



AMITY UNIVERSITY
— UTAR PRADESH —

G - 01

CURRICULUM DEVELOPMENT

**AMITY UNIVERSITY UTTAR PRADESH
GAUTAM BUDDHA NAGAR**

GUIDELINES – 01: CURRICULUM DEVELOPMENT

The University will have various institutions as its constituent units, which will offer different academic programmes from the session 2005-06. For any such programme to be offered, it is necessary that Academic Council approve the Programme Structure and curriculum and scheme of examinations before its commencement.

Curriculum and scheme of examinations is one of the most important components of academic excellence and its development and approval is a detailed exercise and involves many steps. Following are the steps to be followed for developing the curriculum for any programme (Annexure-I). It should be ensured that as the steps are completed, the details are properly recorded and forwarded to the University along with the curriculum duly recommended by the board of studies of an institution.

The curriculum and scheme of examinations should be prepared in the format as given in the sample enclosed (Annexure-II). Please ensure that the layout should be standard in terms of terminologies used, information given, font type and size to be used.

After all the steps are completed, the Head of the Institution should send the recommendations to the undersigned for further processing for approval along with the **final** programme structure and curriculum and scheme of examinations (both hard and soft copies). It is important to note **that no programme be allowed to commence before the Academic Council approves the curriculum and scheme of examinations.**

These guidelines have been issued with the approval of the Vice Chancellor.

STEPS-WISE GUIDELINES FOR DEVELOPING CURRICULUM

1. The Heads of Departments should develop the curriculum along-with faculty members. After brainstorming among them (if needed outside experts may be involved), the objective of the programme should be defined and documented. On this objective, would depend the programme structure.
2. The programme structure should include semester-wise courses (core and electives) to be taught, any internships to be undergone, project/dissertation-based courses etc. Each course should contain details of course code (refer to scheme of coding in Annexure-III) classroom hours, practical/lab classes, tutorials, self-study hours and credit units. The broad guidelines as prescribed by AICTE/UGC etc. should be kept in mind.

Normally in a semester of 15-16 weeks' duration, a total 5 – 6 hours of work per week (including classes, tutorials, labs, library, self study, project, term paper etc.) by the student is required to earn 1 credit unit. The credit units attached to each course should be defined in terms of contact hours i.e. Lectures (L), Tutorials (T) and Practicals (P) as given in the enclosed format on programme structure (Annexure-III). Towards earning credits in terms of contact hours, 1 lecture and 1 tutorial per week are rated as 1 credit each and 2 practical hours per week are rated as 1 credit. Thus for example, an L-T-P structure of 3-0-0 will have 3 credits, 3-1-0 will have 4 and 3-1-2 will have 5 credits. Students should also work in terms of library, self-study, work on project and/or term paper etc. that should be ensured by the faculty by giving appropriate assignments to students. Total contact hours per week should be about 30. In a full-time degree programme, a student should earn 25-30 credit units per semester. The credit units attached to Summer Internship/Training (8-10 weeks), fieldwork etc. could be included in this total or could also be in addition to this total. However, these are only broad guidelines and there could be some variation depending on the nature of a course. For more information, you could refer to the norms and standards of AICTE/UGC.

3. Keeping in mind the programme objectives, aims and objectives for each course should be decided and written down. This will define the contents in terms of depth and breadth of a course and the methodology to be followed for teaching the contents.
4. Detailed syllabus should be worked out (module-wise) by the HOD and faculty members through detailed research and benchmarking them with the courses offered at leading institutions and universities. The syllabus then should be discussed with experts from the concerned areas and representatives from client/user organizations.
5. The evaluation scheme for each course with weightage for each component should be given. A list of one or two textbooks and a detailed list of reference books and journals should be given. They should be written in a standard way, which is followed internationally. The distribution of marks over components of evaluation could be say, as follows*:

Component of evaluation	Frequency	Code	Weightage (%)**
Case Discussion/Presentation/ Analysis	1 – 3	C	10-15
Home Assignment	1 – 3	H	5-10
Project	1	P	10-15
Seminar	1 – 2	S	5-10
Viva	1 – 2	V	5-10
Quiz	1 – 3	Q	5-10
Class Test (s)	1 – 2	CT	10-15
Term Paper	1	TP	10-15
End - Semester Examination	1	EE	70
Total			100

*A component not listed above may be included depending on the nature of a course.

** The components for continuous evaluation, in addition to the class test(s) and their weightage should be selected so as to have a combined weightage of 20 marks. Class test(s) will have 20 marks. Total number of components for continuous evaluation, including class test(s) should be 3-4.

6. After this, the curriculum should be evaluated by the board of studies (as per the constitution and as approved by the University) of the institution concerned should be reviewed in terms of programme objectives, programme structure, course objectives and curriculum with reference to points mentioned above. The programme structure and the curriculum and scheme of examination for each course should be sent to this office with its recommendations by the Head of the institution as per the deadlines mentioned.
7. Finally, the curriculum should be forwarded to the University. This will be put up to academic council of the University for its approval and after the approval it will be notified.
8. No changes are permitted in the courses, their nomenclature, scheduling (term or semester-wise), and objectives without there being sound reasons for doing so and without the prior approval from the university.
9. To facilitate consistency in evaluation and comparability of curriculum applicable to different batches of students, it is desirable not to review the curriculum of any course for three years except courses related to law, taxation etc. However, if it is felt during these three years that a course (with any credit weightage) needs to be added, it is possible with the approval of the University provided the new course has a new title and code number. Similarly, a course can be dropped with the approval of the University.

Curriculum and Scheme of Examination

Course Title: **SECURITY ANALYSIS & PORTFOLIO MANAGEMENT**

Course Code:	MBAFN 20301	Programme Name: MBA
Classroom Teaching Hours:	24	Credit Units: 3
Tutorial Hours:	06	Practical/Lab Hours: NIL
Self Study Hours:	60	Faculty In charge: Dr. Raj Singh

Course Objective:

The objective of the course is to provide a clear understanding of the changing domestic and global investment scenario in general and Indian capital market in particular with reference to availability of various financial products and operations of stock exchanges. Important theories, techniques, regulations and certain advancements in theory of investment will be covered with an aim of helping the participants make sound investment decisions both in the context of individual security and portfolio investment.

Course Contents:

Module I: Environment of Investment

Process of Investment in Financial Assets, Salient Features & Operations of Stock Exchanges, Trading Arrangements, Changing Scenario of Indian Stock Market with Emphasis on Transparency, Efficiency of Indian markets.

Module II: Setting the Objectives

Risk and Return in the Context of Portfolio, Common Stock Valuation Models, Term Structure of Interest Rates, Risks in Fixed Income Securities, Macaulay's Duration.

Module III: Security Analysis

Fundamental Analysis – Economic & Industry Analysis, Concept of Business Cycles, Indicators of Economic Prosperity, Industry Analysis, Company Analysis, Company Valuation, Technical Analysis.

Module IV: Portfolio Construction & Optimization – Modern Portfolio Theory

Markowitz's Risk-Return Optimization, Generating the Efficient Frontier, Single-Index Model, Capital Asset Pricing Model, Motivation for Partitioning of Risk, Arbitrage Pricing Theory.

Module V: Portfolio Performance Evaluation & Revision

Managed Portfolios and Performance Evaluation - Sharpe's, Treynor's, Jensen's and Fama's Performance Measures, Portfolio Revision - Portfolio Re-balancing and Upgrading, Mutual Funds and their Portfolio Management Schemes.

Module VI: Advancements in Theory of Investment Management

Redington's Immunization, Derivatives - Payoff patterns of elementary options and possibilities of increased diversification.

Evaluation Scheme:

Component Codes	P1	A	C1	CT1
Weightage planned (%)	10	05	05	10
Date planned				
Component Codes	EE1			
Weightage planned (%)	70			
Date planned				

Text & References:

Text:

- Chandra, P. 2002, Investment Analysis and Equity Research, Tata McGraw Hill

References:

- Bhalla, V.K. 2001. Investment Management: Security Analysis & Portfolio Management, S. Chand and Company, 8th Ed.
- Fischer, D.E. and Jordan, R.J. 1995, Security Analysis & Portfolio Management, Prentice Hall of India
- Fuller, R. J. and Farrel, J.L. 1987, Modern Investment & Security Analysis, McGraw Hill International.
- Sharpe, W and Alexander, Investments, Prentice Hall of India
- Francis, J.C. 1987, Investments, McGraw Hill International.
- Avdhani V.A. 1994, Security Analysis & Portfolio Management, Himalaya
- Elton, E.J. and Gruber, M.J. 1996, Modern Portfolio Theory and Investment Analysis, John Wiley & Sons.
- Barua, S.K., Raghunathan, V. and Verma, J.R. 1992, Portfolio Management, Tata McGraw Hill
- Hull, J.C. 1995, Introduction to Futures & Options Markets, Prentice Hall, Eaglewood Cliffs, New Jersey.
- Obaidullah, M. 1988, Stock Markets: Theories & Evidence
- Graham, Benjamin, 1973, The Intelligent Investor, Harper & Row Publishers, Inc., 4th Ed., New York.
- The Economic Times and Business Standard should be read daily.

PROGRAMME STRUCTURE

FIRST SEMESTER

Course Code	Course Title	Lectures (L) Hours per week	Tutorial (T) Hours per week	Practical (P) Hours per week	Total Credits

SECOND SEMESTER

Course Code	Course Title	Lectures (L) Hours per week	Tutorial (T) Hours per week	Practical (P) Hours per week	Total Credits

...Up to the last semester

SCHEME OF CODING

Each course will be assigned a unique course code consisting of five letters and five digits and the interpretation will be as follows. The first letter identifies the degree or diploma i.e. 'D' for Doctoral Degree, 'M' for Master's Degree, 'B' for Bachelor's Degree, 'H' for M. Phil. Degree, 'P' for a Post Graduate Diploma, 'G' for a Graduate Diploma/Diploma, 'A' for Advance Diploma and 'I' for an Integrated Degree Programme. The second and third letters identify the name of the broad stream of the programme of study and the fourth and fifth letters identify the subject area. The first three letters have been given in the list of contents along with the programme name and the two-digit subject area codes have been given in the list of subject areas. The five digits have an interpretation wherein the first digit indicates the year of the programme, 2nd & 3rd digits indicate the semester (for programme with annual system, these are '00') whereas 4th & 5th digits indicate the course number. Practical courses have been given a code by adding 20 to the code of the corresponding papers, for term papers last two digits would be 30, for Viva-voce they will be 40 and for summer training the last digits of the code are 50 onwards and for dissertation, the last digits of the code are 60 onwards. For project work, the last digits are 70 onwards.



AMITY UNIVERSITY
— UTTAR PRADESH —

G - 02

ACADEMIC AUDIT

**AMITY UNIVERSITY UTTAR PRADESH
GAUTAM BUDDHA NAGAR**

GUIDELINES – 02: ACADEMIC AUDIT

To achieve excellence, advance meticulous planning and effective conduct of courses are of paramount importance in any academic programme of an institution. It becomes even more desirable when academic programmes and courses are offered at different institutions and in different disciplines.

Amity University on one hand believes that individual faculty member's creativity and innovative ideas are constantly harnessed without being suppressed by rigidity of a system, on the other it would ensure that certain broad academic parameters and standards are observed and maintained without compromise. Such an approach is essential to making the University a truly New-Age University. The objectives of maintaining academic standard and promoting innovation have also been clearly articulated and emphasized in the Act, Statutes, Ordinances, Regulations and Guidelines of the University.

To achieve the abovementioned objectives, the University will conduct Academic Audit during each semester wherein a team comprising senior officers of the University/Heads of Institutions/HODs/Faculty Members, as approved by the Vice Chancellor, shall be visiting the institutions during each semester. The schedule of the audit will be sent to the institutions in advance. The aim will be to facilitate the process of implementation and compliance to broad parameters and maintenance of certain minimum standards outlined in different regulations and guidelines and the Course Register issued by the University and bringing out innovative ideas in the systems and processes concerning all the domain activities of an institution. It is also aimed at identifying the innovative practices at different institutions, benchmarking them with the best practices elsewhere in higher education and transferring them to other Amity institutions so that the University can achieve higher levels of excellence.

The scope of the Academic Audit would be the following:

- The curriculum and scheme of evaluation adopted for each course (Course Register)
- How has the course delivery been planned and is being followed? (Course Register)
- What has been the pace of course coverage? (Course Register)
- How is continuous evaluation being followed? (Course Register)
- The pedagogy being followed and innovations brought therein (Course Register)
- Regularity of students in attending classes (Course Register)
- Regularity of faculty members in taking classes (Course Register)
- Value added courses being offered to students to develop them.
- Are 101 attributes of Amitians being inculcated in the students?
- Are extra curricular activities being organized adequate, less or more?
- Orientation of the faculty and students towards research.
- Initiatives towards corporate training and consultancy activities.

- The status of faculty development and motivation
- Adequacy of faculty, teaching aids, computers, library and lab equipments etc.
- Any other issue as perceived appropriate by the team.

The audit exercise will (at least) include the following:

- Meeting with the head of the institution (alone or with the deans and programme directors).
- Meeting with the faculty members.
- Meeting with the students and the student committees.
- Meeting the staff members looking after academic administration.

The convener of the team may decide on the spot if any other process is needed. The heads of institution are requested to extend full support to the team and provide all the information needed so that we together can make Amity University achieve excellence by creating an environment of constructive mutual feedback and focus on systems and processes.

The team will submit a report to the University immediately after the visit but latest within a week.



AMITY UNIVERSITY
— UTAR PRADESH —

G - 03

SETTING OF QUESTION PAPERS

**AMITY UNIVERSITY UTTAR PRADESH
GAUTAM BUDDHA NAGAR**

GUIDELINES – 03: SETTING OF QUESTION PAPERS

Please read till the last sentence including the Annexures.

The committees constituted for preparing the model question papers did a very good work and we received large number of model question papers. In this endeavour, they were guided by their respective heads of institutions and helped by the faculty colleagues. Along-with the model question papers, we also received some valuable suggestions from various institutions which are summarized below:

- The concept of standardized format of question papers was appreciated by all institutions. It was felt that this would facilitate testing of students on all desired outcomes and not only the knowledge of the subject.
- Only one institution felt that objective type of questions should be part of end-term examinations and there should be no internal choice given to students.
- The internal choice not being there in Section-C might make it very difficult for students.
- Faculty members particularly the young and less experienced ones faced difficulties in designing questions for Section-B and Section-C.
- The teaching in some of the institutions did not have application orientation and therefore the application oriented questions might not be fair to students.
- This type of question papers will create the much desired pull effect and make teaching more practical and application oriented.

