



**AMITY**  
INSTITUTE OF HIGHER EDUCATION  
— MAURITIUS —

## General Rules and Regulations

**November 2020  
(Updated Version)**

**Registered with the Higher Education Commission.**

**Registration Certificate Number 0086**

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#### PART - I: GENERAL

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##### Definitions

'credit' 1 credit is equivalent to 15 hours of class-room session (including lectures, tutorials, seminars, workshops, guided self-learning).

1 credit is also equivalent to 10 hours of self-study.

#### PART II: REGULATIONS AND GENERAL GUIDELINES FOR ADMISSIONS

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##### SECTION 1: GUIDELINES FOR ADMISSIONS TO REGULAR PROGRAMMES

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###### I. ACADEMIC PROGRAMMES / COURSES FOR WHICH ADMISSION ARE MADE AND THEIR DURATION

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1. Academic Programmes / Courses and Institution / Department which will be conducting them for award of degree, diploma and certificate shall be as approved by the Academic Council.

2. Course structure, minimum eligibility conditions and entry level qualifications for admission to the various PG and UG level Programmes/ Courses and Certificate Level programmes / Courses shall be as approved by the Academic Council from time to time.
3. The minimum and maximum duration and the number of Admissions for the academic programmes / courses offered shall be as approved by the Academic Council.
4. AIHE will notify Academic Calendar of Programmes / Courses for compliance by AIHE Teaching Departments
5. Based on the Calendar, Admission Department will finalize the entire schedule of admissions, finalization and printing of application form, preparation and printing of the Prospectus, notification of advertisement by AIHE as well as Departments / Institutions etc, last dates for issue of prospectus and receipt of duly filled in application forms as well as display of Information Bulletin on Internet and facilities of "Online admissions".
6. Admission to various programmes offered by AIHE through its Institutions/ Departments shall be made in accordance with the provisions laid down in the "Regulations for Admission & Enrolment of Students"
7. Admission to various programmes of AIHE will be done twice in an Academic year.
8. All programmes / courses on offer will have to be accredited programmes / courses by the Regulatory Body of Mauritius i. e the Higher Education Commission

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## 2. NOTIFICATION & PUBLICITY

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- (a) The Admissions Department, with the approval of AIHE Academic Council will:
  - (i) Notify the admission schedule / calendar for information and compliance by AIHE.
  - (ii) Draft common prospectus and application form for admission to all academic programmes of AIHE and get adequate number of copies printed, if required.
  - (iii) Give publicity to all the academic programmes through advertisements in leading newspapers and other media of publicity.
  - (iv) Supply adequate numbers of publicity material and Prospectus & Application form to sale outlets as decided by the Admission Committee and provide access to the prospectus and application form on website of AIHE, to enable the candidates to download.
  - (v) Maintain proper record of printing and issue/sale of Prospectus and Application Forms.
  - (vi) Maintain proper record and proper account of sale proceeds of Prospectus and application forms.
  - (vii) Circulate information about academic programmes of AIHE to other Institutions / Organizations for awareness and publicity.

- (viii) Arrange “On-Phone” inquiry handling and general counselling.
- (ix) Issue Press releases and write ups in educational columns of local dailies in regional languages.
- (b) The Institution may employ other avenues for giving wider publicity to their programmes separately.

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### 3. ELIGIBILITY

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- (a) Student shall be eligible for registration if he/she meets the minimum qualifications as outlined for each programme. Students should have as minimum qualifications two A' level at the Cambridge Higher Secondary School Certificate or Cambridge General Certificate of Education Advanced Level or 10 + 2, or equivalent for registering for undergraduate programmes at AIHE. The Certificates of the students will 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 the minimum qualifications for admission to Degree programmes, he / she will not be registered.
- (b) Provision is made to enable students who do not have traditional academic qualifications, but who have the motivation and potential, including accreditation of prior learning, accreditation of experiential learning, credit accumulation and transfer, work-based experience, and those who are mature to enrol on these programmes as well as desired aptitude for successful completion of the programme.
- (c) Recognition of Prior Learning: AIHE has a well-defined Policy of Recognition of Prior Learning (RPL), Policy of Accreditation of Prior and Experiential Learning (APEL) and APCL Accreditation of prior certificate learning. AIHE will accept students who have earned credits in modules either in AIHE or elsewhere, for lateral entry, subject to a case by case assessment of the credits earned, and the level of exemption that may be granted.
- (d) Mature students: For Bachelor programmes: Applicants above 25 years of age, having at least one A – level Higher School Certificate or equivalent and a minimum of 2 years of work experience in relevant field are eligible to apply. For Certificate and Diploma Programmes: Applicants above the age of 21 years, having a least one credit at SC and a minimum of 2 years work experience in the relevant field..
- (e) The prior learning of the applicants who have undergone training and certificate programmes in Tourism and Hospitality management at recognized institutes, depending upon the content, duration of the training and proficiency level achieved shall be recognized subject to review and recommendation of Admissions committee. The recognition of prior learning may enable the applicant to get exemption from a few relevant courses.
- (f) Student shall be eligible for admission to a Master’s degree programmes if 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 AIHE/or recognized Institution.

- (g) The Certificate of eligibility (i.e. Graduation) for admission to Master's degree programmes may be verified at the time of registration. In the case of students, who have already appeared in the qualifying examinations, but their results have not been declared by concerned Institution, they will be provisionally registered, subject to the submission of evidence and a letter from the concerned Institution certifying that the student has appeared and completed all the papers of the programme and his/her result has not yet been declared.
- (h) An undertaking in the format given at Part VII Annexure from him/her & his/her parents/guardian (if less than 18 years of age) that he/she will submit the documents in support of the eligibility failing which the admission may be cancelled and the name removed from the rolls of AIHE and full fee deposited will be forfeited.
- (i) The list of students whose eligibility conditions are fulfilled, along with photocopy of Certificates submitted in fulfillment of eligibility will be forwarded for issue of confirmed AIHE Enrolment Numbers.
- (j) Students who fail to submit documents in support of their eligibility by the specified date are not granted extension in terms of points (d) and (e) (mentioned above) will not be allowed to attend classes. The Head of Faculty will forward the list of such students to the Director with copy to CoE for cancellation of their Admission and Provisional Enrolment numbers.
- (k) A candidate who has a history of misdoings according to the Police records or has been convicted for an offence involving moral turpitude or who is or has been involved in a criminal case shall not be admitted, and if, already admitted his admission shall be cancelled at any time without prior information and the fee already paid shall be forfeited.
- (l) The AIHE Admissions Department will prepare a consolidated list of students, Faculty-wise and programme-wise, who have been given provisional admission for specified reasons (not able to submit qualifying examination marks sheet, migration certificate etc.) and forward same to respective Faculties. The Head of Faculty will be responsible to ensure submission of required documents / information on or before the specified date.

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#### 4. MODES OF ADMISSION

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- (a) Admissions to various academic Programmes / Courses offered by AIHE through its Institutions will be made strictly on the basis of merit as may be determined by AIHE.
- (b) AIHE may, if considered expedient, admit students who satisfy the minimum eligibility criteria on "merit-cum-first- come-first-served basis".

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#### 5. RECEIPT & SCRUTINY OF APPLICATIONS

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- (a) The applicants will be advised through instructions in the Prospectus or Information Brochure or on its website to send their duly filled in applications along with required documents to the Admission Office of the AIHE or such other places notified by AIHE.
- (b) All the applications will be scrutinized by the Admission Office of the AIHE in accordance with the prescribed eligibility criteria.

- (c) Incomplete applications will be summarily rejected. However, if the Admission Committee has recommended for making up the deficiency within given date, the Admission Office of the AIHE will, return the deficient application form to the candidate directing him to resubmit it within the specified date.
- (d) Data entry of the application forms of all candidates will be done at the Admission Office of the AIHE. Checking, editing and finalization of data of application forms will be done by the Admission Office of the AIHE. It will ensure that the number of applicants recorded matches with the actual number of forms received.
- (e) The Admission Department will draw date-wise / programme-wise merit list and finalize the admissions. Status of selection / rejection of candidates will be kept on record.

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## SECTION 2: GUIDELINES FOR ADMISSION OF FOREIGN STUDENTS IN AIHE

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### 1. ELIGIBILITY FOR ADMISSION TO UNDERGRADUATE COURSES:

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For admission to an undergraduate programme of studies in any discipline, applicant must meet the eligibility criteria as prescribed in the Admission Prospectus. Evidence of required academic performance must be in the form of certified English transcripts listing all the courses with the grades or marks earned. Transcripts in languages other than English are not acceptable, unless otherwise decided by the Academic Council of AIHE.

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### 2. ELIGIBILITY FOR ADMISSION TO POST GRADUATE COURSES

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For admission to specific programme, the requirement of subjects studied will be same for both national / Foreign Students as prescribed in the Admission Prospectus of AIHE.

For admission to a post-graduate programme of studies in any discipline, applicant must have a Bachelor's Degree of at least 3 years duration. Alternatively, students may also be admitted based on wide experience after an assessment of their equivalent prior learning and maturity. Additionally, students may also be admitted as lateral entry, on a case by case basis, following an assessment of their prior results; such students may be given exemptions of some or all modules in the AIHE programme. Students meeting the eligibility criteria as prescribed in the Admission Prospectus-AIHE would be considered for admission. However, the admission to post-graduate courses is rather restricted and the applicant should have an excellent academic record to stand a fair chance for admission.

For admission to specific programmes, the requirement of subjects studied will be same for both national / Foreign Students as prescribed in the Admission Prospectus.

