-18)**

<b>S.No.</b>	<b>Names of the Speakers</b>	<b>Designation</b>	<b>Topic</b>	<b>Date</b>
1	Prof (Dr) RG Harshe	Former VC, University of Allahabad	How to Teach in a University	07.06.18
2	Prof (Dr) NC Gupta	Professor, Indraprastha University, New Delhi	Research Methodologies and Pedagogies in Universities	08.06.18
3	Prof (Dr) JP Verma	Professor, LNIPE, Gwalior	Publishing a Good Research Paper: Reviewer's Perspective	11.06.18



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Gwalior

**AMITY UNIVERSITY MADHYA PRADESH**  
**LIST OF SPEAKERS ON PROFESSIONAL ETHICS (2016-17)**

<b>S.No.</b>	<b>Names of the Speakers</b>	<b>Designation</b>	<b>Topic</b>	<b>Date</b>
1	Prof.(Dr.) S.G. Deshmukh	Diretor ABV IITM, Gwalior	Imperatives for Quality of Education in Digitized Environment	14.06.17
2	Prof. Sheo Kumar Pandey	Vice Chancellor, Pd. Ravi Shankar University, Raipur	Improving Quality Education in Indian Universities	16.06.17
3	Prof.(Dr.) R.K. Khandal	Former VC, UPTU, Lucknow	Quality of Higher Education in Indian Universities: What Drives Quality?	19.06.17



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Gwalior



**AMITY UNIVERSITY MADHYA PRADESH**  
**LIST OF SPEAKERS ON PROFESSIONAL ETHICS (2015-16)**

<b>S.No.</b>	<b>Names of the Speakers</b>	<b>Designation</b>	<b>Topic</b>	<b>Date</b>
1	Prof. (Dr.) Pratosh Bansal	Professor, Institute of Egg. & Tech. DAV, Indore	Different Dimensions to Research and Innovation in Indian Universities	16.06.16
2	Prof. (Dr.) Pawan Kumar Singh	Professor, IIM , Indore	Innovative ways for Teaching and Training Effectiveness	16.06.16
3	Prof. (Dr.) P.K. Verma	DG MPCOST , Bhopal	Research Requirments Peculiar to the State of Madhya Pradesh	21.06.16



Registrar  
Amity University Madhya Pradesh  
Gwalior

**AMITY UNIVERSITY MADHYA PRADESH**  
**LIST OF SPEAKERS ON PROFESSIONAL ETHICS (2014-15)**

S.No.	Names of the Speakers	Designation	Topic	Date
1	Prof. A.D.N. Bajpai	VC, Himachal Pradesh University, Shimla	Academic Excellence In Universities	17.06.15
2	Prof. R.K. Singh	Scientist G, CDRI, Lucknow	Research Ethics	19.06.15
3	Lt. Gen. V.K. Sharma	VC, Amity University, Gwalior	Academic Administration	23.06.15
4	Prof. D.S. Rathore	Former VC, Himachal Pradesh Agriculture University, Palampur, Himachal Pradesh	Achieving Excellence in Higher Education in our University System	23.06.15



Registrar  
Amity University Madhya Pradesh  
Gwalior

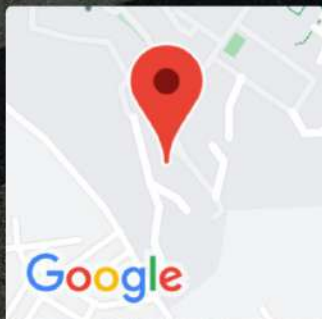
**AMITY CAMPUS IS A  
RAGGING  
FREE CAMPUS**

**ANYONE FOUND  
RAGGING OR  
ABETTING RAGGING  
WITHIN OR OUTSIDE  
THE CAMPUS WILL BE  
IMMEDIATELY  
PUNISHED**

SUSPENSION / RUSTICATION / EXPULSION  
FIR / PROSECUTION / ARREST / IMPRISONMENT  
UP TO 2 Yrs or FINE UP TO Rs. 10,000/- or BOTH



Helpline Numbers: 0751-3290666, 67



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261° W