After receiving the model question papers, a series of discussion was held with directors and faculty members of various institutions. We also consulted some senior faculty members of Delhi University on the issue and received a copy of an actual question paper from them. The feedback received was shared with all, doubts if any were clarified, the need for designing quality questions was emphasized and it was generally realized that there is need to make teaching more application oriented than it is today. This would help us in moving a step further in our journey of academic excellence.

Based on these discussions, the final guidelines have been prepared and are being issued (enclosed at **Annexure-I**). These guidelines are being issued with the approval of the Vice Chancellor and will be presented in the next Academic Council meeting for ratification.

Since the forthcoming examinations are fast approaching, we need to now get down to preparing the actual question papers for each subject. Please ensure that the question papers are set by all the faculty members. **Minimum two sets** of question papers are required if a subject is being taught by one faculty. **One set from each faculty** will be required if the subject is taught by more than one faculty member. We must try and ensure that all the sets are of same standard and rigour.

A list of all the Paper Setters (in the format enclosed at **Annexure-II**) along with the question papers duly set as per the guidelines of all the institutions, should reach Controller of Examination (CoE) positively by **31 January** in sealed envelopes.

The moderation boards will ensure moderation of question papers as per the regulations and the final question papers will be delivered to the CoE.

(Ref: Pro VC (A) letter dated 7.2.2007 & amendment dated 25.8.2009)

GUIDELINES FOR SETTING OF QUESTION PAPERS

These guidelines will be applicable to setting the question papers for the end-term examinations and will come into force with effect from examination to be conducted during March-May 2008. These guidelines will be supplementary to the already approved “Regulation and Guidelines for Conduct of Examinations, Scheme of Evaluation and Discipline among students.”

A question paper for theory examinations of a course unit of any programme will be of 3 hours’ duration with maximum marks 60 and will have three sections; Section A, Section-B and Section-C. (The duration of practical examinations will be as required and the value addition courses will have different format).

Section-A: *24 Marks (students are advised to devote approximately 1 hour to 1 ¼ hours out of total 3 hours on this section)

In this section, a student is required to answer 4 out of 5 given questions. Each question will be of 6 marks. These questions may include short numerical problems or theory questions to assess students’ understanding of concepts and frameworks.

If needed in this section, a question might be designed to have maximum two parts (a) and (b) with weightage of 3 marks each to enable testing of concepts and frameworks from wider area.

Section-B: *20 Marks (students are advised to devote approximately 45 minutes to 1 hour out of total 3 hours on this section)

In this section, a student is required to answer any 2 out of 3 given questions. Each question will have a weightage of 10 marks and may include long theory questions or numerical problems requiring students to apply the concepts to a given situation or in a given context.

If a faculty feels that a question in this section needs to have sub-parts, there may be maximum two parts provided that part (a) involves understanding of a concept through a numerical or a theory question and part (b) is application of the concept used in part (a).

Section-C: *16 Marks (students are advised to devote approximately 45 minutes to 1 hour out of total 3 hours on this section)

This section will be compulsory without any choice and will have a weightage of 16 marks. This may be a case study, a hypothetical problem or a situation seeking a possible solution(s), students’ response to a situation based on general awareness of the broad discipline of study etc. The objective is not only to judge the skills of students to apply the concept to a particular situation or context but also to assess his/her analytical ability and how a student make realistic assumptions and can ascribe meaning to data (given in the question paper or to be assumed). The students will also be tested on integrative skills by making them apply more than one concept together in a given situation or the context.

There will be minimum two parts (a), and (b) and can have maximum up to three parts (a), (b) and (c) with distribution of 16 marks according to the efforts and time expected to be devoted to them. The parts however, should be with reference to the same case, situation, context, or broad issue being covered.

Important Notes:

- The three sections together will have questions to ensure that the entire syllabus is covered. This will be ensured by the moderation board while moderating the question paper.
- The instructions to the students should be very clear and should be given at the beginning of the question paper or if needed, these could even be at the beginning of each section. If required, the word limit for answers may also be prescribed.
- The instructions regarding use of calculator, graph sheet, ready reckoned tables and other material required to answer the questions should also be clearly mentioned in the question paper wherever needed.

* See Amendment attached

Revision / Amendment in Setting of Question Papers for End Semester Examinations vide letter dated August 25, 2009

This refers to letter dated 7th Feb. 2007 (copy attached) sending therewith the guidelines for setting of question papers for the End Sem/End Term examinations, which contained 60 marks having 3 sections A, B & C with 24, 20 & 16 marks.

The Academic Council in its 9th meeting vide Resolution No. 9.8 dated 18.6.2009 and Executive Council vide Resolution No. 6.5 dated 30.6.2009 has approved the weightage of Internal and External Examination Scheme as 30:70 in place of earlier 40:60. Since the question papers for End Semester Examinations will be set for 70 marks the composition of the marks has been revised.

The pattern question papers will be as follows

Section A: to have six questions of 06 marks with a choice to attempt any five out of six. The marks allotted to this section would be 30 in place of earlier 24.

Section B: there will be no change

Section C: there will be no change in the pattern but it will have 20 marks in place of present 16 marks.

-Sd-

Pro VC (A)



AMITY UNIVERSITY
— UTAR PRADESH —

G - 04

**STARTING NEW ACADEMIC PROGRAMMES
IN THE EXISTING INSTITUTIONS /
DEPARTMENTS & ESTABLISHMENT OF
NEW INSTITUTIONS**

**AMITY UNIVERSITY UTTAR PRADESH
GAUTAM BUDDHA NAGAR**

GUIDELINES – 04: STARTING NEW ACADEMIC PROGRAMMES IN THE EXISTING INSTITUTIONS / DEPARTMENTS & ESTABLISHMENT OF NEW INSTITUTIONS

Procedure to be followed for

- (a) Starting new academic programmes in the existing Institutions/ Departments*
- (b) Establishment of new Institutions*

(a) New academic programmes in the existing Institutions / Departments

Any Institution/ Department proposing to start new academic programmes will follow the following procedures:

- (i) Preparation and submission of proposal with following information:
 - Name of the programme(s)
 - Nomenclature of the Degree.
(This should conform to the nomenclature specified by UGC / AICTE, etc.)
 - Whether approval of specified Regulatory Body or Council, if required, has been obtained?
 - Intake capacity proposed
 - Minimum and maximum duration of the programme
 - Eligibility conditions prescribed for admission (educational qualification, age, experience, etc.)
 - Proposed Fee Structure of the programme
 - Source of intake
 - Career opportunities/Employability after completion of Programme
 - Number of students required for breakeven / **viability of the programme**
 - Justification for proposing the programme
 - **Source of programme-Whether proposed programme is run by any other National / International University in that respective domain, if yes, please provide details.**

- (ii) Whether any other Amity Institution is already running a similar programme, if yes, provide details:

Name of Programme	Year of Commencement	No of Students Enrolled	Name of Institution
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- (iii) The proposal with all the above details should be submitted to the University by 7th of October each year for its:
 - Scrutiny of proposal by a committee
 - Approval of Competent Authority / Academic Council.
 - Inclusion in the Admission Bulletin

- Inclusion in the University Brochure

(iv) Immediately after submitting the proposal, action should be taken to draft the structure, curriculum and detailed syllabus and Scheme of Examination & Evaluation of the programme with the approval of the Board of Studies and forwarded to the University within 15 days of sending the proposal.

(v) Further, before starting the new programme, it has to be ensured and confirmed that the required infrastructural facilities as per UGC / AICTE and other Statutory Bodies Norms i.e. buildings, equipments, books and journals, faculty, become available.

(b) *Establishment of new Institutions*

(i) Proposal for the establishment of new Institutions / Departments should be formulated as under:

- Name of the Institution / Department
- Proposed date of starting
- Name of the Head of the Institution / Department
- Faculty as well as non-teaching staff required / available
- Courses proposed to be offered
(along with details as mentioned under (a) above)

(ii) The detailed proposal for starting any new Institution / Department should be sent to the University for approval atleast four months in advance.



AMITY UNIVERSITY
— UTTAR PRADESH —

G - 05

**POLICY GUIDELINES FOR SUPPORT TO
FACULTY TO ATTEND CONFERENCES IN
INDIA AND ABROAD**

**AMITY UNIVERSITY UTTAR PRADESH
GAUTAM BUDDHA NAGAR**

GUIDELINES – 05: POLICY GUIDELINES FOR SUPPORT TO FACULTY TO ATTEND CONFERENCES IN INDIA AND ABROAD

1. The faculty of Amity Group of Institutions is encouraged to be actively engaged in research and also enhance and broaden their knowledge by participating in seminars / workshop / conferences. Research finds its expression through publications in learned journals and through presentation of papers in Conferences and Seminars.
2. The following Policy Guidelines are laid down for providing financial support to Faculty members for attending Conferences / Seminars in India and abroad:

(a) Eligibility

All faculty members who have successfully completed their probation period and have regular / confirmed appointments will be eligible.

(b) Frequency of Support

- (i) National Conferences / Seminars: Not more than once a year.
 - (ii) International Conferences / Seminars: Not more than once in two years.
- These opportunities will not be accumulative.

(c) Level of Conferences/ Seminars

The Conference/Seminar, to have an assurance that they are well recognized and are of high. Standard, are expected to be organized' by an Institution of good standard or of professionally high repute or a Statutory Body. Where such indicators are riot conclusively clear, the standard and quality of the paper accepted for presentation will reflect the standard and level of the Conference *I* Seminar.

(d) Requirements for Participation

(i) Essential

- (a) The paper should have been accepted for presentation.
- (b) The paper must be peer reviewed in the Department / Centre to ensure that it is of sufficiently high quality and standard
(Ref: Letter No. AUUP/Fin.Assist.to faculty/12/2006 dated 16.2.2007 & additions, made vide letter No. 14.6.2007)

(ii) Preference Criteria:

- (a) The applicant has been invited to chair one or more sessions
- (b) The applicant has b e - en invited to deliver 'a keynote / plenary / inaugural address.
- (c) The applicant has been invited to present the paper / papers in the International/National Conference.

3. Financial Support

As a policy, partial financial support will be provided to faculty members. The partial support will cover:

- (a) Full Registration Fee
- (b) 50% of travel cost and daily allowance

4. Complementary Support

Several organizations support participation in Conferences / Seminars being held abroad such as DST, INSA, UGC' CSIR, DBT, etc. The faculty concerned should be encouraged to apply for complementary financial support also from concerned organization.

5. Procedure

The following documents will be forwarded to Registrar AUUP through the Head of the Institution for approval at least one month in advance to give time for proper Processing;

- (a) Synopsis and a copy of the Paper to be presented
- (b) Certificate from the Author about originality of paper and "No Objection" Certificates from the Co-Authors, if any
- (c) Brochures of Seminar / Conference
- (d) Letter of Acceptance / Invitation from the organizers.
- (e) Detailed information about the organizers of the International Conference / Seminar and their credibility.
- (f) Detailed recommendation of the Head of the Institution
- (g) Documentary proof of action taken on Para-s above for complementary. Financial support and progress thereafter:

6. Expenditure details as under

- (i) Registration Fee
 - (a) International Conferences / Symposia / Workshops and alike held abroad, upper limit would be \$ 500 or equivalent
 - (b) National / International Seminars / Conferences held in India, upper limit \$ 100 or equivalent.
 - (c) Wherever project funding is concerned the registration, travel etc., no limit on National Conferences was kept.
 - (d) For publishing in Referred Standard Journals Rs. 5000 Maximum, that too Journals which have citation index

(Standard Referee Journal list will be obtained with the help of CSIR- NI SCAIR and CSIR-NISTADS in Science and Technology)

- (i) Fare
- (ii) Board & lodging / other expenses.

7. Other Important points to Consider:

- (i) **Peer Review** to be followed at 2 levels, if necessary, particularly in case of ASET.
- (ii) Since **patenting** is essential, a warning note has to be given to the intending authors that patenting is not possible, if scientific discovery is published / presented in any Journal / Conferences, as it falls in the public domain.
- (iii) It was felt necessary that the intending authors of Amity should ensure that no material has **been picked up without proper reference to the original author(s)**.

- (iv) To take care of the **patenting** and **plagiarism** (plagiarism detection is the process of locating instances of plagiarism with a work or document), it was agreed on the suggestion of Prof. Dhar, that these two warnings will be included in the **Revised Proforma** in the **Amity University** which is filled up by the intending authors for attending conferences / workshops / seminars etc.
- (v) The existing guidelines and Proforma for the conferences will be updated.

8. Bond, for Continued Service

The faculty who is sanctioned financial support for conferences / seminars abroad is also required to furnish a Bond for continued service for two years in the concerned Amity Institution on returning from the conference. The Proforma for the Bond is – given at Annexure - I

9. Duty Leave

Faculty member(s) attending Conferences/Seminars may be granted "duty leave" for the period of Conferences/Seminars and actual journey period

10. Policy on Guidelines will ensure speedy processing of applications for grants to attend the Conferences / Seminars. All Heads of Institutions are expected to inform the contents of the Policy to all faculty members of their Institution.