The prior learning of the applicants who have undergone training and certificate programmes in business management at recognized institutes, depending upon the content, duration of the training and proficiency level achieved shall be recognized subject to review and recommendation of Admissions committee. The recognition of prior learning may enable the applicant to get exemption from a few relevant courses.

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### 3. PROCEDURE FOR ADMISSION:

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Duly filled in Application Forms together with the certified copies of Testimonials/Certificates should be sent to the AIHE.

At any stage after submission of form, the student may have to appear in the Admission Selection Process accordingly. The Amity Admission Office will facilitate by conducting the Interview.

Provisional Admission after the Interview process will be given to selected candidates subject to confirmation based on the following:

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#### 4. MANDATORY REQUIREMENT AFTER OFFER OF ADMISSION:

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1. Every Foreign student shall have to undergo a medical test (including test for HIV, infectious diseases etc) within a week from the date of admission. The extension of their entry visa to Mauritius is subject to their passing the medical tests conducted in Mauritius required by the Passport and Immigration Office of Mauritius.
2. VISA - All the international students will require a student visa endorsed to AIHE for joining full time courses. No other endorsement is acceptable. The visa should be valid for the prescribed duration of the course.

All foreign students will be issued an Entry Visa upon arrival by the Passport and Immigration Office for three months at least, provided all conditions are met to the satisfaction of the Passport and Immigration Office of Mauritius.

They are required to apply to the Passport and Immigration Office of Mauritius within 14 days of their first arrival in Mauritius to extend the duration of their visa for the whole period of their programme duration. This will be facilitated by the Admissions Office of the AIHE. This process is subject to changes as decided by the PIO.

The extension or maintenance of the student visa for the duration of the programme is subject *inter alia* to satisfactory reporting on the students to the Passport and Immigration Office.

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#### 5. LIST OF DOCUMENTS REQUIRED AT THE TIME OF APPLICATION TO PIO

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- (i) Photocopy of the passport and initial visa.
- (ii) Four identical passport photographs of the applicant.
- (iii) Details of residence in Mauritius.
- (iv) Medical Tests report for HIV, Tuberculosis and infectious diseases from a recognized medical institution before coming to Mauritius.
- (v) Same tests will have to be undergone in one of the recognized medical institution in Mauritius once the student is in Mauritius.
- (vi) Bona-fide certificate from AIHE.
- (vii) All Foreign students will have to submit an Equivalence Certificate from the regulatory body of his/her country of origin or from the Association of Commonwealth Universities (ACU), as advised by the Admissions Office of AIHE.
- (viii) Bank Statement of Parents/Guardian (for International Students)

This process is subject to changes as decided by the PIO.

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## 6. DOCUMENTS REQUIRED IN ORIGINAL AT THE TIME OF REGISTRATION AT AIHE

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- (i) Passport of Student (for Foreign Students)
- (ii) National Identity Card for Mauritian Students or Original Birth Certificate.
- (iii) The original Educational Certificates / Marks Sheet of the concerned examination in proof, as prescribed by the AIHE, thereof should also be produced.
- (iv) Undertaking in the prescribed Proforma, (applicable in case of those students whose results have not been declared at the time of Registration) (as at Part III Annexure).
- (v) Any other document notified through Prospectus.
- (vi) 6 identical Passport Photographs

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## SECTION 3: FRESH REGISTRATION, RE-REGISTRATION, RE- ADMISSION, TRANSFER AND WITHDRAWAL OF STUDENTS

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### I. FRESH REGISTRATION

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The student on the date of commencement of the Academic Session, as specified in the Admission Letter, will report to the AIHE.

A student upon receiving his Admission Letter or Letter of Offer will pay fees, as prescribed in the Letter.

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### 2. VERIFICATION OF ELIGIBILITY CONDITIONS/ISSUE OF ENROLMENT NUMBERS

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On the day of commencement of the Programme, the original Certificates and Marksheetworks (original & two sets of self-attested photocopies) will be verified by the Admissions Office with respect to the eligibility conditions prescribed for the Programme.

- (i) All verification of eligibility conditions will be done by the Admissions Office and onus of verification would be with the respective Head of the Admissions Office.
- (ii) One copy of Registration form, along with a set of photocopies of Certificates /Marksheets will be sent by the respective Faculty of the AIHE for confirmation of enrolled students, within 10 days of registration.
- (iii) Enrolment Number will be provided to the student and Student Identity Card issued, only after the verification of eligibility conditions.
- (iv) Students who fail to submit documents in support of their eligibility by the deadline



for registration, as specified by the AIHE, are not granted extension and will not be allowed to attend classes at the start of the semester or onwards. The respective Head of Faculty will forward the list of such students to the Director and Controller of Exams for cancellation of their admission and provisional enrolment numbers.

- (v) As long as a student's Enrolment Number is provisional, he / she will not be allowed to take the examination. Only students with confirmed enrolment numbers will be allowed to take the examination.
- (vi) Names of such students will be struck off after the lapse of such dates / maximum 10 days from the commencement date. Letters will be sent by Admission Department to such students informing them of cancellation of admission and processing of withdrawal, with information to concerned Faculties and the Accounts Departments.

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### 3. RE-REGISTRATION

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In case of subsequent semesters, the registration will take place on the date(s) decided and notified, as per the Academic Calendar of the AIHE or as otherwise would be decided by the Academic Council.

On re-registration, the Head of Faculty will ensure that:-

- (a) eligibility criteria and other documents have already been verified
- (b) the student is eligible for promotion to the semester in which he is to be re-registered
- (c) the student has paid all the fees

If (a) and (b) and (c) is not fulfilled, he will not be re-registered and his case will be referred to AIHE Academic Council.

The fees can be paid with late fee charges as per the provisions in this Charter. Registration will continue to be provisional till the student pays the fees.

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### 4. RE-ADMISSIONS

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Any request from Students who have not been able to continuously follow courses at the AIHE will submit their applications for re-admissions to their respective Programme Leaders giving reasons for same.

Such readmissions will however, be permissible up to maximum eight weeks from the registration date of the semester. After the lapse of two months, any such request will not be entertained. However, under very special circumstances, the cases may be referred to the Director for consideration and approval.

If such request is not accepted, then the student may join the next semester or year of the programme if otherwise eligible as per AIHE Regulations.

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### 5. CANCELLATION OF ADMISSION

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Cancellation of Admission by AIHE will be on:

- (a) Student getting Admission by fraudulent means or by concealment of fact. In such cases the Admission shall be cancelled at whatever stage the facts is discovered and the fee deposited will be forfeited. If he has, however, in the meantime passed any examination or part of an examination, the same shall be cancelled.
- (b) Non-payment of fees within the prescribed period.
- (c) Not qualifying for successive semester/year within the prescribed period.
- (d) Not fulfilling the eligibility conditions within prescribed period.

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## 6. TRANSFERS & CHANGE OF COURSE

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An international student who has been granted admission to a particular course shall not be allowed to change the course once in Mauritius unless approved otherwise by the Academic Council.

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## 7. WITHDRAWAL

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- (a) In case of students applying for withdrawal, an Application in Withdrawal Form (Part III Annexure), signed by the student and countersigned by his parents, where applicable, will be sent to the Vice-Chancellor of AIHE.
- (b) The Head of Faculty will process the application and also interview the student to understand the reason for withdrawal and forward his comments and recommendations on the Proforma attached in Part VII Annexure with "No Dues" Form duly completed to the Director-Admissions with a copy to AIHE.

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## 8. MAXIMUM PERMISSIBLE PERIOD FOR COMPLETING A PROGRAMME

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The maximum permissible period for completing a programme of up to two years duration shall be (n+1) academic years and for a programme of more than two years duration, the maximum registration period will be (n+2) academic years, where "n" represents minimum period of registration prescribed.

These students will, however, apply for the grant of extension of one year to Dean of Faculty and will be required to pay the prescribed re-registration fees as applicable. They will be required to complete the backlog papers within the extended registration period.

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## 9. VALIDITY OF OFFER OF ADMISSION

All Admission Letters will be issued by the Admission Department.

The candidates offered admission will have to join AIHE on the due dates specified by in admission letter.

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## SECTION 4: ADMISSIONS & ENROLMENT OF STUDENTS AND EXAMINATION & EVALUATION FOR DISTANCE LEARNING PROGRAMMES

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### 1. ACADEMIC PROGRAMMES/COURSES WHICH WILL BE CONDUCTED BY AIHE

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Academic Programmes/Courses which will be conducted by AIHE in Distance

Learning Mode for award of Degree, Diploma and Certificates, their course structure, minimum eligibility conditions and entry level qualifications for admission and their minimum and maximum duration shall be as approved by the Academic Council and as accredited by the Tertiary Education Commission of Mauritius.

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## 2. PROCEDURE FOR ADMISSIONS

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- (a) The Director will issue the Academic Calendar of Programmes for compliance by AIHE.
- (b) Based on the Calendar, AIHE will finalize the entire schedule of admissions, finalization and printing of application forms, preparation and printing of the Prospectus, notification of advertisement by AIHE etc., last dates for receipt of duly filled in application forms, as well as display of advert materials on Internet and facilities of "Online Admissions".
- (c) Admissions to Distance Learning Programmes will be open throughout the year. However, the following schedule will be maintained:
  - i) Students registered up to last day of February of the year: in exceptional cases, extension for registration may be extended to 15 March of the year. The students will only be eligible to appear in the end of semester examination to be normally held in March-April or July-August-September.
  - ii) Students registered afterwards and up to last day of August of the year: in exceptional cases, extension up to 15 September of the year may be allowed. The students will be eligible to appear in the semester examination held in November or December.

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## 3. REGISTRATION, VERIFICATION OF ELIGIBILITY CONDITIONS AND ISSUE OF ENROLMENT NUMBERS.