AMITY UNIVERSITY

-----UTTAR PRADESH-----

DIRECTOR DIRECTORATE OF RESEARCH AND INNOVATION COORDINATION

PROFORMA

(For attending Conferences/Seminars/Symposia/Workshops/Summer or Winter Schools in India or abroad)

1. Name of the Faculty / Scientist [Dr/ Prof/ Mr./ Ms]:
2. Designation (Director/ HOI/ Prof./ Asst. Prof.- I,II,III, etc):
3. Date of Joining Amity:
4. Name of the Institution:
5. Director/Head of Institution /School:
6. Address of Department / Institute :
7. Contact No. of the Department:
8. Contact Details of Applicant:
 - Mobile No. / Amity Landline No.
 - Email ID
9. Name of the Event to be attended. With Detail :
(With date, address and contact person)
10. Standing of the Event:
(Nationally / Internationally)
11. Nature of Presentation:
(Oral /Poster/Participation only)
12. Significant Experts associated with the Event:
13. Whether presenting any paper. If Yes
 - Title of the Paper
 - Co- Author(s) if any
 - Is any co-author from Amity? If so, give details:
14. Whether this paper has been presented /published in any conference / Journal:
15. Whether this paper has been peer reviewed. If so, give details:

16. What is your contribution to Science and Technology through this paper:
17. Which was the last Conference/ Workshop/ Seminar you have attended and when?
Give Details:
18. Leave requirement for attending the Conference/ Seminar/ Workshop/etc :
(Days and Date)
19. If approved, What is the arrangement of the classes during your absence? :
20. Whether any financial assistance was provided by the University during the past two years for attending conferences, workshops etc, If yes give details :
21. Whether applied to any other Funding Agency.
If yes, give details:
 - Name of the Funding Agency
 - Date of Application
 - Follow-up action
 - Present Status
 - Amount Sanctioned
22. Anticipated Expenditure with details :
 - Registration Fees :
 - Travel Expense :
 - Accommodation etc :
 - Total :

PS: Note - *Are you intending to patent it, if so then do not publish it. (Once published/ presented in Conference /Seminar, it comes in public domain, hence can not be patented).*

I certify that I have not picked up any material without giving its due reference in my paper / oral / poster presentation.

Signature of the Applicant

To be attached:

1. Invitation for the Conference (Particularly for the Oral Presentation)
2. Specific recommendation of the Director/ HOI together with its impact on teacher's teaching / research and benefit to Institute / University.
3. Abstract of the Paper.
4. Peer Review comments on the paper presented.

5. Estimated expenditure in detail.
6. Any other information relevant to the participant's participation in the event.

PS – All these documents should be attached with the proforma while submitting the application.

Signature of the Applicant

Signature of the HoI / HoD/ Director of your institute.

Name: - -----

Date: - -----

*PS: This is a Revised PROFORMA
Date: 31 August 2012*



AMITY UNIVERSITY
— UTTAR PRADESH —

G - 06

**ATTENDANCE FOR
OFFICIAL DUTY**

**AMITY UNIVERSITY UTTAR PRADESH
GAUTAM BUDDHA NAGAR**

GUIDELINES – 06: ATTENDANCE FOR OFFICIAL DUTY

1. ATTENDANCE

Every student shall be required to achieve 100% attendance in all the lectures, tutorials and practicals of each course unit and participate in seminars arranged in the Department/Constituent Units during the programme. However, to account for late joining or other contingencies such as prolonged illness, accidents, tragedy in the family etc., a relaxation up to a maximum of 25% can be granted. Thus, the attendance requirement for appearing at the examinations shall be a minimum of 75% of the classes actually held in each course units. Attendance in seminars, tutorials, practicals etc. is compulsory. In exigencies mentioned above, permission for absence shall be taken by the student.

2. OFFICIAL DUTY GUIDELINES

If a student is sent by the Institution for an Official Duty (OD), the student may be given advantage of it in attendance. The OD can be given equal weightage from the attendance point of view.

In order to bring more transparency and remove last minute confusion, Official Duty Guidelines have been formulated. The students may be granted an OD in following cases, if they are deputed by the Institution:

1. A student is sent for official purpose to the other institutions/industry etc., to represent Amity.
2. A student is participating in Seminars, Conferences organized by AMITY Institutions, industry and other academic institutions.
3. Student is organising Corporate Forums, CEO Dinner, guest lectures and any other industry-academia activities.
4. Participating in Summer and Final Placement work such as:
 - Presentations in companies in Delhi NCR or outside.
 - Students attending On Campus or Off Campus Company pre placement talks.
 - Attending On campus or Off Campus Interviews/Group Discussions
 - Involved in any other activity related to placements which cannot be deferred for after classes/weekends etc.
1. Student going for Industrial visits, military training camps etc.
2. For promoting the annual functions of the Institution in industry, government etc.
3. Organising/participating in student competitions organised by industry & academia.
4. Participation in sports competitions, Sangathan, Inter University sports competitions etc.
5. Any other important work assigned by the faculty/Head of institution.
6. No OD will be given :
 - (i) for practice session or as audience for sports matches, cultural programmes etc.
 - (ii) for academic project, whatsoever may be the nature.
 - (iii) after the event is over or the class already held whichever is earlier.

RECOMMENDATION & APPROVAL OF OD

1. In all above-mentioned Official Duties, the student has to fill-up the prescribed format for recommendation by the faculty deputing for the activity for final approval by Head of Institution.
2. The under-mentioned persons are authorized to recommend the ODs for the approval of Head of Institution.
 - a) Programme Director
 - b) Head Corporate Resource Centre/Industry Interaction Centre/Amity Technical Placement Centre
 - c) Programme Leaders/Programme Coordinators
 - d) Faculty members acting as Event Coordinator
 - e) Any other person nominated by the Head of Institution

The authorities mentioned above will ensure that all sanctions are obtained before the date of commencement of an event. There will be NO REPEAT, No cases of either recommendation or ex post facto sanction of ODs.

PROCESS FOR APPROVAL OF OD

The procedure to be followed for sanctioning of the ODs will be as under:

- a) The OD request will be initiated by student through faculty in-charge in advance before the activity takes place as per prescribed format (Annexure)
- b) The student will submit the OD Form to the person concerned who has assigned the work.
- c) Authorized person(s) will recommend to Head of Institution for approval.
- d) The approved ODs will be taken into account by Academic Department within 24 Hrs. of the approval, provided it reaches in time.
- e) One copy each of the final approved OD form will be given by the concerned faculty in-charge to the following:
 - Academic Department
 - Self
 - Program Leader
 - Concerned Student
- f) The course faculty will give attendance to students who are actually present in the class and not who are on Official Duty.
- g) OD will be entered by the academic department only within 24 hours of class has held.

EXCEPTIONAL CASE

In case of an emergency if approval cannot be taken after advance submission of OD slip, the approval may be taken the following day from the day of duty from the Head of Institution. **No OD request should be entertained subsequently.**

The above OD system shall be clearly understood and strictly followed and no deviation will be allowed under any circumstances.



AMITY UNIVERSITY

————— UTTAR PRADESH —————

Name of Institution:.....

Request for OFFICIAL DUTY (OD)

To: Head of Institution
Through: Program Leader/Programme Coordinator/Programme Director

The (No. of students) are recommended to participate/organize following activity:

- i) Name of Activity :
ii) Date(s) of Activity :
iii) Time of activity & Duration : From:..... Time:

Following students will be on for official duty as per the details given below:

Sl. No.	Student Name	Enroll No.	Program	Course(s) (Classes will be missed for)	Role & Responsibility assigned to students

I will forward the students performance report of the activity within 24 hrs on completion of duty.

Requested By

Signature:.....

Faculty in-charge for activity.....

Date:.....

Head of Institution's, Approval

Approved / Not Approved

Date.....

Signature of Head of Institution.....



AMITY UNIVERSITY
— UTTAR PRADESH —

G - 07

**CONDUCT OF
CONCLUDING CEREMONY**

**AMITY UNIVERSITY UTTAR PRADESH
GAUTAM BUDDHA NAGAR**

GUIDELINES – 07: CONDUCT OF CONCLUDING CEREMONY

There has been a tradition at the Amity Institutions to conduct a Concluding Ceremony when the students of a programme have undergone and completed all the academic activities of a programme. The formats in which they are conducted differ from Institution to Institution. With increasing number of Institutions and programmes, there is a need to bring uniformity in the formats etc.

Also, it was realized during the recently concluded Convocation that the number of awards and salvers awarded to students was too large and consumed substantial time. Therefore, there is a need to give some of these awards (particularly non-academic awards) at the time of Concluding Ceremony.

It is with these objectives that these guidelines have been prepared and are being issued to all concerned after the approval of the Chancellor and the Vice Chancellor. These will be suitably incorporated in the regulations and guidelines related to Awards & Medal and those related to Conduct of Convocation after ratification by the Academic Council and the Executive Council of the University.

When to Conduct the Concluding Ceremony?

The concluding ceremony will be held on the day of the last examination after the examination is completed. This could be a written examination, practical examination or the presentation/ seminar/ viva related to a dissertation, internship, term paper etc. It should be held after ensuring that all the academic activities are completed for that batch of a programme. Normally such examination may be so scheduled that it gets over by the noon after which the concluding ceremony may be held.

What is the Purpose?

While it marks the culmination of all scheduled academic activities for a particular batch of a programme, this can be an opportunity to recognize the students of the outgoing batch for their contribution and achievements.

Who should attend?

This is essentially an in-house event for an Institution and is a formal occasion. It is mandatory that all the students of outgoing batch attend it. Besides this, the faculty members who had been associated with the concerned batch are expected to attend. The institution may invite the authorities of the University and the Foundation.

(Ref : Letter No. AUUP/Convocation/22/2006 dated 16/April/2008)

The programme details:

The programme could proceed as follows:

- No decoration, lighting of the lamp, bouquet presentation etc.
- Brief welcome by the Dean/ Programme Coordinator/ Programme Leader or a Senior Faculty as applicable
- Short addresses by officials of the University/ Foundation (as the time permits)
- Presentation of Certification for having undergone the programme subject to fulfilling the prescribed conditions.
- Presentation of Awards as listed in these guidelines.
- Address by the Head of the Institution
- Group Photograph
- Lunch/ Tea depending on the timing of the function

Conditions for Award of Certificate for having undergone the Programme

The certificate should be on the letterhead of the Institution signed by two persons including the Head of the Institution. The format and contents of the certificate should be approved in writing by the Vice Chancellor. The following will be the eligibility criteria:

- The student should be a registered student of the programme
- The student should have fulfilled the admission criteria to the programme
- There should be no dues outstanding against the student
- There should be no disciplinary case pending against the student (including the use of unfair means in the most recent examination)
- The student should have secured a CGPA of not less than 5.50 in case of Post Graduate Programmes and 5.00 in case of Undergraduate Programmes up to end of the previous semester/ year as applicable. Please note that this does not indicate the passing criteria and only indicates that these are marginal cases.
- Any other criteria that may be prescribed from time to time by the University/ Foundation

Number of Awards and the Criteria

A. SALVERS AND CITATIONS

Amity University has been awarding Salvors and Citations to students at the time of convocation in accordance with Clause 4 (iv) of the **Regulations on Award of Scholarship, Awards and Medals**. It has now been decided that these awards will be given away at the time of concluding ceremony instead of convocation.

As per the regulations referred to above, the University may award Salvors and Citations to the students of the outgoing batch on various traits/performance/achievements on the basis of actual number of students in a programme as follows:

- | | |
|-----------------------|--------------|
| (a) Upto 10 | = Nil |
| (b) Between 11 and 30 | = upto Two |
| (c) Between 31 & 120 | = upto Three |

- (d) Between 121 & 180 = upto Five
(e) Exceeding 180 = upto Seven

The nomenclature of the awards will be as follows:

1. Shri Baljit Shastri Award for the Best in Human & Traditional Values
2. Best in Leadership Qualities
3. Best in Interpersonal Skills and Team Spirit
4. Best Summer Project
5. Excellence in Knowledge Creation
6. Best Business Acumen and Awareness
7. Best in Technical Innovation
8. Best in Personality Enhancement
9. Best Organizing Abilities
10. Best Strategic Thinking
11. Excellence in Practice of Teaching

The names of the students for these awards will be selected by a committee chaired by the Head of the Institution. **Any student considered for an award should have passed all the courses till the previous semester in first attempt.**

The design of the Salvers and the accompanying Citations will be as already approved by the University (Sample copy attached). Annexure 1,2 &3

B. OTHER AWARDS

The Institution can give other awards as mentioned below:

- | | |
|--|------------|
| (a) For performance in Academic Committee(s) | = upto Two |
| (b) For performance in activities related to Placements and Industry Interaction | = upto Two |
| (c) For representing the Institution and the University in outside events and bringing laurels | = upto Two |
| (d) For organizing cultural activities | = upto Two |
| (e) Any other | = upto Two |

No cash awards should be given

The numbers will depend on the total number of students in the outgoing batch. If it is observed that no student has made contribution in the above areas, an award need not necessarily be given for that batch.

For deciding these awards, performance up to the last semester will be taken into account.

These awards will be in the form of appropriate books with a written note pasted inside it and a printed Certificate.

C. MISCELLANEOUS

Normally no award other than those mentioned in A. and B. above will be given. However, in exceptional cases, it can only be given with the approval of the Chancellor/ Vice Chancellor. Proper dress code, discipline and decorum should be maintained by all concerned at the time of the ceremony.

University Headquarters will provide help to the institutions in getting the Salvers made as per the approved design and in printing of citations and certificates as per the approved drafts.

The approval for the books and the accompanying certificate (including its format and contents) should be obtained from the Chancellor/ Vice Chancellor



CITATION

BEST IN INTERPERSONAL SKILLS & TEAM SPIRIT

“Team is not about having the best of the best; it is about extracting the best out of the rest.”

Swami Vivekananda entrusted the concept of united India’s premised empathy, conceptual decisions, coordinated action inspiring shared vision. Such valued traits are reflected in none other than, who very aptly inculcated the personal skills related to collaboration and team work.

The Mantra for Success is ‘It is not your aptitude, but your attitude, that determines your altitude’

Amity University Uttar Pradesh is proud to confer the award for the ‘Best in Interpersonal Skills and Team Spirit’ upon, student of on the 29th Day of December 2007.

Head of the Institution

Registrar – AUUP

Enrolment No:

Roll No:



AMITY UNIVERSITY
— U T T A R P R A D E S H —

AMITY SCHOOL OF BUSINESS

This is to certify that

Daughter of Shri _____

has undergone the Three - Year Full-Time Programme

in

BACHELOR OF BUSINESS ADMINISTRATION

at Amity School of Business, Noida

conducted between _____ and _____ as a regular student.

His/her area of specialization are ‘ _____ ’ and
‘ _____ ’. He/she has studied _____ as Foreign
Language upto VIth Semester. The final Semester examinations for the batch
were conducted during the month of _____ and the result would be
declared shortly.

The degree will be awarded only on successful completion of all academic
requirements of the University

We wish _____ success in all her future endeavours.