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- a) Application forms including copies of Certificates will be received at AIHE where these will be checked and verified for eligibility conditions. After verification of the application form including Certificates and payment of fees, a unique Enrolment Number will be issued to each student.
- b) Until a Candidate's eligibility conditions have been verified, he / she will be allotted only Provisional Enrolment Number.

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## 4. FEE PAYMENT

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- (a) The schedule of all applicable fees will be issued at the beginning of each academic year with the approval of Director. Should there be no fresh issue, the document of the preceding year shall prevail.
- (b) A copy of this schedule will be made available to all students on or before the induction day. Students should however always refer to the latest version of the schedule as being the prevailing one, and not the one issued to them during their respective induction.
- (c) Tuition fees will be received in the form of banker's cheque in favor of "AMITY

Education Private Ltd” payable in Mauritius, or by depositing it directly in the account specified by AIHE. No tuition fees will be collected in cash or by personal cheque.

- (d) Any request for refund of fees will be made according to the refund policy of AIHE.
- (e) If the tuition fee has not been paid by the student for a semester, he/she will not be allowed to sit for the examination for that semester.

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#### 5. RE-ADMISSION

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- a) If a student does not pay the fees for a full semester, his/her name may be struck off from the rolls.
- b) In such cases, student can apply for re-admission after payment of Fees with re-admission charges as specified in the Schedule. Re-admission will be permitted within the maximum total duration specified for the programme. Student will be required to pay the revised fee as applicable at the time of re-admission

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#### 6. LATERAL ENTRY Superseded

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#### 7. EXAMINATION & EVALUATION

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All examinations of AIHE shall be conducted twice in a year, as per the Academic calendar and at the specified Examination Centres, unless otherwise decided by the Academic Council of AIHE.

Conduct of Examinations, Passing Criteria and Students Disciplinary Control in the Examinations will be as per these Regulations, and as may be amended from time to time, with the following proviso:

- a) The programmes conducted in “Distance Learning Mode” will consist of two main components-continuous Evaluation & End Term Examination (ETE). The weightage of grading will be :

Continuous Evaluation	30%
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End Term Examination	70%,
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except as specified in the programme document.

- b) The results of the students who have not completed and qualified in the Continuous Evaluation will not be declared for that semester.
- c) The minimum pass marks are 40%.
- d) Special Examination:

Decision to hold supplementary examinations will be at the discretion of management.

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#### 8. MINIMUM AND MAXIMUM REGISTRATION PERIOD

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The maximum registration period will be:

- (i) For UG programmes:  $n + 2$ ,
- (ii) For PG Program  $n + 1$
- (iii) For all Distance Learning programmes:  $n + n + 1$

where 'n' represents the minimum registration period prescribed for the programme.

These students will, however, apply for grant of extension of one year to Deans of the respective Faculties and will be required to pay the prescribed re-registration fees as applicable. They will be required to complete the back papers within the extended registration period.

PART III : ANNEXURES

ANNEXURE –: FORMAT FOR UNDERTAKING

(TO BE SUBMITTED BY STUDENTS WHOSE RESULTS HAVE NOT BEEN DECLARED AT THE TIME OF FRESH REGISTRATION)

I, (Name of the candidate) \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

-----Son/Daughter/Wife (Father's/ Husband's name) -----

----- Resident \_\_\_\_\_ of ----- (Permanent

address) seeking admission to ----- (Name of the Course) of AIHE, hereby solemnly affirm and declare that

- (a) I have appeared in the \_\_\_\_\_ Examination, \_\_\_\_\_ of \_\_\_\_\_ (Autonomous Institution), the result of which has not yet been declared and expected to be declared latest by \_\_\_\_\_
- (ii) I have carefully gone through the rules regarding provisional registration and fully understand that in the event of my failure to submit to AIHE, appropriate proof of my securing at least \_\_\_\_\_ marks in qualifying Examination for admission to \_\_\_\_\_ (Name of the Course) of AIHE by \_\_\_\_\_ (date), my provisional registration to the said course will automatically stand cancelled and fee deposited by me will be forfeited.

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

(Signature of Student)

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ANNEXURE: CERTIFICATE BY THE PARENT / GUARDIAN:

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I \_\_\_\_\_ Parent / Guardian of \_\_\_\_\_  
hereby undertake that I have carefully gone through the rules regarding Provisional Registration  
and fully understand that in the event of failure of my son  
/daughter/ward to submit to the AIHE, proof of his/her securing \_\_\_\_\_ marks in the Qualifying  
Examination for Admission to the \_\_\_\_\_ (name of Course /  
Programme) by \_\_\_\_\_, his/her provisional registration will  
automatically get cancelled and fee deposited by him/her will be forfeited

(Name of Student)

Signature by Parent / Guardian of Student \_\_\_\_\_

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

ANNEXURE –INFORMATION TO BE SENT BY THE FACULTY

S. No.	Name of Student	Has the student been attending classes?	If not attending, is the student in contact with the Institution?	Reason(s) non-payment of fees	Has the student asked for more time to pay the fees if yes, till when?	Remarks

Any other details which the Head of the Institution may like to give

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Signature of Head of Faculty

Date\_\_\_\_\_



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ANNEXURE – APPLICATION FOR WITHDRAWAL

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To Director

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.....

Name of the Student.....

Name of the Faculty where enrolled/provisionally enrolled .....

.....

Name of the programme.....

AIHE Enrolment No.....

Date of admission.....

Permanent Address.....

.....

Local Address.....

.....

Local Contact Tel. No. ....

Mobile No.....

Parents contact Tel. No. ....

Mobile No.....

Email ID .....

Reasons for withdrawal.....

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Signature of the Students

Signature of Parents / Guardian

Date:.....

Date:.....

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ANNEXURE – WITHDRAWAL FROM THE PROGRAMME

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Name of the Student.....

Academic Background.....

Programme , Semester, Year.....

A brief report on Academic performance and regularity of the student .....

.....

.....

Reasons for withdrawal: .....

.....

Has the Programme Leader discussed the matter with the parent(s)?

.....

Name(s) of the parents with address & contact numbers :.....

.....

.....

Brief notes of meeting / discussion with the parent(s).

.....

.....

Comments (also name and signatures) of the programme Leader: .....

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Comments (also name & signatures) of the faculty mentor:

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.....

Recommendations of the Director: .....

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.....

.....

(Signature of Head of Faculty)

Date\_\_\_\_\_

Note: Please enclose the application from the student and any correspondence with the parent(s).

## PART IV: FEE PAYMENT

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### SECTION 5: GENERAL RULES FOR FEE PAYMENT

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- (a) A student upon receiving his Admission Letter or Letter of Offer will pay fees as prescribed.
- (b) The fee payment schedule for a semester or a year will be issued, based on dates of commencement of Semesters / Years of various programmes with the approval of Director.
- (c) The payment of fees shall be on a semester basis or on an annual basis or otherwise decided by Management. The corresponding amount will be communicated to the students by the Admissions Office.
- (d) Upon payment of tuition fees, students will be issued a receipt.

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#### 1. LATE FEES

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- (a) 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 a penalty fee as indicated in the letter of offer.
- (b) After 30 days from the last date of payment, the names of the defaulters may be struck off the rolls. List of such students will be sent by the Finance Department, to the concerned Deans of Faculty. Such students will be asked to leave the Institution and the Deans of Faculty will confirm the status of each such student within a maximum of 10 days to Finance Department and Admissions Department.
- (c) 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.

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#### 2. LATE FEE PAYMENT FOR RE-ADMISSION

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- (a) Any student wishing to pay the fees after 30 days from the last date of fees payment with the view to continuing the programme, will be required to submit an application giving reasons for delay in depositing the fees, duly countersigned by the Parents/Guardian, where applicable, and duly recommended by the Dean of the Faculty for consideration of the Admission Section, following approval from management.

If the re-admission is approved, the decision will be communicated to the student, the Dean of the Faculty, Examination Unit, Finance Unit by the Admissions Office. On re-admission, a student will be required to pay a re-admission fee of MUR 5,000 or USD 150 dollars (for international students) in addition to all other dues.

- (b) After two months from the commencement of semester, files of all those students who have not paid the fees and for whom no recommendation for their readmission have been received, will be closed and the Finance Unit will inform the Head of Faculty, Admissions Office, and the Controller of Examinations accordingly. The Controller of Examinations will not permit any such students to appear in the examinations. Withdrawal procedure will be initiated for such

students by Admissions Office.

- (c) After expiry of the maximum registration period, a student will exit with a qualification pitched at the level of credits earned at the time of exit. The student may seek re-admission for one academic year so that he may complete the backlog of previous years as per Regulations of AIHE for the award of the full degree/diploma/certificate. The student will have to apply to the Admission Office and copy the Head of the Faculty who in turn will forward the proposal with their recommendations to AIHE Management for an approval. Upon approval, the candidate will be accorded necessary permission subject to the payment of re-admission charges of MUR 15,000 plus the academic fee prescribed for that particular year.

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### 3. ACADEMIC BREAK AND RE-ENTRY FEES

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In case of an Academic Break with permission as per AIHE Regulations in force, no readmission fee will be charged from the student. Such student will, however, pay the fees as applicable to the new batch he/she joins on Re-entry.

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### 4. TRANSFER OF STUDENTS AND/OR CHANGE OF PROGRAMMES FEES

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In case a student wants to change his programme / discipline after admission, he will have to go through the admission formalities by applying fresh, if the admission to that particular program is open by then. In all such cases, fees paid will not be transferred.