Programme Coordinator

Head of Institution

Date : _____



AMITY UNIVERSITY
— U T T A R P R A D E S H —

AMITY SCHOOL OF BUSINESS

CERTIFICATE OF MERIT

This is to certify that _____, a student of Three - Year Full Time Bachelor of Business Administration Programme has achieved the Award for _____ based on his/her excellent performance in the same during the Academic Session 2006-2009.

Date:

Head of Institution



AMITY UNIVERSITY
— UTTAR PRADESH —

G - 08

**STUDENTS' EDUCATIONAL TOUR
/INDUSTRY VISITS /
SEMINARS / CONFERENCE**

**AMITY UNIVERSITY UTTAR PRADESH
GAUTAM BUDDHA NAGAR**

GUIDELINES -08: STUDENTS' EDUCATIONAL TOUR / INDUSTRY VISITS / SEMINARS / CONFERENCE

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 tour.

The procedure for obtaining approval for such tour is given at Annexure – I. The consent form & the Indemnity Bond format are given at Annexures – II & III respectively.

(Ref : Letter No. AUUP /Tour / Visit / dated 15 February, 2007)

PROCEDURE FOR STUDENTS' EDUCATIONAL TOUR / VISITS

1. The procedure as given below is required to be followed for sending students on Educational / Industrial Tours/ Visits.
2. Head of the Institution concerned will forward the proposal to Registrar AUUP / ESVP'S office 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 – whether contributory or through grants or from Amity funds.
3. Once Approval for the tour is accorded, the following steps will be taken by the Institution:
 - a) Obtain parents consent on the form Annexure – II.
 - b) Obtain Indemnity Bond at Annexure –III to be signed by students and by the accompanying faculty and by respective parents / guardians.
4. Proper communication and reporting system during the tour with the Institution will also please be ensured.
5. A detailed report of tour will be forwarded to Registrar AUUP within seven days of the completion of the tour.
6. Provision for emergency (medical kit)
7. Prior permission of Vice Chancellor must be obtained before sending the students on Tour / Visits.

INDEMNITY BOND BY PARENTS

I, _____ S/o _____
 R/o _____ father of
 Mr./Ms. _____ R/o _____
 aged about _____ who has taken admission / is studying in Amity
 Institute of _____ / Amity University
 Uttar Pradesh (hereinafter referred as "AUUP"), in
 Year..... Course, bearing Registration / Enrolment No.
, have understood that during the said course the AUUP
 shall be arranging some activities (within & outside India), with a view to give practical
 overview / exposure to the students about their respective fields. Further, the AUUP also
 arranges Military Training Camps/ Industrial Visits / Educational Tours / Field work /
 Placement Visits / Attending Seminars, Conferences, Workshops, Quiz Competitions, Annual
 Functions / Participation in Cultural / Technical Competitions of other Institutions /
 Universities, attending training programmes, presentation of research paper and participation
 in any other co-curricular & extra curricular activities out of the Campus to different
 places,(within India and abroad) for the students. I have gone through the guidelines/rules
 and regulations prescribed by the AUUP 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 AUUP, its parent
 body, their employees/officials, from every type of loss(s) or damage(s) which may arise out
 from the action or inaction of my son/daughter, during the said activities for the entire tenure
 in the AUUP and also from any claim arising from those action or inaction of my
 son/daughter.

Signature of the Indemnifier _____

Date: _____

1. Signature of Witness: _____

Name: _____

Address: _____

2. Signature of Witness: _____

Name: _____

Address: _____

UNDERTAKING BY STUDENT

I, _____ S/o _____
R/o _____ aged about _____ has taken
admission / is studying in Amity Institute of _____ / Amity
University Uttar Pradesh (hereinafter referred as “AUUP”) inYear
.....Course, bearing Registration / Enrolment No.
..... have understood that during the said course the AUUP
shall be arranging Military Training Camps/ Industrial Visits / Educational Tours /Field work
/ Placement Visits / Attending Seminars, Conferences, Workshops, Quiz Competitions,
Annual Functions/ Participation in Cultural / Technical Competitions of other Institutions /
Universities, attending training programmes, presentation of research paper and participation
in any other co-curricular & extra co-curricular activities, out of the Campus to different
places,(within India and abroad), with a view to give practical overview / exposure to the
students about their respective fields.

Further, the AUUP also arranges various Inter University Sports Competitions to different
places, for the students.

I hereby irrevocably undertake that:

1. I shall follow the rules and regulations as laid by AUUP 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 Amity.
9. I have taken the necessary Insurance Policy, and Amity 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 AUUP.

Signature of Student: _____

Counter Signature of Father _____

1. Signature of Witness: _____

Name: _____

Date: _____

Address: _____

2. Signature of Witness: _____

Name: _____

Address: _____



AMITY UNIVERSITY
— UTAR PRADESH —

G - 09

**APPOINTMENT OF VISITING
FACULTY, ISSUE OF SANCTION AND
PROCESSING OF BILLS**

**AMITY UNIVERSITY UTTAR PRADESH
GAUTAM BUDDHA NAGAR**

GUIDELINES – 09: APPOINTMENT OF VISITING FACULTY, ISSUE OF SANCTION AND PROCESSING OF BILLS

With the expansion of Amity University and increase in the number of Programmes, there may be times when there is no core faculty to teach a course. In such cases, visiting faculty can be appointed to teach these courses.

Procedure for Approval of Visiting Faculty

1. The HoIs/HoDs prior to the commencement of the semester, taking into consideration the regular faculty available or likely to join, will identify the requirement of visiting faculty to be engaged for various courses.
2. Efforts shall be made to meet the requirement by deployment of the various faculty of other Institutions of AUUP, qualified to take the classes in that course unit, as visiting faculty in consultation with the other HoIs/HoDs.
3. Where the visiting faculty is not available from within the institutions of AUUP, the HoI/HoD can recommend External Visiting Faculty. The HoI/HoD must ensure that the visiting faculty recommended meets the requisite qualifications as prescribed by the relevant statutory body for the programme and has consented to be available during the semester.
4. The requirement for employing external as well as internal visiting faculty will be put up to Pro VC (Academics) at least two weeks before the commencement of the semester in the format given at Annexure – I, along with the budget estimates prepared as per the approved rates of honorarium and conveyance.
5. The proposal should be submitted to Pro-Vice Chancellor (Academics) on the prescribed proforma along with the CVs of each visiting faculty proposed to be engaged. The Visiting Faculty is also required to give an undertaking as given in Annexure – II whereby they are required to keep the institution informed about the teaching assignments, if any, taken in other Amity Institutions and the honorarium received for such assignments. The copy of this Undertaking will also be sent along with the CV of the Visiting Faculty

(Ref : Letter No. AUUP/Visiting Faculty/138/2010 dated 3/June/2010)

6. The HoIs/HoDs must ensure that the visiting faculty recommended by them does not have a teaching load of more than 05 hours per day and 20 hours per week at Amity Institutions. Also the rate of honorarium recommended should be as per approved norms.
7. The University provides for three categories of visiting faculty based on the rates of honorarium. The HoIs/HoDs are requested to recommend suitable category based on the experience and qualification of the visiting faculty. It is advised that normally the visiting faculty may be engaged in Category – III. Visiting faculty who are very senior and have been working with Amity for a reasonable long time and have a proven record could be placed in Category -II. The rates approved for Category –I should be made applicable very rarely. This may be applicable to those cases where it is extremely difficult to find a faculty for some of the rare or highly specialized courses.
8. The honorarium and conveyance charges for all the categories will be as applicable and decided by the University from time to time.
9. A Committee comprising the following members will approve the Visiting Faculty:
 - (i) Director (Academics) Chairperson
 - (ii) Head of respective institution
 - (iii) Head HR DepartmentAny special invitee, if needed, to be decided by VC
10. After the approval of the Committee, the HoI/HoD will offer an appointment to the Visiting Faculty in the format given at Annexure – III.
11. A copy of each of the appointment letter with the acceptance and undertaking of the visiting faculty should be sent to the Pro VC (Academics) office and Accounts Department for record.
12. Once a Visiting Faculty has been approved by the Committee, the HoI/HoD can in subsequent semesters request for the renewal of appointment of such faculty. In case of renewal, a copy of online student feedback and a report on regularity should be enclosed.

13. In case internal faculty is deployed as visiting faculty in another Institute of Amity, the honorarium will be paid only if the teaching load is above the prescribed teaching load in the parent Institute, as given below:

- Director - 4 hours per week
- Professor – 8 hours per week
- Asstt. Professor – 12 hours per week
- Sr. Lecturer/Lecturer – 16 hours per week

The HoI of the parent institution will certify as given below the teaching load of internal faculty:

“Certified that the contact teaching hour load of _____ in the parent institution is _____ hours per week from _____ to _____

If an internal faculty is teaching beyond working hours or on holidays then the teaching load will not be taken into consideration. In addition to the honorarium the faculty will be given conveyance for teaching assignments on weekends and holidays.

Procedure for Approval of Visiting Faculty Bills

For the processing of Visiting Faculty Bills, the following procedural guidelines are laid down for compliance:

1. Monthly Bills (1st – 30th of every month) must be submitted to Pro VC (A)’s Office in the prescribed format (Annexure IV & V). The formats consist of detailed information of sessions taken by each visiting faculty and a summary sheet. These bills should reach the office of Pro VC (A) by 7th of every month. A softcopy of the Annexure-V should also be sent.
2. Before the bills are sent to Pro VC (A)’s Office they should be checked and verified at the institute. It must be ensured that all the visiting faculty details are duly filled and each & every bill is signed by the individual Visiting faculty and countersigned by Head of Institution. Bills without signatures will not be accepted.
3. After the bills are approved by the Pro VC (Academics) the same will be forwarded to the Accounts Department for payment

4. The Accounts Department will check the bills and get the same sanctioned from the Vice Chancellor.

Procedure for Approval of Bills of Faculty of Value Added Courses

1. In the case of Value Added Courses, the parent institution (AIEBC/AICC for Communication Skills; AIPS for Behavioural Science and ASFL for Foreign Language) and the institution/s where the faculty is teaching will check and verify the bills. These bills will be signed by the Heads of both the Institutions.
2. All the institutions are requested to clear the bills of the visiting faculty of Value Added Courses on priority basis. It is the responsibility of the institution where the faculty is teaching to send all the records to the parent institution by the 3rd day of the next month. The parent institution will compile the data for each visiting faculty in the prescribed format (Annexures – IV & V) and will get it countersigned by the respective institution.
3. These bills should also reach the office of Pro VC (A) by 7th of every month.
4. After the bills are approved by the Pro VC (Academics) the same will be forwarded to the Accounts Department for payment
5. The Accounts Department will check the bills and get the same sanctioned from the Vice Chancellor.

General Points

1. In case, there are no students in the classroom when a Visiting Faculty visits for a scheduled lecture, the visiting faculty will not be eligible for an honorarium for that session. In such cases, only conveyance for that day will be given. It is the responsibility of the HoI/HoD to ensure that the Visiting Faculty is informed in advance if any class is cancelled or re-scheduled in order to avoid any inconvenience to the visiting faculty.
2. In case, the class is scheduled but the students do not attend, the HoI will send a complete report to the Pro VC (Academics) stating the reasons as to why the students did not attend the scheduled class and if required will also take appropriate disciplinary action against the students.

3. Conveyance is to be paid once in a day. If a Visiting Faculty is visiting more than one institution for a lecture the same day or he/she is taking sessions in different sections of the same institutions then he/she will get conveyance only once through only one institution.



AMITY UNIVERSITY
 _____ UTTAR PRADESH _____

Visiting Faculty Requirement

Name of Institution:

Semester:

Sl.No	Programme	Course Name	Total Students	No of Sections	Credit Units	Teaching Hrs / week	Total sessions	Recommended Visiting Faculty			Has the faculty taught earlier in Amity? Specify course, Institution, Feedback and Honorarium paid	Basis of Recommendation	Whether consent obtained	Honorarium Recommended		
								Name	Designation & Organization	Qualification						

Date:

Head of Institution

1. Efforts should be made to arrange the faculty from within Amity. 2. HOI must check with other Amity institutions about the availability of the faculty to teach a course at his/her Institution?
3. While recommending the faculty response of the other Amity Institution must be mentioned. 4. If the recommended faculty has already taught course in Amity Institution, details must be provided.

UNDERTAKING

I _____ have applied as a visiting faculty for the course of _____ at _____ for the Even/Odd semester starting from _____. I have been given total teaching load of _____ hrs. per week in the same institution. For this Even/ Odd semester I have also been appointed in other Amity institutions. The details of my teaching assignments in other institutions are as given below:

Sl. No.	Name of the Institution	Course Name	Honorarium	Total Teaching Hrs. (per week)

Previously, I had worked with Amity in the year of _____ in Amity Institute/School of _____ and had taught _____ course/s.

Date: _____ **Visiting Faculty Name:** _____

Signature: _____

Date _____

Name: _____

Address: _____

Mobile No.: _____

VISITING FACULTY APPOINTMENT

Dear _____,

We are pleased to invite you to be a **Visiting Faculty** at _____ to teach the course(s) as per details given below:

Program : _____
 Semester : _____
 Course : _____

 Number of Sections : _____
 Number of Sessions : _____
 Duration of each Session : _____

A. Honorarium

1. The Honorarium has been fixed on a consolidated basis at Rs. _____ for each session. Reimbursement for transport shall not exceed Rs. _____ per visit. Therefore, if two joint sessions are taken on a particular day, the honorarium will be Rs. _____ including reimbursement of transport of Rs. _____. In case of three sessions during a visit, the honorarium amount will be Rs. _____ and the transportation reimbursement Rs. _____. **Honorarium is inclusive of complete evaluation (Internal Assessment & Evaluation of Answer books) as mentioned in (para D) below.**
2. You are requested to submit the filled-in claim form for the remuneration for the month to Academic Office by 30th of every month. (Annexure-A)

B. Course Conduct

1. Each course will be conducted according to pre-determined, Teaching Learning strategy and session-wise course plan indicating name of topic, material (Articles / Cases etc.) to be used and number of class hours Tutorial/ Practical/ Self study required for preparation by the students for each topic. An integrated Assignment by all the faculty members teaching the same courses in a programme will be prepared jointly well in advance. Kindly prepare your Teaching Learning Strategy (sample attached as Annexure-B) and Course Session Plan as per the P0 & P1 format (format enclosed – Annexure-C) on the above basis and submit the same to Programme Leader / APO at the earliest for uploading on the AMIZONE. The class schedule will be provided separately. **The Program Leader, _____, Class of _____, _____ (Mobile no. _____, email: _____ will coordinate with you.**
2. In case, you are likely to miss a particular session for some reason or the other, kindly intimate in advance to the HOI. The missed session should be made good in an extra session prior to the next scheduled session or subsequently in consultation with the concerned HOI/Programme Leader/APO.
3. You are also requested to prepare and hand over the course material/teaching notes to the Academic Office well **in advance** for distribution to students & upload on AMIZONE.