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### 5. EXAMINATION FEES

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1. The examination fees shall be applicable for resits or back papers.
2. The examination fees for resits or back papers shall be recommended by the Academic Council and approved by the Senate.
3. A student, who, due to sickness or otherwise is unable to present himself / herself at an examination, shall not be entitled to receive a refund of his / her fee. Academic Council, if satisfied about the genuineness, or merit of it, may order for adjustment of fee towards the immediate next examination.
4. Application for such adjustment from a candidate shall be accompanied by a Medical Certificate of illness from registered medical practitioner or from Govt. hospital, if applicable, not later than ten days from the date of commencement of the examination at which the candidate was to appear. A candidate shall not be entitled to the adjustment of examination fee mentioned above if he / she changes the programme or course in case of any examination.
5. Examination and other fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid to AIHE, may be refunded after a deduction of a sum as specified by the AIHE Academic Council.
6. The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars, or is debarred/ detained from taking examination due to shortage of attendance or otherwise shall stand forfeited
7. Students who are unable to pay the Examination Fee (for resits or back paper) within the schedule given by COE may be allowed to pay the fee along with late fee as prescribed by the Academic Council of AIHE

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## 6. REFUND OF FEES

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- (a) In such cases of withdrawal where the student has already paid his fees either partly or completely, any request of refund of fees will be made according to the Refund Policy of the AIHE.
- (b) Withdrawal in such cases and other cases under provisions of this policy will be processed by Admissions Office and intimated to student, Head of Faculty, Finance Unit and the Controller of Examinations.

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## PART V : RULES FOR ADMITTED STUDENTS AT AIHE

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### SECTION 6: STUDENTS ATTENDANCE

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1. Students are expected to have 100% attendance in the class.
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 Head of Faculty/Academic Council 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 (ESE).
4. Under extreme special circumstances, Academic Council may condone attendance up to 5% below 75% on the recommendation of Head of Faculty.
5. Every teaching faculty 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 COE by the Head of Faculty for issue of Admit Cards.
6. If a student is continuously absent for a period of one week without permission, same will be flagged by the Dean of Faculty and a notice will be sent to the student and to his parents / guardian by the Admission Office, with a copy to the COE.
7. Attendance will be continuously monitored. Students falling short of 75% attendance will be counselled/warned with intimation to parents.
8. 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 Faculty will examine his performance in all semesters and back log of papers and forward recommendations to Academic Council'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 given above. The attendance will be calculated from the commencement date of the semester and not the date of re-admission.
9. A student whose attendance is between 70-75% and who does not fall under Para 4, may be allowed to appear in the End Term Examination after obtaining written permission of Academic Council subject to the condition that he/she will be awarded letter grade not exceeding B+. This provision will not be applicable to late admissions, lateral admissions and transfer cases. If a student's attendance is more than 75% in majority of the courses and has attendance between 70 to 75% in few courses then his/her case will be considered for special permission of Academic Council, however, if a student is debarred in more than 50% of the courses, then his/her case will not be

considered.

10. The Examinations Committee of AIHE will recommend for decision all cases mentioned above regarding Students' attendance and eligibility for Examinations.

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### 1. ACTION IN CASES OF SHORTFALL OF ATTENDANCE

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1. A student, whose attendance is below 75%, will not be permitted to appear in the ESE and will be awarded U grade in that paper and treated as Fail in that subject, except in mitigating circumstances where re-appearing will be considered as a first attempt.
2. U graded students (Debarred due to shortage of attendance or Fail in a course unit) are required to appear for the module when it is offered.
3. U graded students will have to register with the Examination Office to appear for the examination within the first week of the commencement of the corresponding semester. The programme leader will assign Guided Self Study Courses & assignments under the faculty for the concerned subjects, of which, regular assessment records will be put up by the faculty to the Academic Council.
4. Students absent with or without valid reasons will be marked ABS (absent).
5. In cases of re-appearing, the marks obtained by the students who have re- appeared will be converted to the appropriate letter grade not exceeding B+.  
The U graded students are allowed to clear the module within the duration of the course.
6. A student who has qualified in a course is not allowed to re-appear in that course /subject.

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### 2. COMPUTATION OF ATTENDANCE

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1. Attendance at lectures, tutorials, practical, seminars/presentations, etc. held during the academic session shall be counted.
  2. Attendance at seminars/ workshops, guest lectures, training organized by AIHE during the session shall be taken as full attendance at lectures/ practicals / tutorials on each such day of camp/ training and the days of journey to such camp/ training (excluding the period of holidays/vacations).
  3. Participation as a member of AIHE team in any competition/ games & sports and/or other extra-curricular activities shall be taken as full attendance on the days of such competition and the days of journey for participating therein.
  4. Participation as a member of a recognized/approved team in any Competition shall be taken as full attendance. The period will also include the days of actual coaching, competition and the days of journey for participating therein.
  5. In determining the exact number of minimum requisite attendance in lectures, tutorials, seminars, moots, practicals, sessionals, etc. fraction shall be ignored.
  6. For re-admission of a student whose name was struck off from the rolls due to continuous absence from the classes without information, attendance in lectures, tutorials, practicals etc. in that semester/year prior to re-admission shall be counted.
  7. Attendance for the normal admission cases will be counted from the date of commencement of the programme of that semester .However, for late admission/lateral admission/ transfer case, the attendance will be counted from the date of registration/payment of fee, whichever is earlier.
-



### 3. MAKE-UP OF DEFICIENCY IN ATTENDANCE

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1. Each Faculty of AIHE will prescribe — Guided Self Study materials for the course/subject in which the students failed or are detained due to shortage of attendance in a semester and arrange counselling sessions for the students.
2. The students who are detained due to shortage of attendance in any subject of a semester shall register with their Faculty 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 fee per module as prescribed by AIHE.
3. The faculty may prescribe term papers/home assignments which the students will submit to their lecturers module-wise within the due dates.
4. The regularity in attending the classes and prompt submission of assignments by due date will determine whether a debarred or detained candidate 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 faculty.
5. Only those students who register for Guided Self Study Course (GSSC) and complete the requirements as prescribed by the faculty will be permitted to take the examination in the respective subject when the examinations of such subject are conducted in normal schedule along with the next batch of students. The scheme of re-examination will be announced by the AIHE on receipt of report from the faculty.
6. The student will be permitted to appear in examination on satisfactory performance in Guided Self Study Course (GSSC).

### SECTION 7: TRANSFER OF STUDENTS AND / OR CHANGE OF DISCIPLINES IN VARIOUS PROGRAMMES

Change of programme and / or Faculty is a privilege and not a right. It will be permitted normally to meritorious students only. No request for change of program / discipline will be accepted after the offer of admission has been made. In case a student wants to change his program / discipline after admission, he will have to go through the admission formalities by applying fresh, if the admission to that particular program is open by then. In all such cases, fees paid will not be transferred.

Any request for transfer in the following mentioned categories should be made only after completing first semester / year through the Heads of Faculty to the Director.

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#### 1. TRANSFER FROM ONE PROGRAMME TO ANOTHER PROGRAMME.

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- (a) A student enrolled for a programme shall be eligible for change of Faculty at the end of first year provided that his/her CGPA of first year is equal to or higher than 7.5.
- (b) While making the change of Faculty of a student, the strength of a class should not fall below the existing strength by more than 10% and should not exceed the sanctioned strength by more than 5%. For this purpose the strength refers to the total strength of the students in the class of a given Faculty including the direct admissions and failures.
- (c) A student who has secured a rank within the top 1% and satisfies the criteria for eligibility of change of Faculty, shall be allowed change of Faculty by his/her head of Faculty without any constraint if he/she applies for it. The remaining eligible applicants shall be allowed change of Faculty strictly on the basis of merit as

reflected in their CGPA. In case the CGPA of more than one student seeking the change of Faculty is the same, their merit shall be decided on the basis of their marks obtained in qualifying examination at the time of admission in the programme.

- (d) If a student of higher CGPA is not offered a particular Faculty because of other constraints, this will not be offered to any other student with a lower CGPA even if he/she is eligible for change of Faculty on the basis of criteria specified above.
- (e) Change of Faculty shall not be allowed to a student who is either on disciplinary suspension, academic probation or has been dropped from a programme in another Institution.
- (f) Application for change of programme and/or Faculty should be made to the Head of the Faculty within a period of two weeks after the declaration of results of second semester in the prescribed form duly supported with the following documents:
  - (i) Copy of Statement of Grades of first year
  - (ii) Written consent of Heads of Faculties for transfer/change
  - (iii) No dues certificate
  - (iv) Any other information specified by the concerned Faculty.
- (g) The student should not have any backlog of course units.
- (h) On compassionate grounds, the students may be considered for change of programme and/or Faculty if their Cumulative Grade Point Average is less than 5.5.
- (i) A student who is reported by the Head of the Faculty concerned to be unsuitable for a programme may be transferred to another programme at the request of the concerned student if he / she fulfils the minimum eligibility conditions for admission prescribed at the time of admission to new programme and is otherwise eligible for admission to the second year subject to the condition that he / she will appear and qualify in all the course units prescribed in the first year of the new programme.
- (j) A student admitted directly to the second year will be permitted to change his subject only if he / she agrees to study the new subjects and qualify within the maximum registration period prescribed for him / her.
- (k) The student shall not be eligible for refund or adjustment of fee paid by him/ her prior to his / her transfer/change of subject. In case there is difference in fee of the two programmes or Faculties, the student shall pay the fee as prescribed for the new programme or Faculty. He / she will, however, be required to pay transfer charges as prescribed by AIHE from time to time.