C. **Attendance Policy & Dress - Code of Students**

1. Strict compliance for maintaining 100% attendance (minimum 75% attendances is required to appear in End Semester Examination) and coming in time to the classes is mandatory for students.
2. Attendance record must be submitted to Academic Department immediately after the class is over.
3. Overwriting of attendance is not accepted. Utmost care must be taken while monitoring the attendance of students.
4. The OD cases, if any, will be taken care by academic department. Therefore, no OD cases to be entertained by the course faculty.

D. **Examination & Course Evaluation**

1. Evaluation for the course will comprise of :

a)	Continuous/Internal Evaluation	-	30%
b)	End Semester Examinations	-	70%

The internal evaluation could consist of two or more components of Class Participation, Quizzes, Home Assignment, Case Discussions, and Project Presentation & Viva. This could be decided in consultation with Director / HOD / HOI and should be clearly specified in the session plan and adhered to throughout the course delivery. You will be required to come for spot evaluation of End-Semester Examination papers of the courses taught by you at the venues to be decided by AUUP and submit the result within a week of examination of the course.

2. 5 Marks are kept for attendance as per the "Regulations on Conduct of Examinations Scheme of Evaluation and Discipline among Students in Examinations".
3. We may recommend your name to the University for setting the question paper(s) for the End Semester Examination for the course(s) which you have taught.
4. You will please submit the Internal Marks (soft and hard copies) of the Course(s) you are teaching to the Academic/ Examination Deptt. of the Institute, in the prescribed Assessment Sheet after approval of HOI

E. **Faculty Interaction Session**

A half day faculty Interaction Session during the semester will be held to review the Assignment, monitoring plan for practical / field work. You will be intimated about it in due course.

Please sign on the duplicate copy of this letter as a token of your acceptance of the assignment with all the terms and conditions and return it to the undersigned.

Looking forward to an interesting and intellectually stimulating interaction with you.

Yours sincerely,

HOI

Encl: As above

CC: Pro VC (A)
Finance Officer, AUUP/Addl Finance Officer, AUUP
Programme Leader

Acceptance & Undertaking

I accept the assignment as visiting faculty and undertake to complete the requirement of the course including the examination & evaluation as per the prescribed curriculum and schedule of Academic Calendar



AMITY UNIVERSITY

— UTTAR PRADESH —

BILL FOR THE MONTH OF -----

Name of Institution:
Programme Name:
Course Title:

Name of the Faculty:
Address:
PAN No.
Mobile No.

Date	Time		Section	Sessions	No. of Hours	No of students		Honorarium	Conveyance	Total
	From	To				Regd	Present			
Total				0				0	0	0

Total Amount (In words):

I certify that I have taken above number of classes and have claimed conveyance from one institution only for a number of sessions taken at Amity on the same day.

Checked by:

Head of Institution:

Signature of the Faculty _____



AMITY UNIVERSITY

UTTAR PRADESH

BILL FOR THE MONTH OF -----

Name of Institution:
Programme Name:
Course Title:

Name of the Faculty :
Address:
PAN No.
Mobile No.

Date	Time		Section	Sessions	No. of Hours	No of students		Honorarium To be paid (Rs.)	Conveyance To be paid (Rs.)	Total Amount (Rs.)
	From	To				Regd	Present			
Total				0				0	0	0

Total Amount (In words):

I certify that I have taken above number of classes and have claimed conveyance from one institution only for a number of sessions taken at Amity on the same day.

Checked by:

Head of Institution:

Signature of the Faculty _____

**Executing Teaching/
Learning Strategy**

**The Big Question and key Concepts
of Management Strategy**



The Big Questions

What business should your company be in?

Who are the customers, suppliers, competitors, and partners? Are the goals and strategies feasible for the Organization?

How do you select activities to obtain a competitive advantage? Which factors should be emphasized to achieve superior market performance?

How do you devise a competitive strategy that anticipates rival strategies and choose actions to outperform rival firms?

How do you design an organizational structure that conforms to the company's overall strategy?

External Analysis of Customers, Suppliers, Competitors, Partners

Internal Analysis of Firm Structure, Performance Abilities & Resources

Set Firm Goals

Develop Competitive Advantage

Design Competitive Strategy

Conform Organizational Structure to Strategy

- Corporate, Business and Management strategy
- Market-driven vs. Organizational-driven goals
- Maximizing firm value
- Value-driven strategy

- Willingness to pay
- Price Elasticity
- Five Forces Framework
- Market structure and conduct
- Barriers to entry
- Competitor Response Profile
- Industry Analysis

- Cost, Differentiation, and Transaction Advantages of the Firm
- Boundaries of the Firm
- Economies of Scale, Scope, Speed, and Span

- Competition in and for the market
- Game Theory
- Nash Equilibrium
- Dominant strategy
- Payoff Matrix

- Horizontal vs. Vertical structure
- Functional vs. Business unit Organization
- Delegation of Authority
- Incentive systems

The Key Concepts

Flow Gates / QUIZ / Session Plan / Course Coverage

TEST 1 / SO1 / SO2

MID-TERM / SO1 / SO2

Int Assign / SO3 / SO4

92 Session / 100%



AMITY UNIVERSITY

— UTAR PRADESH —

P0: Summary of Evaluation Reports

Course Title:

Course Code:

Faculty In charge:

Programme Name:

Please enter the weightage and dates planned for the components of evaluation against the evaluation codes given below. The order of listing should be same as given in general guidelines.

The date planned refers to the date on which the evaluation will take place. For components like seminar or viva where a range of evaluation dates will occur, specify the last date of the range.

Explicitly enter the weightage planned for the component ex: if you wish to conduct two case discussions then, C1 will be 5.00 and C2 will be 5.00. On the other hand you could also have a situation when C1 is 5.00 and H1 (Home Assignment) is 5.00 or any other combination.

Component codes
Weightage %
Date held
Component codes
Weightage %
Date held

This summary sheet should be accompanied by a copy of the Detailed Course Plan (formal given on next page) and must be sent to the Amity University HQs within a week of commencement of the program.

Date:

Faculty Signature:

(Head of Institution/Department)

(Only for office use)

Received on:

Entered by:

Checked by:

Clarifications expected:

On:

On:

Yes/No

P1: Detailed Course Plan (A sample as per the format is given at the end. This plan should be discussed with students in the first session, a copy should be given to each student within a week of commencement of the course and another copy should be sent to the university with this proforma as a covering note)

Course Title:

Course Code:

Classroom Teaching Hours:

Tutorial Hours:

Self Study Hours:

Programme Name:

Credit Units:

Practical/Lab House

Faculty In Charge:

Course Objectives _____

Course Contents:

Module I: -----No of sessions/hours

Module II: ----- No of sessions/hours

Evaluation scheme:

Component codes

Weightage planned

Date planned

Text:

Any Other Information/Guidelines:

Chamber Consultation Hours: _____

Date:

Faculty Signature:

(Head of Institution/Department)

(Only for office use)



AMITY UNIVERSITY
— UTAR PRADESH —

G - 10

**GUIDELINES
FOR
FRESHERS' PARTY**

**AMITY UNIVERSITY UTTAR PRADESH
GAUTAM BUDDHA NAGAR**

GUIDELINES – 10: GUIDELINES FOR FRESHERS’ PARTY

CONCEPT

Fresher Party is organized by the senior students for new students who have joined the first year of the programme. Freshers party is symbolic of end of informal interaction between senior and junior students. It is also way of welcoming the new batch of students by seniors through a formal cultural programme. Following are the main objectives of Freshers party:

- Integration of New students in Amity Culture
- Ensuring “No Ragging or Harassment” of new students
- Familiarise with the faculty and senior students

GUIDELINES

Following are main guidelines for organizing the Freshers party:

A. Faculty coordinator

1. The Freshers party must be organized under the supervision of faculty members.
2. A faculty coordinator for the Fresher party must be finalized who will be responsible for following:
 - a. Constituting the organizing committee of senior students
 - b. Prepare a budget for the party.
 - c. Collection of funds from seniors. A contribution of Rs 50-150/- may be taken from senior students (IInd year) depending upon the size of batch, expense etc.)
 - d. Providing guidance to students organizing team.
 - e. Chalk out the programme and various activities such as:
 - i. Welcome by Host Students
 - ii. Address by Programme Coordinator, Programme Director, HOI, etc,
 - iii. Mr. Fresher & Ms Fresher contests
 - iv. Cultural programmes
 - Extempore
 - Jam (Just-a-Minute)
 - Solo Song
 - Solo Dance
 - Group Song
 - Group Dance
 - Skits
 - Talent Hunt
 - v. Movies/PPT presentation on Amity life by seniors
 - vi. Any other innovative / unique item
 - vii. High tea/dinner
3. A welcome rose bud may be presented to each new student
4. To ensure decency in dress code. The students may dress-up in fancy or party wear.

5. Consumption of alcohol and non-veg food is strictly prohibited.
6. Decent decoration should be done befitting the occasion
7. The student host (seniors) must take care of new students by extending the best hospitality, reception and courtesy.

B. Student Organizing Team

An organizing committee of senior students must be constituted with following objectives:

- a. Chalk out the programme and various activities.
- b. Managing the show
- c. Inviting all the junior students, faculty & staff members
- d. Preparing cultural programme
- e. Managing Mr & Ms. Fresher contest
- f. Stage management

C. Timings, Duration and Venue

1. The Freshers Party must be organized within 4-5 weeks of commencement of the programme.
2. If the number of students are large, the party may be organized in two or more batches (programme wise such UG/PG, General programme/specialized programme etc). This will also give special focus to the respective programmes.
3. The Freshers Party may be of 3-4 hrs depending upon the size of the batch and programme schedule.
4. Party may be organized between 4pm-8pm in the campus. No Freshers Party will be organized outside the campus premises.
5. The party must be organised in the campus. In case, the number of students is less, the same may be organized in the institution itself. However, for larger number of students, the seminar halls, auditoriums of the University may be booked for the event. No tents or shamiana will be put up for the party as far as possible.
6. HOI will ensure, no damage is done by the students at the venue.
7. Smaller institutions may club their freshers party, if possible.

D. DJ Party/Cultural Program

1. The cultural programme befitting the occasion must be organized by the senior students.
2. No DJ party will be organized.

E. Budget, Approval and Payment of Bills

The organizing committee of senior students may take financial contribution from their batch mates. However, all record of student collection must be maintained by the faculty coordinator.

S.NO	Particular	Quantity	Rate	Amount
1				
2				
Total Expense:				
Student Contribution:				
Institution Share:				

- **Total Expense:** The expense will include every small expense (including stationary) incurred in organizing the party
- **Student Contribution:** Rs. 50-150 per students may be collected from the second years students who are organizing the Freshers party.
- **Institution Share:** University contribution will be of 40-60% of total expense after taking student collection into consideration.
- The budget and the programme schedule must reach to Pro Vice Chancellor (A) office atleast one week in advance.
- The HOI must ensure that the complete income and expenditure with supporting bills must reach Accounts within 10 days of the freshers' party held.
- It is the responsibility of the HOI to ensure that the payment to the vendors is done.

Thanks Giving Party

After the freshers party, in some institution, the new students organize the thanksgiving party for their seniors and faculty members. It is a very low key affair. If students wish to organize it, they arrange the funds by pooling the money by batchmates. HOI must inform AUUP HQ with programme schedule well in advance.



AMITY UNIVERSITY
— UTAR PRADESH —

G - 11

**GUIDELINES
FOR
FAREWELL FUNCTION**

**AMITY UNIVERSITY UTTAR PRADESH
GAUTAM BUDDHA NAGAR**

GUIDELINES – 11: GUIDELINES FOR FAREWELL FUNCTION

“Time waits for no one and it flies by very fast”

Farewell Function is an important and an unforgettable event in the college life of a student. The farewell function is organized to mark a memorable send off to the pass outs of Graduate and Post Graduate students. It is a day when students commemorate their success, achievements before stepping into the new world in search of their destiny, their dreams, goals and ambitions. It is a bitter sweet experience especially for the outgoing batch of students.

At Amity University some institutions have been organizing Farewell Function for their senior students every year and other institutions may also like to hold such events in the future. For the smooth conduct of this event the following guidelines will be adhered to by the Institutions:

GUIDELINES

Following are the main guidelines for organizing the Farewell Function:

A. Faculty Coordinator

1. The Farewell function must be organized under the supervision of faculty coordinator/ Programme Leader.
2. A faculty coordinator for the Farewell function must be finalized who will be responsible for the following:
 - a. Constituting the organizing committee of junior students
 - b. Preparing a budget for the function.
 - c. Collection of funds from juniors.
 - d. Providing guidance to students organizing team.
 - e. Planning the programme and various activities such as:
 - i. Welcome by Host Students
 - ii. Address by Programme Coordinator, Programme Director, HOI, etc,
 - iii. Cultural programmes
 - Beauty Pageants
 - Solo Song
 - Solo Dance
 - Group Song
 - Group Dance
 - Skits
 - iv. Movies/PPT presentation on “Our Life in Amity” by the passing out batch of students
 - v. A movie/PPT presentation on “Our Seniors” by the junior students
 - vi. Any other innovative / unique item
 - vii. Recognition of select passing out students for their exemplary contribution
 - viii. High tea/Lunch/Dinner
3. To ensure decency in dress code. (The students may dress-up in fancy or party wear.)
4. Consumption of alcohol and non-veg food is strictly prohibited.

5. Decent decoration should be done befitting the occasion

B. Student Organizing Team

An organizing committee of junior students must be constituted with the following objectives:

- a. Chalk out the programme and various activities.
- b. Managing the show/event
- c. Inviting all the senior students, faculty & staff members
- d. Preparing cultural programme
- e. Managing the beauty pageant contest
- f. Stage management
- g. Assisting the faculty coordinator in the collection of funds

C. Timings, Duration and Venue

1. The Farewell Function must be organized in the last week of the even semester before the commencement of the End Semester Examinations.
2. If the total number of students in an institution is large, the function may be organized in two or more batches (programme wise such as UG/PG, General programme/specialized programme etc). This will also give special focus to the respective programmes.
3. The Farewell Function may be of 2-3 hrs depending upon the programme schedule. Function is to be organized in the campus and should finish by 8.00pm. No Farewell Function will be organized outside the campus premises.
4. In case, the number of students is less, the function may be organized in the institution itself. However, for larger number of students, the seminar halls, auditoriums of the University may be booked for the event. No tents or shamiana will be put up for the function as far as possible.
5. HOI will ensure, no damage is done by the students at the venue

D. Cultural Program

1. The cultural programme and the decoration befitting the occasion must be organized by the junior students.
2. No DJ party will be organized

E. Class Photograph as Parting Gift/Souvenir

A Class Photograph should be taken some time during the semester whereby all the students dress up formally in the same colour shirt/jacket, trousers tie (wherever applicable). The media department should be contacted to get the students photographed. i-magic will design the photograph with the AUUP logo, Institution Name, Photograph of Founder President along with the cover/jacket for the photograph. Venus Offset Printer should be contacted to print the Photographs and the cover/jacket. The Media department will provide the costing

for the photograph and the cover/jacket. A copy of this group photograph should be given to the students as a souvenir on the day of the Farewell Function/Concluding Ceremony.

F. Budget, Approval and Payment of Bills

The organizing committee of junior students may take financial contribution from their batch mates. However, all record of student collection must be maintained by the faculty coordinator.

- **Total Expense:** The expense will include every small expense (including stationary) incurred in organizing the function
- **Student Contribution:** Rs. 50-200/- per students may be collected from the junior students who are organizing the Function.
- **Institution Share:** The Institution has to manage the event at their own expense. However, in exceptional cases the Institution may forward a request to the University for a contribution of 40-60% of total expense with proper justification for the same.
- The budget and the programme schedule must reach the office of Pro Vice Chancellor (A) atleast one week in advance in the format given below:

S.NO	Particular	Quantity	Rate	Amount
1				
2				
Total Expense:				
Student Contribution:				
Institution Share (in exceptional cases):				

- The HOI must ensure that the complete income and expenditure with supporting bills reach Accounts Department with a copy of the approval within 10 days of the Farewell Function held.
- It is the responsibility of the HOI to ensure that the payment is made to the vendors on time.



AMITY UNIVERSITY
— UTTAR PRADESH —

G - 12

LIBRARY GUIDELINES

**AMITY UNIVERSITY UTTAR PRADESH
GAUTAM BUDDHA NAGAR**

GUIDELINES -12: LIBRARY GUIDELINES

GENERAL

1. The guidelines enumerated below govern the overall working and day-to-day operating procedure of various libraries under Amity University, Uttar Pradesh.

STATEMENT OF PURPOSE

2. Each library of Amity University provides all students and faculty an access to related educational books and Journals and DELNET service on the various courses run by various Institutes of the Amity University, Uttar Pradesh.

MOTTO

3. The motto of Amity University libraries is to act as a catalyst to knowledge and thought through dissemination, documentation and communication and provide all the stakeholders a conducive environment for studies and research.


VISION

4. The vision of Amity University Libraries is:
 - a) To protect the users right of information.
 - b) To provide value added services to the differently-abled, female students & to all researchers.
 - c) To work in partnership with individuals and institutions for promoting conducive academic and research environment.
 - d) To provide all stakeholders academic support in achieving their academic goals.
 - e) To develop in the faculty and students a habit of reading thereby creating the best citizen for nation building.

OBJECTIVES

5. The Objectives of the Amity University Libraries are:
 - a) To promote reading habits.
 - b) To provide extensive use of reading material.
 - c) To provide every reader his / her desired book.
 - d) To see that every book has its reader.
 - e) To save the time of the user / reader.
 - f) To computerize the library housekeeping activities.

HOURS OF OPERATION

6. 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.
 - Lunch Break: 1:00 P.M. – 1:30 P.M.
 - Afternoon: 1:30 P.M. – 8:00 P.M.
 - On Saturdays & Sundays..... 10:00 A.M. – 5:00 P.M

On all working days

7. During End Term examination period the timing may be extended up to 10:00 P.M. on the request /demand of students.
8. The Libraries will remain closed on select holidays observed by the Amity University. This schedule is subject to change due to unforeseen eventualities, emergencies, bad weather etc, the information of which will be reflected on AMIZONE and Library Notice Board.

MATERIAL SELECTION

9. The library caters for various courses conducted by the various Institutes of the Amity University. 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.
10. Educational books associated with the courses and prescribed in the Curriculum will be procured on recommendations of various Library Committees and HOI.
11. All demands of the books will be forwarded to PRO VC (A). Seperate demands will be prepared for books costing less than Rs 1500.00 and books costing Rs 1500 and above. Books costing Rs 1500.00 and more will be put up to Chancellor for approval. The revised format book procurement is attached as Appendix 'A'.
12. Library will also house other related books procured on approval of Vice Chancellor of the University.
13. Number of titles and volumes to be held will be governed by the concerned regulatory authorities.
14. Gifts of books and other items will be accepted on the condition that the Director Library has the authority to make whatever disposition he or she deems advisable. All items given become the property of the concerned library. The library staff will not make appraisals on the value of gifts.

JOURNALS

15. Various libraries will also subscribe to various Journals which will be displayed in the display rack. 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 concerned Library, AUUP.

CIRCULATION OF BOOKS

16. The material housed in the library will be strictly issued to the students and faculty of the dependent Institutions. The books may be issued to others related with the Amity University on approval of the concerned HOI and after deposition of the security amount equivalent to the cost of the book.

REGISTRATION OF THE BORROWERS

17. The authorized Borrowers of concerned library are the associated faculty and the students of the concerned Institutions of the Amity University Borrowers are required to have a valid library card / Library Card (Pass book), which will be issued to the authorized borrowers on submission of Application form.
18. 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.

NUMBER OF LIBRARY CARDS

19. 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 Passbook/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.

LOSS OF LIBRARY CARDS

20. In case of loss of library cards by the students, new card will be issued on penalty payment of @ 50/- per card after taking no dues from all the libraries of Amity University.

LOSS OF BOOK/MATERIAL

21. Loss of book will be replaced by the borrower or on payment of the cost of the book.

LATE RETURN FINE

22. Fine of @ 5/- per day will be charged for the first week and there after @.10/- per day 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
23. Payments of fines or other fees should be made to a library staff member for which receipt will be rendered by the Library staff.

DAMAGE TO THE BOOK

24. In case of damage to the book, the book will be replaced by the borrower/or the cost of the book will be recovered. The decision of the HOI will be final and binding on the borrower.
25. 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.

26. All money collected as fine / cost of book must be deposited in accounts department on same / next day of fine collection.

PHOTOCOPYING

27. Photo copying facilities available in the Library will be available on payment. Photocopying will be restricted to:
- a) Pages of the reference books available in the Library.
 - b) Pages of research papers published in various conference proceedings organized by the Institution.
 - c) Pages of Journals subscribed by the Library.
 - d) In no case photocopy of the entire books will be allowed

RULES AND REGULATIONS

28. The rules and regulations 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
- Public intoxication
- Possession of alcoholic beverages, food/eatables or drugs
- Damaging library materials or property
- Bags
- Mobile phones

29. 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.

FACILITY FOR DIFFERENTLY ABLED

30. A separate table will be reserved for the differently abled and injured 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 out of turn

LIBRARY STAFF

31. The Library will be manned and operated by the qualified library staff as per AICTE/UGC norms. OSD (HR & Admn) will work out the staff requirement in consultation with the concerned HOI/Dean of Faculty/Pro VC (A) to operate the smooth functioning of all the libraries in the campus.
32. Director Administration will be responsible for overall maintenance and cleanliness of the Library.

DUTIES OF THE LIBRARIAN

33. The main duties of the Librarian are given below:

- Upkeep of the following records:
 - Accession Register
 - Circulation Register
 - Library Card Issue Record
 - Stacking of Books department wise and display of Journals
 - Coding and Numbering of books
 - Record of Purchase 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 Attendants.

AUTOMATION OF LIBRARIES

34. AKC Data Systems Pvt. Ltd. will be responsible for automation of all Amity libraries by getting the right software procured & installed. Further, the software will be maintained and renewed on regular basis.

ANNUAL STOCK TAKING

35. Annual Stock taking of each library will be done during the summer break. The Board for Stock taking will be ordered by concerned HOI / HOD. The Board Proceedings will be put up to HOI.

LIBRARY COMMITTEE

36. Library Committees will be formed by the Institutions of Amity University. It will be headed by a Chairperson which will be deputed by the HOI. 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.

37. 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.

38. Library Committee will meet at least twice in a year under the Chairmanship of the Chairman Library.

39. Each Department in an Institution will form a Library Sub Committee to cater for the needs of the Departments

PROCEDURE FOR PROCUREMENT OF BOOKS

40. Demand for procurement of books may be initiated by Students/faculty. The following procedure will be followed:

- (a) Requisition Performa as per Appendix 'A' duly filled by the Library Sub Committee will be forwarded to the Chairperson Library Committee through their respective HODs. HODs will ensure that books demanded are relevant to the subject and are of latest edition. The demands will be prepared as per the guidelines given in paragraph '11' above.
- (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 HOIs, will be forwarded to PRO VC (A) for approval and procurement.
- (c) All purchase orders will be placed on registered suppliers by the HOI. 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 PRO VC (A) before placement of the purchase orders by HOI. For this three quotations will be obtained and attached with Appendix 'A'.
- (d) Security Office will put the Gate Entry Stamp only after full verification of all books/periodicals actually having entered premises and will certify the same.
- (g) On receipt of Books by the respective Libraries, Librarian of each Library 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 Accounts Department, only when it is accompanied by the Purchase Order along with GRN and certification by the authorized signatories in Security/Librarian/HOI

CENTRALISED LIBRARY COMMITTEE

41. In order to oversee the working of all the Libraries Amity University, a centralized Library Committee will be constituted as given under:

- | | |
|---|----------------------|
| a) ProVC(A) | Chairman/Chairperson |
| b) HOIs (Two HOIs to be nominated by VC) | Members |
| c) Finance Officer/ Additional Finance Officer | Member |
| d) Registrar | Member |
| e) One Officer from AUUP HQ
(To be nominated by VC) | Member |
| f) (Director AUUP Library (senior most
g) HOI as approved by VC) | Secretary |

(Concerned Chairman Library from Institutions may be invited for the meetings, if required)

42. The functions of the CLC are given below:

- a) Consideration and approval of Annual Budgets of AUUP Libraries.
- b) Registration of Suppliers and approval of unregistered suppliers for any purchase.

- c) Considering and approving purchase proposals for Library books and periodicals received from Institutions/Departments.
- d) Placing of Purchase Orders.
- e) Ensuring that Annual Stock Taking and perpetual inventory checking of Libraries is carried out.
- f) Clearing proposals for automation of Libraries.
- g) All miscellaneous issues connected with the Libraries.



Date:

BOOK REQUISITION FORM

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

Faculty Signature

HoD Signature

HoI Signature



AMITY UNIVERSITY
— UTAR PRADESH —

G - 13

STUDENTS GRIEVANCE REDRESSAL

**AMITY UNIVERSITY UTTAR PRADESH
GAUTAM BUDDHA NAGAR**

GUIDELINES -13: STUDENTS GRIEVANCE REDRESSAL

It has been observed that the students are finding 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 consumption 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 AUUP, a proper **Students Grievance Redressal Mechanism** is required to be adopted by all the Institutions and Departments. With the approval of President RBEF, the following procedure has been decided for compliance by all the Institutions/ Departments:

1. All Heads of Institutions/Departments will establish a **Students Service Counter** in their Institution to be managed by a person designated by the HOD/ HOI. **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 Annexure A. 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 Annexure B. The serial number of the entry made in the Register will be written on the proforma and the Acknowledgement of Annexure A at the specified space.
4. The Head of the Institution/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 Institution/Department. 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 Institution/Department, the receiving Institution/Department will coordinate with all such Institutions/ Departments and ensure that the issue is resolved.
10. Over next 2-3 months the Institutions/ Departments should monitor the types of complaints/problems/ queries received, broadly categorize them and facilitate focused attention to them to avoid their recurrence.

This is to be implemented with immediate effect. You are requested to inform the students through notice boards the location of the **Student Service Counter** and the process to be followed by them.