- (l) Change of Faculty and /or transfer from one programme to another will be admissible to a student only once during the maximum registration period prescribed for a programme.
- (m) Credits earned in academic course units in first year will be accounted for, if the course curriculum and scheme of teaching and evaluation of both the programmes is identical. Otherwise, the student shall be required to complete the requirements of first year as prescribed for the new programme/Faculty.
- (n) The student who has been awarded scholarship on the basis of his/her merit in first year of his academic programme will be eligible for Scholarship on his/her transfer to new programme/Faculty only if he/ she fulfills the criteria for continuation of scholarship as per the rules of AIHE.
- (o) The Admission Committee will seek approval of the Director for transfer / change of the stream.

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## 2. TRANSFER FROM POST GRADUATE DIPLOMA PROGRAMME TO POST GRADUATE / MASTERS DEGREE PROGRAMME

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- (a) A student who has successfully qualified one year Post Graduate Diploma in a discipline can be granted admission in Second year/third semester of higher post graduate/masters degree programme if ;
  - (i) He/she fulfils the minimum eligibility conditions prescribed for admission to the post graduate/masters degree Programme in which admission is sought.
  - (ii) The course curriculum, syllabi and scheme of teaching of one year post graduate diploma programme and masters degree programme is the same or identical
  - (iii) The student has no backlog of one year post graduate programme
  - (iv) He has no dues outstanding for one year post graduate diploma programme.
- (b) The credits earned by such student in Post Graduate Diploma will be counted for award of Post Graduate Degree.
- (c) No improvement in the score obtained in one year Post Graduate Diploma already qualified will be allowed.
- (d) On successful completion of the programmes, the student will be eligible for award of Post Graduate Diploma and Post Graduate Degree.
- (e) The student will apply for admission to 2nd year of the programme in prescribed form to the Head of Faculty. The application will be supported with the following documents:
  - (i) Copy of statement of grades
  - (ii) Recommendations of the Programme Leader
  - (iii) Copy of syllabus of Post Graduate Diploma programme qualified.
  - (iv) The Head of Admission will seek approval of the Director for admission

of the student in third semester/second year and inform the decision to the Head of Faculty.

- (f) The student will pay the transfer fee as prescribed by AIHE from time to time.

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### 3. TRANSFER FROM ONE FACULTY TO ANOTHER

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- (a) Transfer of students from one Faculty to another and one programme to another will not ordinarily be permitted. However, on merits of each individual case, the Director may permit transfer of student from one Faculty to another Faculty of AIHE if:
  - (i) the programme curriculum, syllabi and scheme of teaching is the same or identical;
  - (ii) the student fulfils the minimum eligibility conditions for admission;
  - (iii) the student shall be required to clear the backlog or left out courses at the Faculty to which transfer is sought.
  - (iv) The student clears all his / her dues of the Faculty from where the transfer is sought.
  - (v) The student agrees to pay the prescribed fee of the course to which he / her is transferred.
- (b) The student will submit the application in prescribed form to the Head of Admissions enclosing therewith the Statement of Grades, no due certificate and recommendations of the Head of Faculty with due justification for transfer.
- (c) The Head of Admissions will seek approval of the Director subject to availability of seats at the Faculty where the transfer is sought.
- (d) The Student will pay transfer fee as prescribed by AIHE from time to time.

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#### 4. TRANSFER FROM FULL TIME PROGRAM TO PART TIME / DISTANCE LEARNING PROGRAMME

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- (a) Transfer of students from full time program to part time or distance learning program will not ordinarily be permitted. It will be permitted only if due to certain unavoidable circumstances the student is not able to continue with the full time program.
- (b) The student should fulfil the minimum eligibility conditions prescribed for admission to the part time / distance learning program to which transfer of admission is sought.
- (c) The fee and transfer charges will be adjusted from the payment made by the student for the full time program and the student shall not be eligible for refund of the balance fee.
- (d) The student will submit the application to the Head of Admissions enclosing therewith the Statement of Grades, no due certificate and recommendations of the Head of Faculty with due justification for transfer.
- (e) The Head of Admissions will seek approval of the Director and inform the decision to the concerned.

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#### 5. RESIDUAL CLAUSE

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On the recommendations of Admission Committee and approval of the Academic Council, AIHE may grant admission to a candidate(s) in an academic programme on merits of each individual case for the reasons recorded.

#### SECTION 8: STUDENTS' EDUCATIONAL TOUR / VISITS

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##### 1. GENERAL RULES

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1. The procedure as given below is required to be followed for sending students on Educational / Industrial Tours/ Visits.
2. Head of the Faculty concerned will forward the proposal to Registrar AIHE at least ten days in advance giving the following details:
  - a) Place to be visited.
  - b) Duration of Tour / Visit with exact dates.
  - c) Purpose of Tour / Visit.
  - d) No of Students going on tour with number of boys & girls (list to be attached)
    - Name(s) of Faculty Member(s) who will accompany the students on the proposed Tour.
    - Detailed tour itinerary (all activities from the beginning till the end of Tour / Visit) e.g. dates of journey, mode of travel, places of visit, day to day activities to be undertaken, board & lodging arrangement etc.

- e) Tour Budget.
3. Prior permission of Academic Council must be obtained before sending the students on Tour / Visits.
  4. Once Approval for the tour is accorded, the following steps will be taken by the Institution:
    - a) Obtain parents consent on the form Part Annexure.
    - b) Obtain Indemnity Bond at Part Annexure to be signed by students and by the accompanying faculty and by respective parents / guardians.
  5. Proper communication and reporting system during the tour with the Institution will also please be ensured.
  6. A detailed report of tour will be forwarded to Registrar AIHE within seven days of the completion of the tour.

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## 2. SEMINARS / CONFERENCE

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Students' of various Programmes may be required to go on Educational Tour / Industry visits / Seminars / Conference as part of their study and / or for seeking placement. However, sometimes, some mishaps may occur in the course of such tour causing hurt / injury or loss of limb, life or property.

It is, therefore necessary that proper Consent and Indemnity Bond from students & their parents are obtained before sending students on such tours.

The procedure for obtaining approval for such tour is given at Part V Annexure. The Consent Form & the Indemnity Bond format are given at Part V Annexure.

PART VI: ANNEXURES

ANNEXURE -- INDEMNITY BOND BY PARENTS

I, (Name of Parent / Guardian) ..... (First name parent)  
..... (Last name) father of Mr./Ms ..... (Name  
of Student) aged ..... who is studying in .....

programme at AIHE, Mauritius.....Year ..... Course, bearing Registration /  
Enrolment No.....have understood that during the said course the AIHE shall be  
arranging some activities (within & outside Mauritius), with a view to give practical overview /  
exposure to the students about their respective fields. Further, the AIHE also arranges  
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 Mauritius and abroad)  
for the students. I have gone through the guidelines/rules and regulations prescribed by  
the AIHE 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 AIHE, its parent body,  
their employees/officials, from every type of loss(es) 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  
AIHE and also from any claim arising from those action or inaction of my son/daughter.

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

Signature of the Indemnifier (Parent/Guardian)

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

ANNEXURE - UNDERTAKING BY STUDENT

I, (Name of Student) ..... (first name) ..... (last name)

..... aged ..... am pursuing

..... programme at AIHE, Mauritius bearing  
Registration / Enrolment No .....have understood that during the  
said course the AIHE shall be arranging 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 sports competitions, co-curricular & extra co-curricular activities, out of the Campus to different places,(within Mauritius and abroad), with a view to give practical overview / exposure to the students about their respective fields.

I hereby irrevocably undertake that:

1. I shall follow the rules and regulations as laid by AIHE for the above said activities / tours, which have been clearly read and understood by me.
2. I shall not break any of those rules & regulations and also the laws of the Country.
3. I shall not indulge in any activities other than my duties & obligations.
4. I shall not indulge in any unlawful activities.
5. I shall not do anything which may cause any injury or damage to me or to any other person. In that case I shall make good the losses caused by me.
6. I shall keep my visa papers and other traveling documents with full security.
7. I shall observe strict discipline and follow the instructions of the Teachers/ Professors/Attendants and other authorities during my stay.
8. I shall not do anything while undergoing studies during the tour & otherwise also, which may bring disrepute to AIHE.
9. I have taken the necessary Insurance Policy, and AIHE will not be having any liability whatsoever, to bear, in case any mishap / mishappening occurs to me or caused by me to someone else.
10. I have taken the necessary permission/concurrence for my going on above said activities / tours programmes, from my father and they have set their hands on this document, ratifying the same.

My undertaking will be valid for my entire tenure in AIHE. Signature  
of Student

Dated : .....

Counter Signature of Parent/Guardian \_\_\_\_\_

1. Signature of Witness:\_\_\_ Name:\_\_\_\_\_
- Date:\_\_\_\_\_
- Address:\_\_\_\_\_
- Mobile No: .....
  
2. Signature of Witness:\_\_\_ Name:\_\_\_\_\_
- Date:\_\_\_\_\_
- Address:\_\_\_\_\_
- Mobile No: .....



## SECTION 9: STUDENTS GRIEVANCE REDRESSAL

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It has been observed that the students sometimes find it difficult to get proper response to their problems and queries from concerned Institutions/Departments. Due to this they often approach higher authorities for small and at times trivial issues resulting in wastage of their valuable time. Many parents also get involved in getting such grievances redressed. It has also been noticed that such problems and queries do not get properly recorded and this does not provide measurement for any improvement of student services to be undertaken.