AMITY UNIVERSITY

————— UTTAR PRADESH —————

GRIEVANCE REDRESSAL FORM

Sl.No. _____
(Same as entry in the register)

Please fill the form carefully and retain the acknowledgment

Name _____ Enrolment No. _____
 Institute _____ Program _____ Semester _____
 Section _____
 Query/Grievance/Problem _____

Date and Time

Signature of Student

For Office Use Only

Problem Category:

Action Taken by the Department

Expected Date of Redressal:
To be given by person receiving/HOD)

Signature of Dealing Staff
Name of Institute/Department:

Signature of HOD (with Date and Time)

ACKNOWLEDGEMENT: GRIEVANCE REDRESSAL FORM

Sl. No _____
(Same as entry in the register)

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

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

NOTE: If the redressal does not take place as expected, the student/user may please report to PVC (A)

ANNEXURE – B

Date:

S. No.	Enrolment No.	Name	Program/Semester /Section	Signature of Applicant	Expected Date of Redressal	Actual Date of Redressal	Signature of HOD/HOI



AMITY UNIVERSITY
— UTAR PRADESH —

G - 14

**GUIDELINES FOR PG STUDENTS
FOR EARLY JOINING FOR FINAL
PLACEMENT**

**AMITY UNIVERSITY UTTAR PRADESH
GAUTAM BUDDHA NAGAR**

GUIDELINES-14: GUIDELINES FOR PG STUDENTS FOR EARLY JOINING FOR FINAL PLACEMENT

It is mandatory that the students complete the programme, they are pursuing, before they are placed in the industry. However, sometimes companies do insist the students to join the organization early i.e., before completion of their respective programmes. Early joining option is for the final year programmes only, where placement companies ask the students to join early. Institutions are allowed for permitting the students for early joining of their placement in the Industry as per following:

1. The Institutions are allowed to plan the calendar in consultation with Controller of Examination so that the final year course work and examinations are completed by end of February or middle March. It is mandatory that while doing so all the norms and standards prescribed for the particular programme in terms of number of teaching days, contact hours and credit units etc are duly fulfilled and are not compromised in anyway. In all such cases no student will be permitted to join a Company before the completion of the course work and the examinations of the final semester. Project work or dissertation could however be undertaken after the examinations.
2. If any Institution opts for early joining, prior approval of the University HQ must be obtained as per regulations before the commencement of the academic session.. Head of Institution may decide and permit the students for early joining by completing the prescribed course curriculum of last two semesters in a compressed manner / fast track mode The Institutions may also plan their calendar in consultation with the Controller of Examinations to complete the final year course work and examinations by April or May of the Year. In the case of these Institutions also, it is mandatory that the course requirements, norms and standards prescribed for the particular programme in terms of number of teaching days, contact hours and credit units etc are duly fulfilled and are not compromised in anyway.
3. Further, in the cases of these Institutions whose calendar is planned up to April/May, if there is an unavoidable requirement from a company for early joining, it will be ensured that the prescribed course requirements are fulfilled by the students by attending extra classes to be organized in early morning or evening hours or on weekends. A proper record of such classes and attendance will be duly maintained by the Institution. It will be mandatory for such students to take the final semester examination in full. However, sometimes its not possible for students to come and attend above sessions particularly when they are joining their placement out of Delhi NCR. Following will be the guidelines for early joining where Institutions run their semester in normal mode till April and permit the few students as special case to join their placement early:
 - a. The student must have a written offer from a reputed company and not from a company of their relatives or their own business.
 - b. The company has urgent/compelling need of manpower due to various reasons such as launch of new product, business expansion, vacancy created due to termination of services of an ex employee etc.
 - c. The student must give an application to the placement cell of the Institution as per Format I. The Placement Cell (CRC / IIC) In charge / Head should speak to the concerned person of the company to ascertain the genuineness / urgency of early joining. The Placement Head of the institution should give the justification in the format-I as to why student should be permitted for early joining.

- d. The student should be given assignment by the faculty members for the internal assessment (continuous evaluation) for each course as per Format - II.
- e. The student is required to submit a request to the concerned Programme – Leader / Co-ordinator / Director as per Format III along with details of all assignments given by concerned course faculty members.
- f. The Programme – Leader / Co-ordinator / Director and Placement Head (CRC / IIC/ATPC) will then recommend the student’s case for early joining to HOI for approval as per Format - IV
- g. The student will ensure that all the assignments are submitted to the concerned faculty members on scheduled dates to meet all the academic requirements to appears for the final end semester examination.
- h. Students are required to keep in touch with the institution authorities for relevant important dates & deadlines to be met.
- i. Student having CGPA less than 6 or backlog papers should not be permitted for early joining.
- j. Students should be permitted only in final semester when all the classes have commenced and the student has attended classes of the final semester atleast for a month.
- k. It will be the sole responsibility of the student to fulfill all the academic requirements to be eligible for award of PG degree

HOI will ensure proper progress monitoring through course faculty. The names of early joining case will be forwarded to AUUP HQ along with all the duly filled formats and a copy of the appointment letter.

NAME OF THE INSTITUTION:
CORPORATE RESOURCE CENTRE

Date:

To:
Head-CRC/IIC
Name of Institution.....
Sector-125, Noida-201 303

Sub: Approval for Early Joining

Respected Sir/Madam,

I _____ a student of _____, AUUP Enrollment No. _____, am pleased to inform that I have got a final placement offer through Campus/on my own efforts from _____ as _____ with a package of Rs. _____ pa.

The organization requires me to join latest by _____ for a full time job. The organization has already had detailed Discussion/Communication with CRC/IIC in this regard.

I assure you that I will complete all academic and institutional requirements.

I certify that I will abide by Internal Evaluation criteria prescribed by the concerned course faculty in-charge as per the requirement to complete my(programme Name) Degree as per AUUP rules. Institution/University will not be responsible in case my academic performance deteriorates for any reasons resulting in my failure to qualify for the award of MBA Degree.

The copy of offer letter is with CRC/IIC.

Thanking you in anticipation.

Signature:

Name of the Student:
AUUP Enrollment No:

Justification by CRC/IIC for Early Joining

I have spoken to Mr. /Ms. _____ of _____ Company.

Following are the main reasons for early joining:

- 1.....
- 2.....
- 3.....

Recommended / Nor recommended for early joining

CRC Coordinator Sign:
Name :
Date :

NAME OF THE INSTITUTION:

Course Assignment Details for Early Joining Cases

Name of the student: _____ AUUP Enrollment No. _____

Course Name: _____ Name of Faculty in Charge: _____

In order to complete the course and internal assessment, the following assignment is worked out for students joining the job before course completion.

Sl. No.	Assignment No.	Description of Assignment	Assignment Marks	Process/Schedule of Assignment Submission

Any other requirement, please specify:

Course Faculty Signature

I would submit the assignment as per the schedule given above.

Student Signature:

Date:

NAME OF INSTITUTION:

Date:

To,
 Program Leader/Co-ordinator/Director
 Name of Institution:.....

Sub: Approval for Early Joining

Respected Sir/ Madam,

I, _____ a student of _____ AUUP Enrollment No. _____, am pleased to inform that I have got the final placement from M/s. _____, as _____ for a full time job.

I have filled the early joining undertaking and I certify that I will abide by evaluation criteria prescribed by faculty in-charge as per requirements and deadlines to complete my(programme name) degree as per schedule. The details of my course names along with the requirement of the respective faculty members are as follows:

S.No	Course Name	Name of the Faculty	Assignment Schedule to be Submitted	Date of Submission	If not, Reason

Details of Assignments of each course are attached herewith.

I will make sure to keep in touch with my respective faculties and complete my assignment on time. I will be responsible for any kind of delays in submission of assignments.

Name of the Student:

Signature:

AUUP Enrollment No:

Date:

Recommendations of Program Leader/Co-ordinator/Director:

- 1.
- 2.
- 3.

Sign:_____

:_____

Program Leader

Name

Date:_____

NAME OF INSTITUTION:

Date :

To: Head of Institution
Name of Institution

From: Program Leader /Co-ordinator/Director
& CRC Coordinator

Respected Sir/Madam,

We are forwarding the application of _____, Enrolment No. _____ a student of _____ programme for permission to join the company before the completion of the programme. The essential information in this regard is as follows:

- a. The student had CGPA of _____ as on date and has no backlog till date.
- b. We have considered the company profile, nature for job, salary and career prospects and have found same to be satisfactory.
- c. Student has submitted an undertaking, stating that he/she will fulfill all requirements for the award of PG degree as per the rules of AUUP.
- d. The academic requirement of various courses of the 4th semester has been decided by the concerned faculty members. A copy certified by the Programme Leader is attached. The requirements of various courses of the semester has been duly understood and accepted by the student.
- e. _____ CRC have spoken to Mr./Ms. _____ of _____ that we have allowed student to take-up the job on a special case and company should provide sufficient time/opportunity to the student to finish his/her study.

Submitted for approval please.

Verified by CRC Coordinator:

Forwarded by: Program Leader/Coordinator/Director

Recommended By:

Approved/Not Approved

Signature of Head of Institution

Date:



AMITY UNIVERSITY
— UTTAR PRADESH —

G - 15

MENTORING PROGRAM

**AMITY UNIVERSITY UTTAR PRADESH
GAUTAM BUDDHA NAGAR**

GUIDELINES -15: MENTORING PROGRAMME

PREFACE

Mentoring forms an indispensable and significant aspect of a student's life. The changed scenario of the corporate world brings a new gamut of industry expectations from young professionals today.

It becomes the student's endeavor to understand the intricacies of the corporate environment on these grooming grounds at Amity. Thus it is this relationship nurtured by the student with the corporate denizens, alumni, faculty and parents distinct from classroom pedagogy that leads to their overall development of professional competencies, human values, work ethics and spiritual values. The program is carefully designed to link students with Mentors, the experts from professional arenas who provide valuable, practical insights, thereby enabling students to visualize and evaluate their education and career options. It overall facilitates a pot pourri of attributes that makes a successful person **both professionally and personally**. Mentoring promotes knowledge-sharing and experiential learning between the experienced industry professionals and the novice students. Mentees are paired up on the basis of the academic background, career interests and sectoral preference of the industry. This creates opportunity for the mentees to communicate, on an informal basis, with seasoned industry professionals. The mentees in turn develop everlasting bonds with their mentors as role models, philosophers and teachers, which are maintained throughout their professional pursuits.

The TIER MENTORING PROGRAMME is designed to give a competitive edge to our students and help them to scale new heights.

CONTENTS

- 1. INTRODUCTION TO THE MENTORING PROGRAM**
- 2. MENTORING DEFINED**
- 3. MENTOR DEFINED**
- 4. MENTEE DEFINED**
- 5. MENTORING PROGRAM AT AMITY**
- 6. PHASES OF MENTORING RELATIONSHIPS**
- 7. THE 3 TIERS MENTORING RELATIONSHIP**
- 10. BENEFITS OF MENTORING PROGRAM**
- 11. MENTORING PROCESS MILESTONES**
 - (A) STAGE - I**
 - (B) STAGE - II**
 - (C) STAGE - III**

THE MENTORING PROGRAM

At Amity we believe that the student's interaction outside the classroom with faculty, alumni as with the corporate denizens is essential for the overall development of the students both – academically and attitudinally. The students have basically three kinds of needs viz. **academic, emotional and career**. It is in the context of these needs, that the role of the **mentor** becomes crucial. Every student in their 4 Tier Mentoring Program is assigned a faculty member, an industry mentor and an alumni mentor who acts as a friend, philosopher and helps in his/her development. However, a parent also as a mentor has a huge role in the development of a student. Thus, all the 4 Tiers i.e. industry, alumni, faculty, parent and buddy with a joint collaboration can help in overall development of a student academically, attitudinally and professionally.

Mentoring is an experiential.

GOALS

The main aim of the 4 tier-mentoring program to inculcate the 101 attributes of a true Amitian.

To quote Dr. Ashok Kumar Chauhan “101 – Pg. 1)

- The program is designed to link students with an advocate from the profession, who will provide honest insights as students explore and evaluate their potential educational and career options.
- To expose the students to the experienced industry professionals, alumni and faculty at AMITY on a one-to-one basis, and provide information regarding their careers and choices available.
- To improve problem solving, communication, leadership and business skills of participating students.

MENTORING DEFINED

“Mentoring is god’s way to use another towards their full potential”. Mentoring is a tool that educational institutions, organizations use to nurture and groom their people. It can be an informal practice or a formal program. Mentee’s observe, question, and explore. Mentors demonstrate, explain and act as a role model.

Mentoring as a Concept & Its Evolution

Although it is only since the early 1970s that mentoring became a formal component of many development programs, the concept of experienced individuals handing down their wisdom to their young protégés is centuries old. In fact, the notion of Mentoring is ancient. The original Mentor is a character in Homer’s epic poem, The Odyssey. When Odyssey, King of Ithaca, went to flight in the Trojan War, he entrusted the care of the kingdom to mentor. Mentor served as the teacher and overseer of Odyssey’s son Telemachus.

In modern times, mentoring has been used outside the business environment. There are mentoring programs in the social services to help disturbed young people. Many organizations now use mentoring as part of their management development programs.

The Indian Context: The Tradition of ‘Guru Shishya Parampara’

Much has been said and written about the ancient dyadic form of learning, “Shiksha” the desire to be able to do, to inculcate the ability do something where the Guru (teacher) helps the Shishya (disciple) achieve self exploration and gain a sense of wholeness. This process permits adaptation to the outer world and becoming an enhanced being, and involves a complete psychic reorientation. Thus through reading of various Upanishads and old Indian Books, one can find that the concept of mentor and mentee was always existent where, the mentor as a guru gave his piece of wisdom and the mentee as a Shishya inculcated that wisdom.

MENTOR DEFINED

A mentor is a person who is already working in a field or industry and is available for others to learn from. Mentors are practicing professionals who are paired with students to provide guidance on students' education and impending careers. While students regularly use faculty, graduate students, parents and buddy peers to provide guidance on their futures, mentors who **“have been there”** can also share some extremely valueable insights. Students and mentors with similar interests will have the opportunity to communicate with each other on a regular, informal basis. A, mentor may act as:

- A **guide** who shares their experience of entering and progressing through the industry, the politics of the industry.
- A **counselor** who helps to reduce anxiety about entering the industry.
- A **role model**.
- A friend, philosopher
- A **teacher** who shares their expertise

The qualities that are essential in an effective mentor include:

- (1) **A desire to help:** Individuals who are interested in and willing to help others.
- (2) **Have had positive experiences:** Individuals who have had positive formal or informal experiences with a mentor tend to be good mentors themselves.
- (3) **Good reputation for developing others:** Experienced people who have a good reputation for helping others develop their skills.
- (4) **Time & energy:** People who have the time and mental energy to devote to the relationship.
- (5) **Up-to-date knowledge:** **Individuals** who have maintained current, up-to-date Technological knowledge and skills.

MENTEE DEFINED

A mentee is a person who is interested in finding out more about a particular field or industry and who learns from someone already experienced from some field or industry.

CHARACTERISTICS OF A MENTEE

- Committed to expanding their capabilities
- Open and receptive to new ways of learning and trying new ideas
- Able to accept feedback and act upon it.
- Willingness to apply learning's back on the job.
- Focused on achieving desired business results.
- Able to communicate and work cooperatively with others.
- Knows when to ask for help
- Have a sense of personal responsibility and commitment.
- Willing to meet on a regular basis.