In view of the above and in order to improve the Student Services at AIHE, a proper Students Grievance Redressal Mechanism is required to be adopted by all the Institutions and Departments. With the approval of Academic Council, the following procedure has been decided for compliance by AIHE:

1. All Heads of Faculty will establish a Students Service Counter in their Institution to be managed by a person designated by the name . This will remain open during entire working hours.
2. The student or the guardians will submit their query/complaint/grievance at the Counter in the prescribed proforma enclosed as Part VII Annexure. If required, an application giving full details can be enclosed.
3. The person managing the Counter will enter it in a register as per details given in Part VII Annexure. The serial number of the entry made in the Register will be written on the proforma and the Acknowledgement of Part VII Annexure at the specified space.
4. The Head of the Department will indicate in proforma A, the date and time by which the problem of the student is likely to be resolved.
5. The person at the Counter will give acknowledgement of the application (bottom part of proforma A).
6. The reply/redressal will be recorded in the proforma A and signed by the Head of the Faculty. Where a written reply is required to be given to the students, a copy of it should be attached with the proforma A for records.
7. If for any reason, the reply is not given within the specified time, an interim reply will be given to the applicant and this should be recorded on proforma A for records.
8. If the grievance of the applicant is not redressed within the expected time or in the expected manner, the applicant may report the matter to higher authority.
9. If the matter relates to more than one Faculty, the receiving Faculty will coordinate with all such Faculties and ensure that the issue is resolved.

## PART VII: ANNEXURES

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### ANNEXURE : GRIEVANCE REDRESSAL FORM

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Amity Institute of Higher Education, Mauritius

S. No. \_\_\_\_\_

(Same as entry in the register)

Please fill the form carefully and retain the acknowledgment

Student's Name: ..... (First Name) ..... (Last Name)

Enrolment No. \_\_\_\_\_

Faculty of Mgmt / IT / Tourism \_\_\_\_\_ Program \_\_\_\_\_

Semester \_\_\_\_\_ Cohort \_\_\_\_\_.

Query/Grievance/Problem \_\_\_\_\_

\_\_\_\_\_

Date and Time

Signature of Student

ACKNOWLEDGEMENT: GRIEVANCE REDRESSAL FORM

S. No \_\_\_\_\_

(Same as entry in the register)

Expected Date:  
be given by person receiving HOD)  
of Institute/Department:

Signature of Person Receiving: (To  
(with Date and Time) Name  
Name of the Person:

NOTE: If the redressal does not take place as expected, the student/user may please report to Academic Council.

PROFORMA A

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For Office Use Only

Problem Category:

Action Taken by the Department

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Expected Date of Redressal:

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To be given by person receiving/HOD)

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Signature of Dealing Staff

Signature of HOD (with Date and Time)

Name of Institute/Department:

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ANNEXURE: GRIEVANCE REDRESSAL STATUS

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Amity Institute of Higher Education, Mauritius Date:

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S. No.	Enrolment No.	Name	Program/Semester /Section	Signature Applicant	of	Expected Date of Redressal	Actual Date of Redressal	of	Signature of HoD/Head of Faculty

## SECTION 10: LIBRARY SERVICES

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The guidelines enumerated below govern the overall working and day-to-day operating procedure of various libraries under AIHE. The vision of AIHE Library is:

- (a) To provide all stakeholders effective academic support in achieving their academic goals.

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### 1. LIBRARY COMMITTEE

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1. Library Committee will be headed by a Chairperson nominated by the Director. The members of the Committee will be drawn from the senior faculty of the respective Institutions. It will also have a member Secretary. Librarian will attend the Library Committee meetings as member in attendance.
2. Library Committee will also obtain feedback from the students with regards to procurement of books, functioning of the Library etc and sort out the Library related problems after discussion with the Chairman Library Committee.
3. Each Department will form a Library Sub Committee to cater for the needs of their Departments as and when needed.

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### 2. DUTIES OF THE LIBRARIAN

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4. The main duties of the Librarian will be to:
  - Upkeep of the following records:
    - Accession Register
    - Circulation Register
    - Library Card Issue Record
    - Stacking of books subject wise and display of Journals
    - Coding and numbering of books
    - Record of Chase orders and receipt of books
    - Record of number of titles and volumes of books
    - Record of entry of visitors
    - Record of collection of fines and photocopying
    - On-line Journals
  - The Librarian will further delegate responsibilities to the Assistant Librarians and Attendant(s) as applicable.

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### 3. OBJECTIVES

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1. The Objectives of the AIHE Library are:
  - (a) To promote reading habits.
  - (b) To provide extensive use of reading material.

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### 4. PROCEDURE FOR PROCUREMENT OF BOOKS

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6. Demand for procurement of books may be initiated by Students/faculty. The following procedure will be followed:
  - (a) Requisition Performa as per Part VIII Annexure 'A' duly filled by the Library Sub Committee will be forwarded to the Chairperson Library Committee through their respective Head of Faculty. Head of Faculty will ensure that books demanded are relevant to the subject and are of latest edition.
  - (b) Library Committee will scrutinize the demand and check if books demanded are held in the Library or not. Consolidated demand will be initiated by the respective Chairperson of the Libraries and after recommendation of the respective Head of Faculty, will be forwarded to the Academic Council for approval and procurement.
  - (c) All purchase orders will be placed on registered suppliers by the Head of Faculty. If it is not possible to raise the purchase order on a registered supplier, due to non-availability, the unregistered supplier and the discounts etc will be approved by the Academic Council before placement of the purchase orders.
  - (g) On receipt of Books by the respective Libraries, Librarian will generate a Goods Receipt Note (GRN) certifying number of books received as per the purchase order.
  - (h) Bill of the Suppliers will be cleared for payment by the Finance Unit, only when it is accompanied by the Purchase Order and certification by the authorized signatories in Librarian/Head of Faculty.

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### 5. HOURS OF OPERATION

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2. The normal hours of operation for the library to be open to the students and faculty are as follows:
  - Morning: 9:00 A.M. – 1:00 P.M.

On all working days

  - Lunch Break: 1:00 P.M. – 1:30 P.M.
  - Afternoon: 1:30 P.M. – 6:00 P.M.
3. During End Term examination period the timing may be extended on the request /demand of students.
4. The Library will remain closed on public holidays observed by AIHE. This schedule is subject to change due to unforeseen eventualities, emergencies, bad weather etc, the information of which will be reflected on Library Notice Board.

## 6. MATERIAL SELECTION

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5. The library caters for various courses conducted by the various Faculties of the AIHE. It recognizes the importance of basic materials of permanent value and latest technology driven materials being published by the various Publishers. Materials will be purchased in the format that best suits to students / faculty needs.
6. Educational books associated with the courses and prescribed in the Curriculum will be procured on recommendations of various Library Committees and Head of Faculty.
7. All demands of the books will be forwarded to the Library Committee.
8. Library will also house other related books procured on approval of the Academic Council.
9. Number of titles and volumes to be held will be governed by the concerned regulatory authorities.
10. Gifts of books and other items will be accepted on the condition that the Library has the authority to make whatever disposition is advisable. All items given become the property of the concerned library. The library staff will not make appraisals on the value of gifts.
11. The Library will provide access to various Journals which will be displayed in the display rack and / or which will be available through Amizone. These Journals are for reference in the library and will not be issued. Further, Faculty and students must be informed from time to time about new Journals, on – line  
/e – journals subscribed by the Library, AIHE.

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## 7. CIRCULATION OF BOOKS

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12. The material housed in the library will be strictly issued to the students and faculties.

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## 8. REGISTRATION OF THE BORROWERS

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13. The authorized Borrowers of concerned library are the associated faculty and the students of the concerned Faculties of the AIHE Borrowers are required to have a valid student card / Library Card, which will be issued to the authorized borrowers on submission of Application form.
14. The library cards will be issued as long as the borrower is an authorised borrower. All borrowers will deposit the Library cards 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.

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## 9. NUMBER OF LIBRARY CARDS

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15. Students will be issued two Library Cards against which they can draw a book for the duration of fourteen days. The Faculty will be issued a Library Card against which they can draw up to five books for duration of one month each. Renewal of books for an additional period will be at the discretion/request demand from other borrowers.

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## 10. LOSS OF LIBRARY CARDS

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16. In case of loss of library cards by the students, new card will be issued on penalty payment upon payment of a fee after taking no dues from all the library of AIHE.

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### 11. LOSS OF BOOK/MATERIAL

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17. Loss of book will be replaced by the borrower or on payment of 5 times the cost of the book.

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### 12. LATE RETURN FINE

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18. A fine per day will be charged for the first week and there after a per-day fee will be charged for subsequent days up to a maximum of four times the cost of the book. 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 up to a maximum of four times the cost of the book
19. Payments of fines or other fees should be made to the library staff member for which receipt will be rendered by the Library staff.

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### 13. DAMAGE TO THE BOOK

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20. In case of damage to the book, the book will be replaced by the borrower/or 5 times the cost of the book will be recovered. The decision of the Library Committee will be final and binding on the borrower.
21. All payments, fines or other fees shall be made to a member of the library staff during regular library hours. The Librarian will maintain proper record of the Fines collected.
22. All money collected as fine / cost of book must be deposited in accounts department on same / next day of fine collection.

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### 14. LIBRARY RULES

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23. The rules outlined below have been adopted for the safety and convenience of the students and staff. Following items are prohibited in all areas of the library:
- Smoking
  - Loitering or soliciting
  - Sleeping
  - Pets
  - Disturbing students and staff
  - Intoxication
  - Possession of alcoholic beverages, food/eatables or drugs
  - Damaging library materials or property
  - Bags
  - Mobile phones
24. Any person found to be in violation of one or more of the above rules and regulations 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.

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### 15. FACILITY FOR DIFFERENTLY ABLED

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30. A separate table will be reserved for the differently abled persons. Signage 'Reserved' will be displayed. In addition:
- a) There will be no queue for them to return and issue books.



- b) Library staff will help in search and issue of the books.
- c) Internet access will be provided to them out of turn.

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**16. ANNUAL STOCK TAKING**

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7. Annual Stock taking of each library will be done during the summer break. The Board for stock taking will be ordered by concerned Head of Faculty. The Board Proceedings will be put up to Academic Council.

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**PART VIII: ANNEXURES**

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**ANNEXURE: BOOK REQUISITION FORM**

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AMITY Institute of Higher Education, Mauritius

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

Faculty (Management / IT / Tourism) .....

Report prepared by: .....

S. No.	Title	Author	Publisher	Edition	Price	Copies	Total Cost

Faculty Signature

Head of Faculty Signature



**ANNEXURE - LIST OF BOOKS TO BE PURCHASED FOR LIBRARY FOR ACADEMIC YEAR**

Amity Institute of Higher Education, Mauritius

Date: \_\_\_\_\_ Programmes: .....

Semester :		Total No. of Students:.....													
S. No.	Course Code	Course Title	ISBN No.	Book Title	Edition	Author	Publisher	Qty	Unit Price (Rs)	Discount	Net Price of a Book	Total Cost of Books	Name of the faculty Recommend- ed the book	Justification for Recommendation	
Librarian			Chairman Library Committee				Head of Faculty								



## **SECTION 11: MAINTENANCE OF DISCIPLINE AMONGST STUDENTS**

### **SHORT TITLE**

These Regulations may be called "Regulations on Maintenance of Discipline amongst Students".

### **DISCIPLINARY CONTROL OF STUDENTS**

- (1) Every student enrolled shall automatically be under disciplinary control of the institution and its authorised representatives, which include faculty members;
- (2) At the time of admission, every student shall be deemed to have automatically submitted himself/herself to the disciplinary jurisdiction of the institution and its authorised employees who may be vested with the authority to exercise discipline under its Rules and Regulations.
- (3) All employees of the Institution shall carry out instructions/directions issued under these Regulations and shall give assistance to Management in achieving the effective implementation of these Regulations.
- (4) The Heads of Faculty, and Librarian shall have the authority over students in their respective Faculties, as may be necessary, for the proper conduct of the departments. They may exercise their authority through or delegate such authority to other staff in their Faculties as they deem appropriate.
- (5) Without prejudice to the generality to maintain and enforce discipline under these Regulations, the following shall amount to an act of indiscipline or misconduct on the part of a student. The same shall also be applicable to employees of the Institution and shall be deemed included in the Code of Conduct for Employees.
  - (a) Physical assault or the threat to physically assault another student or employee;
  - (b) Unauthorised absence from the class, test or examination or any other mandatory curricular or co-curricular activity;
  - (c) Use of or the threat to use any weapons against another student or employee, including the carrying of any weapon;
  - (d) Misbehaviour or cruelty towards other student or employee of the institution. Misbehaviour shall include eve teasing, disrespectful language and harassment of any kind;
  - (e) Involvement of any kind in drug and illicit substance trafficking or use. An exception shall be the personal use of drugs or other intoxicants prescribed by a qualified doctor;
  - (f) Indulging in or encouraging violence or any conduct which involves or leads to moral turpitude;
  - (g) Any form of gambling;
  - (h) Discrimination against any student or employee on the grounds of caste, creed, religion, language, place of origin, social and cultural background or any of them;
  - (i) Any act or practice, whether verbal or otherwise, derogatory to women;
  - (j) Smoking, use of narcotics, and the possession and consumption of alcoholic beverages;
  - (k) Any attempt at bribing or corruption of any manner or description;

- (l) Wilful damage to and/or destruction of the Institution's property or that of its employees or other students;
- (m) Behaving in rowdy, intemperate or disorderly manner in the premises of the institution, or encouraging or inciting any other person to do so;
- (n) Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student or employee to do so;
- (o) Causing disruption of any manner of the academic functioning of the Institution. These shall include any activity connected with tests, examinations or any other activity of the institution;
- (p) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the institution.
- (q) Repeated disrespect to the requirements of punctuality;
- (r) Ragging in whatsoever form;
- (s) Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour towards any other student or employee;
- (t) Indulging in any of the above, whether on or off the premises of the Institution such that the behaviour affects the repute and image of the Institution.

#### PROCEDURE FOR HANDLING CASES OF INDISCIPLINE OF STUDENTS

- (1) The Head of a Department/Institution/School/Centre, or the appropriate employee or member of the student body shall have a duty of care towards the institution to immediately inform the Registrar of any occurrence or perception of occurrence of an act of indiscipline, misbehaviour or misconduct.
- (2) Upon receipt of such an information, the Registrar shall immediately call and chair a meeting of the Student Disciplinary Committee. The Student Disciplinary Committee shall comprise the Registrar as its chairperson, the Head of Faculty, the appropriate Class Representative(s) and the Student Affairs Officer to look into the information received and conduct any such enquiry deemed necessary.
- (3) Should the committee be satisfied that the matter requires further actions, recommendation of appropriate corrective measure(s) shall be made to the Academic Council, through its Chairperson.
- (4) When the Academic Council is satisfied that all due diligence has been pursued to investigate the matter, it shall either accept the recommendations, vary them or come to a completely different decision. The decision of the Academic Council shall be final and binding. The Academic Council may also refer the case back to the Student Disciplinary Committee for further investigation and follow-up.

#### DISCIPLINARY AUTHORITIES AND THEIR POWERS

- (a) All powers to maintain and enforce discipline among and disciplinary action against the student and its Faculty shall vest with the Management, as a delegated power from the Academic Council.
- (b) The Academic Council may delegate all or any such of its powers, as deemed proper, to such other officer(s) and authorities.

- (c) The Heads/Deans of Faculty shall have the authority to exercise all such disciplinary powers over the students in their respective Faculties.
- (d) Any person aggrieved with the decision of management, pursuant to sub-paragraph (1) above, may appeal to the Academic Council.

#### PENALTIES FOR BREACH OF DISCIPLINE:

- (1) Without prejudice to his powers in the general maintenance of discipline or the undertaking of any action in the interest of maintaining discipline, the Chairperson of the Academic Council, upon the recommendation of the Registrar and/or Head of Faculty, may in the exercise of his duties, order or direct that any student:
  - (a) be expelled from the institution, in which case he shall not be re-admitted to the same institution from where he is expelled. Such a decision shall not prevent the same student's eventual admission to any other institution within the AMITY group, subject to the prior approval of the Academic Council; or
  - (b) be, for a stated period, rusticated. In such a case, the student shall neither be admitted in any lectures, event or the premises of the institution, until the expiry of the period of rustication; or
  - (c) be banned, for a stated period, from admission to a course or courses of study; or
  - (d) be imposed with the fine of a specified amount of money, to be decided by the Chairperson of the Academic Council; or
  - (e) be debarred from taking examination or examinations for one or more year and/or
  - (f) be given a "Fail" grade in any examination and/or that those results be declared void.

#### MISCELLANEOUS PROVISIONS

- (1) The Academic Council may, in exceptional cases, exempt a person from any of the provisions of these Regulations and may instead decide such other appropriate rules for that specific case. These shall not constitute a precedent for any further cases, which will all have to be considered again on their individual merits, and on a case to case basis.
- (2) Notwithstanding any provisions of these Regulations, the Chairperson of the Academic Council may take a decision, following discussions with the Chairperson of the Senate, for any unforeseen situation arising, or not covered by these Regulations or in the event of differences in interpretation of the clauses. A decision taken by the Chairperson of the Academic Council under this clause shall be binding and final.

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#### PART IX: REGULATIONS ON CONDUCT OF EXAMINATIONS

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All AIHE examinations shall be conducted under the supreme authority of Academic Council of the AIHE. A separate document outlines the 'Rules and Regulations on Conduct of Examinations'.

The Chief Examiner is the Registrar of AIHE.

**PART X: AWARD OF DEGREES, DIPLOMAS, CERTIFICATES , ETC**

**SECTION12: AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS**

1. The text and the format of the degrees and diploma documents, certificates, citations and other documents of academic distinctions shall be as approved by the Academic Council.
2. The degrees, diplomas, certificates, citations and other documents relating to other academic qualifications shall be signed by the Chancellor, Vice Chancellor and the Registrar. Provisional Certificates shall be signed by the Registrar. Final transcripts of results shall be signed by the Controller of Examinations;
3. A student shall be awarded a degree (Hons)/Ordinary)/diploma/Certificate, if:
  - I. he / she has registered himself, undergone the course of studies, completed the project report /dissertation /training report as specified in the curriculum of the programme within the stipulated time, and secured the minimum grades prescribed for award of the concerned degree (Hons/Ordinary)/diploma/certificate;
  - II. there are no dues outstanding in his/her name to the AIHE/Department/Constituent Unit;
  - III. there are no current disciplinary action against him;
  - IV. The final degrees, diplomas, certificates, citations and other documents relating to academic qualifications shall be signed by the Vice Chancellor and the Registrar. Provisional Certificates shall be signed by the Registrar. Final transcripts of results shall be signed by the Controller of Examinations.
4. Policy Framework for PG/ UG (Hons)/ UG/ Diploma/ Certificate programmes are as hereunder:

**Certificate and Diploma**

Programme	Minimum credits for Award
Certificate	24
Diploma	49

**Undergraduate Programme Exit points defined in terms of Credit earned**

Programme	Minimum credits for Award		
	undergraduate Degree (Hons)	undergraduate Degree (Ordinary)	Diploma
Bachelor degree	109	100	60
BSc IT	114	105	80

**Postgraduate Programme Exit points defined in terms of Credit earned**

Programme	Minimum credits for Award		
	Post Graduate Degree	Post Graduate Diploma	Post Graduate Certificate
MBA	78	48	24
All postgrad qualifications offered as from April 2021	45	33	18



5. The Controller of Exams shall place the particulars of all the successful and eligible students for the award of certificate, diploma, or degree before the Academic Council after declaration of results. Approval accorded by the Academic Council for award of the respective degrees, diplomas, certificates etc. shall be placed before the Governing Senate for its concurrence. On being concurred by the Governing Senate, the degree shall be awarded to the successful candidates at convocation. In extreme emergency, the degrees, diplomas, certificates shall be awarded to the successful students before the Convocation with the approval of Academic Council and the matter be reported to the Senate.

#### SECTION 13: WITHHOLDING CONFERMENT OF ANY DEGREE/DIPLOMA OR AWARD OF ANY CERTIFICATE

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Notwithstanding anything contained in these regulations, the Academic Council may withhold for such period as they may deem fit, conferment of any Degree/Diploma or Award of any certificate to any successful candidate at an examination of the AIHE, for reasons, which, in its opinion, justify such withholding, eg. unruly or disorderly conduct, or violence on the campus or conviction for an offence involving violence or moral turpitude.

#### SECTION 14: WITHDRAWAL OF DEGREES, DIPLOMAS AND OTHER ACADEMIC DISTINCTIONS

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1. If any student has secured admission by falsification of documents or concealment of material facts or conviction for an offence involving violence and moral turpitude, or for such other serious offence, the degree/diploma/certificate/other academic distinction awarded to him shall be withdrawn by the AIHE as recommended by the Academic Council and with approval of the Governing Senate.
2. In order to take action for the withdrawal of any degree/diploma/certificate/other academic distinction conferred or granted by the AIHE, the Academic Council shall frame charges against the person concerned which shall be approved by the Academic Council. The charge sheet along with the list of witnesses and documents on the basis of which the charges are relied upon shall be communicated by him by registered post or by hand. The person concerned shall be required to submit his explanation of the charges within a period of fifteen days or such time as may be granted in the notice of the receipt of charges.
3. If the concerned person fails to submit his reply within the stipulated time, the matter shall be placed before the Academic Council for a decision on the basis of facts and documents on record. If the concerned person submits his reply to the charges, the same shall be considered by the Governing Senate.
4. Every proposal for the withdrawal of an honorary degree shall require prior approval of the Academic Council.

#### 1. RESIDUAL PROVISIONS

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The Academic Council may, in exceptional cases, grant exemption from the operation of any of the Regulations governing migration, the courses to be pursued by the students, attendance at lectures or sessional or other work or the examination of candidates and authorize what is proper to be done instead in such cases, provided that no such exemption and authority shall be deemed to have been granted unless not less than two-thirds of the members of the Academic Council

present voted in favour of the motion for such exemption and authority made by, or with the written authority of the Academic Council; Notwithstanding anything stated in these Regulations, for any unforeseen issues arising, or not covered by these Regulations or in the event of differences of interpretation, the Academic Council may take a decision, with the approval of the Governing Senate.

## PART XI: CONVOCATION

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### SECTION 15: GENERAL RULES

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There shall be Convocation of the AIHE, the procedure for which shall be governed as per the Regulations given under this Section of this Charter.

- (i) Convocation for the award of degrees and diplomas and other distinction of AIHE shall normally be held annually in the main campus of AIHE or at such other places as approved by Academic Council.
- (ii) The Chairman of Senate shall, if present, preside over the Convocation of AIHE held for conferring degrees. In the absence of Chairman, the Vice-Chancellor/Director shall preside.
- (iii) The Chairman, if present, shall confer degrees on students in the presence of the Vice-Chancellor. The Vice-Chancellor/Director, in the absence of Chairman, shall confer degrees on students. The Chairman / Vice-Chancellor may request the Chief Guest present, to confer such degrees on students, which may be considered appropriate

Provided that in extreme emergency or force majeure leading to the Convocation ceremony being cancelled, the degrees, diplomas, certificates shall be issued to the successful candidates without the need to be conferred in a formal Convocation ceremony. This will be done with the approval of Academic Council.

- (iv) Academic Council shall determine from time to time, as to the degrees and diplomas which may be conferred on graduates in person and the degrees and diplomas to be conferred in absentia at the convocation.
- (v) The Degree, Diploma and Certificates shall bear the signatures of the Chancellor, the Vice Chancellor/Director and the Registrar.

### SECTION 16: ORDER OF PRECEDENCE FOR ACADEMIC PROCESSION

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- (i) The following order of precedence shall be observed in speeches at the time of Convocation:
  - i. The Chief Guest
  - ii. the Chairman of Senate
  - iii. the Chairman of the Advisory Board
  - iv. the Vice-Chancellor and Chairman of the Academic Council
  - v. the Deputy Director (Academic and Partnerships)
  - vi. the Deputy Director (Administration)
  - vii. The Registrar
  - viii. Deans of Faculties
  - ix. Programme Leaders

(ii) In case of other distinguished dignitaries present, precedence shall be regulated in accordance with the warrant of precedence or such official rules as may govern the matter.

(iii) The Academic Council shall determine from time to time as to persons who will form the procession at the Convocation and their order of precedence.

#### SECTION 17: ACADEMIC COSTUME

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The Academic Costume shall be worn at the time of convocation by all members who are part of procession and the recipients of the degrees. The specifications viz colour, material, weaving, dying etc shall be determined each time.

The colours for recipients of degrees for various level of programmes shall be different and determined each time.

#### SECTION 18: INSTRUCTIONS FOR THE RECIPIENTS OF THE DEGREES

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(i) The Recipients must appear in the prescribed Academic dress.

application and requisite fee are received later than 48 hours before the time of Convocation will be allowed to take their degrees / diplomas at the Convocation.

(ii) Recipients who are unable to attend the Convocation will be admitted to the degrees in absentia in accordance with the rules prescribed from time to time.

#### SECTION 19: CONDUCT OF CONVOCATION

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The conduct of the Convocation shall be as follows:

- (a) Music is played, then students enter. Procession is led by the Representative of graduating cohort carrying the AMITY flag followed by all graduants
- (b) The students to be seated in the first rows
- (c) Academic procession follows with the Faculty members, followed by the Deans, the Registrar, the Chief Guest, the Chair of the Advisory Council and last the Vice-Chancellor and the Chairman of Senate closing the march.
- (d) On the procession entering the hall, the recipients and the audience shall stand and remain standing until the members of the procession have taken their seats.
- (e) Once everyone reach the stage the music ends and then continues with the Mauritius National Anthem. After the National Anthem all are seated.
- (f) The Chairman, if he is present, shall declare the convocation open by stating the following words:  
**“By the powers vested in me by the AIHE Charter, I have the pleasure to declare this convocation ceremony open”**

In the absence of Chairman, the Academic Council Chair shall declare the Convocation open.

This will be followed by:

- i. Welcome address of the Vice Chancellor
- ii. Chairman of Senate Address (if present)

iii. Address by the Guest(s) of honour.

- (g) In case a degree of Honoris causa is to be awarded, the Academic Council Chair shall welcome the distinguished person and shall read out citation and request the Chairman to confer the Honorary Degree in the following words:

“By virtue of the authority vested in me as the Academic Council of the AIHE, I request the Chairman that he may be pleased to graciously confer upon (Name of the distinguished person) the degree of Honoris Causa for his / her outstanding service.”

The Chairman shall confer the honorary degree with the following invocation.

**“I confer on (Name of the distinguished person) the degree of honoris causa.”**

Provided, that if the Vice-Chancellor is presiding over the Convocation, he shall read the citation and perform such functions which the Chairman would have performed.

- (h) In case of other degrees the Recipients who are to be awarded degrees at the Convocation shall be presented by the Dean of Faculty. The Registrar shall invite the Chairman of Senate and the Vice Chancellor with the following words:

**“By virtue of the authority vested in me as the Registrar of AIHE, I request Chairman of Senate and the Vice Chancellor to please come forward to confer the degrees to the graduating students. I also invite the Chief Guest to come forward to congratulate the graduating students.**

**I invite the Dean of Faculty of Management/Tourism/ IT to come forward and present the students deemed worthy of being conferred a degree”**

- (i) The Dean of Faculty shall come forward and present the graduating students by starting his allocution with the following words

**“Chairperson of the Senate/Vice Chancellor, I have the honour to present to you the following students, deemed worthy to be conferred the degree of ....”**

The Dean of Faculty shall then call the full names of the graduating students, mentioning the Class only for those having completed with a First class.

- (j) recipients of the Degree of concerned programme to rise on their seats and shall present them to the Chairman / Academic Council for Investiture.

The concerned students will raise, walk to the Chairperson of Senate, bow, shake hands and then walk back to their seats.

- (k) The Chairman / Vice-Chancellor will request the Chief Guest to present the medals and awards to the students. The Head of Student’s Welfare will announce the medals and other distinctions shall then be presented by the Chief Guest of the Convocation.

The Academic Council, with the consent of Chairman, if present, will declare the Convocation as closed. In the absence of Chairman, the Vice-Chancellor/Director shall declare the Convocation as closed. The words to be used to close the ceremony are:

**“By the powers vested in me by the AIHE Charter, I wish to congratulate all graduating students and the staff of AMITY Mauritius. I have the pleasure to declare this convocation ceremony closed and adjourned until its next session”**

- (l) Marching Music.

- (m) The Academic Procession shall then leave the Convocation hall in the reverse same order as it entered, with the Chairman of Senate and the Vice Chancellor first, followed by the Chief Guest and others.