MENTORING PROGRAM AT AMITY

Truly the mentor is the alma mater, the caretaker. The experience of mentoring is one of a kind, mutually benefiting the mentor as well as a mentee. This stimulating experience of mentorship is attributable to the unique Mentorship Programme, which is executed here at Amity. In accordance with the initiative, each individual who already has a parent mentor is assigned an Alumni Mentor, an Industry mentor, a faculty mentor, and a buddy mentor, each a pioneer in their forte of work. The mentorship programme helps forge a valuable association between students and the industry, preparing them to take on the professional challenges faced in the corporate.

The reason for such an association between students and seasoned professional are numerous. The learning transcends into various spheres of ones life, be it professional or personal. The one reason that makes this mentorship programme exceptional, is that through this programme **each individual is assigned a parent at the workplace.** Just as parents coach and guide their children to live their life purposefully, providing clarity & focus at every possible step, supporting one through taxing situations, in the same way, the mentors guide the students through taxing situatons, in the same way, the mentors guide the students through the initial stages of a professional life, transforming them into polished professionals.

PHASES OF MENTORING RELATIONSHIP

ESTABLISH: During the first few meetings, both the mentor and mentee get to know each other, and build trust. At this time, both the mentee and the mentor are developing expectations from each other. The interaction, which occurs at this stage, will lay the foundation for a strong and beneficial relationship. At this time they establish desired outcomes or goals from the coming mentoring relationship.

ELUCIDATE: This phase of the mentoring program spreads awareness and understanding on various issues Academic and Institutional. It also creates a friendly and supportive environment within the respective courses that is not bound by the student's own interests and activities. Such environment would allow freedom to students to exchange ideas on problems, academic issues, career planning and attitudes towards life in general.

EXPAND: This phase is typically the most rewarding time for both mentor and mentee. The mutual trust, which has developed between the two, can give the mentee the confidence to challenge the ideas of the mentor, just as the mentor will challenge the protégés ideas. Both of them engage in a personal rewarding relationship, where they expand their knowledge about different perspectives in life.

ENGAGE: This phase embarks the start of a personal action plan of the protégé to attain his/her goal. The mentor here is like a facilitator of protégés goals.

EVOLVE: This stage is usually characterized as a time where both the mentor and the protégé evaluate their learning experiences. Typically, the relationship begins to draw apart after a year or two. It is important, at this stage that the mentor step back from the formal relationship to discuss together with the protégé how they wish to continue their relationship.

THE 3 TIER – MENTORING RELATIONSHIP

Amity's 3 tier mentoring program is a three-way relationship between student mentee with the Industry, Alumni & Faculty.

It is a specialized type of work experience intended to provide unique opportunities for students to experience real-world situations in a business setting.

The mentoring relationship between the mentee and the mentor is the period where students interact with their mentors regularly and gain a new perspective in the business and personal world today. Mentors adopt different roles and provide the necessary direction to the students.

Industry Mentor

Mentoring, frequently used in business and industry, has rarely, if at all, been used as a *career guidance* activity for an academic institute's students. In essence, mentoring promotes learning and development as the mentor, usually a person experienced in a field or industry, shares his/her experience and knowledge with a less experienced mentee who necessarily engages in a process of self-learning, world of work learning, and career decision making.

The use of mentoring as a career guidance activity addresses calls for contextual learning in the workplace, which has been strongly advocated. Community base learning such as mentoring helps improve understanding between the academic institute and industry. Clearly, mentoring reflects the ideals of career guidance and has untapped potential as a career guidance activity for students.

Career guidance as an activity primarily encompasses career counseling, career decision making. Career education and information, but activities such as work experience and observation sharing have also been incorporated under the umbrella of career guidance here. As a result of rapid changes in the world or work, individuals now have to engage repeatedly in career decision-making throughout their lives. Corresponding with this, changes in thinking about career decision-making and developing skills that can be applied in future decisions. Thus deliberate career guidance has the potential to facilitate students in a number of ways including:

To promote an understanding of themselves;

- To promote an understanding of the work environment in which they live;
- To provide relevance and meaning to their program of studies;
- To assist them feel they are better equipped to have control over their futures;
- To enable them to pursue their respective careers.

Industry Mentoring is a process where at least two people work together over a period of time to promote learning and development. One person, the mentor, is usually experienced in the field or industry and is willing to share their expertise and knowledge with the other. The other person, the mentee is usually inexperienced in the field and is wanting to learn more about the field or industry. Together, they work to ensure that the learning needs of the mentee are met.

Alumni Mentor

Alumni mentor is a person who has just joined the corporate world. Alumni mentor mainly helps the student to:

- Share critical insights as to company work ethics and working methodologies.
- Inspire the student to be ambitious, determined and confident.
- Offer friendship and support, when times become tough and challenges arise.
- Give examples as to how he entered the corporate world.

Faculty Mentor

Faculty mentor is person who will stand by the student in the entire academic life. He will help the student to:

- Identify the students strengths and weakness and try to improve
- Instill in the student's the ability to set their own goals and objectives
- Supervise the students performance and devise methods to increase efficiency
- Guide and encourage the student's personal and academic development

BENEFITS OF THE MENTORING PROGRAM

For Students

1. Help a better understanding of self
2. Provide an insight into the work environment in which they would work
3. Provide relevance to their program of studies
4. Assist students to be better equipped to have control over their futures.
5. Promote amongst students a better evaluation of relevant careers and subjects pursued.
6. Greater understanding about the field or industry of their interest
7. Enhancement of skills
8. Greater confidence and self-esteem
9. Learn about potential career options from someone who has been in their shoes
10. Obtain practical advice from a different perspective
11. Network with professionals in his field of interest & expose themselves to the professional environment
12. Learn about the operations of a specific company and industry
13. Share their educational and career aspirations
14. Encouragement
15. Seamless Transition from academics to real work Life

For Mentor

1. Personal Satisfaction
2. Feedback
3. Enhanced self and professional awareness
4. New & valuable Insights
5. Experience Sharing
6. Access to the vast talent pool

For AMITY

1. Reduce Redundancy in learning Better Curriculum
2. Make Learning more interesting
3. Assist Final and Summer Placement
4. Draw Mileage And Support from the Corporate World

PLANNING MILESTONE

STAGE 1

ALLOTMENT OF MENTORS

The role of all the 4 Tiers as explained above has an immense importance in the life of the student academically and personally. The college itself does the allotment of the mentors. However, if the student wants to choose his own industry mentor, he is allowed to do so.

STAGE 2

MENTORING MEET

Every year in some Institutions a special Mentoring Meet takes place, where all the mentors come together and discuss the action plan for the coming year. On the other hand, mentors of the previous years who have helped nurture Amity's students are thanked for their continual support and guidance. This meet marks the initiation of a new relationship between the student mentee and their mentors.

STAGE 3

GENESIS OF THE RELATIONSHIP

The Mentoring Program facilitates the start of a new relationship between student mentee and mentors. They discuss, evaluate and build new relationships. It is at this stage where the students form their SMART goals with their mentors for the coming semester.



AMITY UNIVERSITY
— UTTAR PRADESH —

G - 16

**STANDARD OPERATING PROCEDURE
/ GUIDELINES FOR EFFECTIVE
IMPLEMENTATION / MONITORING
OF QAE OBSERVATIONS BY THE
HEAD OF THE INSTITUTIONS/
DEPARTMENTS / CENTRE, FOR
CONTINUAL IMPROVEMENT**

**AMITY UNIVERSITY UTTAR PRADESH
GAUTAM BUDDHA NAGAR**

GUIDELINES-16: STANDARD OPERATING PROCEDURE/ GUIDELINES FOR EFFECTIVE IMPLEMENTATION/ MONITORING OF QAE OBSERVATIONS BY THE HEADS OF THE INSTITUTIONS/ DEPARTMENTS/ CENTRE, FOR CONTINUAL IMPROVEMENT

1. The following QAE functions are being executed in the University:
 - (a) ISO Certification and Verification Audit (QMS, EMS, FSMS and subsequently Energy Management System and others).
 - (b) Monitoring Macro and Micro processes as per ISO Manual of the Institutions.
 - (c) Organizing feedback on effectiveness of Academic process through organized visits to Institutions and interaction with faculty and students.
 - (d) Monitoring of daily attendance with input from Institutions and generating weekly and monthly attendance profile Institution-wise.
 - (e) Organizing Management Review Meetings
 - (f) Organizing and coordinating training programmes of faculty, Lab in-charges, staff, librarian and student class representative for creating awareness about actions to be taken in case of calamities viz fire, etc, conducting Mock Drills.
 - (g) Organizing Training workshops of quality supports & process owners on ISO & Environment Management System
 - (h) Monitor implementation of Environment Management System, and in near future Energy Management System issues related to the following:
 - (i) All STPs and ETPs
 - (ii) Water and Power Audit related issue
 - (iii) Other installation like AC Plants, Tube Wells, Diesel Generator Station, Swimming Pool, etc.
 - (iv) Cafeterias
 - (v) Hostels
2. To perform the above functions, QAE Deptt. will conduct regular visits to the Institutions/Departments. The visits may be planned or surprise visits. For the planned visit, Institution/Centre-wise schedule will be circulated at least 10 days in advance. The HOIs/HODs will ensure that the required documents are kept ready for being examined by the QAE teams. The HOIs/Faculty and students should be available for interaction with the QAE team.
3. The observations and recommendations of the QAE team, in the form of a Report will be prepared and the following procedure will be followed:
 - (i) The Report will be prepared by QAE in Format as attached at Appendix-A, giving a probable date of Compliance (PDC) providing time period depending upon the nature of deficiency.

- (ii) The areas of observations/comments in the Report will be divided into the following:

Area		Responsibility
(a)	General infrastructure and accommodation related	Dy. Pro Vice Chancellor
(b)	Equipment maintenance / procurement related	HoI / HoD / Mr DK Gaur/Dr J S Sodhi
(c)	Raw material / consumables / chemicals, etc related	HoI / HoD / Mr DK Gaur
(d)	Academic issues : - Syllabus and course structure - Conduct of classes and attendance, time tables - Examinations related	HoI/HoD/OSD (A) HoI/HoD/Dir(I&C) HoI/HoD/CoE
(e)	Students academic grievances	HoI/HoD/ Director (Academics)
(f)	Students discipline related	HoI/HoD/Dean Students Welfare
(g)	Faculty planning, teaching load visiting faculty requirement	HoI/HoD/Pro-VC (A)
(h)	Faculty Recruitment	Dy. Pro VC / Maj Gen V N Wadhwa
(i)	Faculty development and training	Respective HoIs / Pro-VC (A)
(j)	Hostel students related	Jt. Director Hostel Admin. /Dean Students Welfare
(k)	Hostel maintenance	Jt. Director Hostel Admin. / Director Admin.
(l)	General Administration	Director Admin.
(m)	Cafeteria	Dir Admin /Dir ASH/Dean Students Welfare
(n)	Transport, car parking etc.	Col VK Sood
(o)	Power and Diesel Generator related	Er V N Sharma / Mr Virender Singh
(p)	Security, Fire Fighting	Col V K Sood / Mr EC Shah, Chief Fire Officer
(q)	Matters related to Library	HOI/HOD/Pro-VC (A)
(r)	Matters related to Placements	HOI/HOD/ATPC/ Dir. Academics
(s)	Institutional / Dept. Inventory management	HOI/HOD/Dept. Head / Admin

4. The Report so generated will be forwarded by Head QAE to HoI/ person(s) responsible, indicating the areas of deficiency, with copies to Vice Chancellor and Pro-VC (A) and Director Implementation & Compliance. The report will give a definite time frame for completion of the actions and sending the Compliance reports to Director Implementation & Compliance.

5. A monthly report of the compliances made and the deficiencies still to be complied with will be prepared by Director, Implementation & Compliance as per format given in Appendix-B and will be submitted to Vice Chancellor and Pro-Vice Chancellor (A) by tenth of every month, with a copy to QAE.
6. Vice Chancellor along with Pro VC (A) will take a quarterly review meeting with Director Implementation & Compliance, QAE and concerned officers to take stock of the progress achieved in regard to the deficiencies and issue of instructions for taking remedial measures, where necessary.
7. The long outstanding may be taken up by QAE as an agenda Apex (MRM). The minutes of Apex MRM meeting will be circulated to all HoIs/HoDs/Head of Centres for implementation of decisions.
8. The Agenda for the MRM will be issued by QAE with the approval of Vice Chancellor two weeks prior to the scheduled date.

Appendix 'A'

QAE REPORT
NAME OF THE INSTITUTION

S. N.	ISSUES	CLASSIFICATION / CATEGORY	RESPONSIBILITY	PDC	STATUS AS ON	
					PDC	PDC+30 Days

Appendix 'B'

STATUS REPORT: POINTS STILL OUTSTANDING

S.N	POINT NO.	DATE	INSTITUTION	ISSUES & QAE RECOMMENDATION	AGENCY RESPONSIBLE FOR ACTION	REMARKS	STATUS



AMITY UNIVERSITY
— UTTAR PRADESH —

G - 17

PROJECT TRAINING

**AMITY UNIVERSITY UTTAR PRADESH
GAUTAM BUDDHA NAGAR**

GUIDELINES-17: PROJECT TRAINING AT AMITY UNIVERSITY

Preamble

A large number of students from various Universities and Institutions of Higher Learning often approach Amity University for a project or a semester using the facilities/laboratories and under the guidance of the faculty at the Amity University.

Year after year the number of such requests has gone up. Therefore, it is important to develop a Project Training/ Research Dissertation Course for such students who are interested to do the same for duration of 3 months to a semester.

Objectives

The aim of the Project Training/ Research Dissertation Course is to give an opportunity to the aspirants the thrill & excitement of science by working on a project that requires application and critical appreciation of the scientific principles

The project training is also aimed at achieving active participation in the learning process through experimentation and putting into practice the knowledge acquired in the classrooms. The programme gives students an opportunity to gain research experience and work closely with eminent scientists, faculty at Amity at the same time maintain close association with their Parent Institute/ University.

Eligibility & Application Procedure

The student must be pursuing Graduate / Post Graduate course from a recognized University/ Institute/ College in the relevant discipline in India or abroad.

The student must have secured at least 60% marks throughout his/her academic career (from High School onwards)

Duration of Training

The project undertaken will be for the duration of 2-4 months with a maximum tenure of 1 semester. All the students selected for the project will be required to spend a minimum period of 60 days in Amity University without any break.

Academic Fee*

Projects up to 3 months: Rs.20000/-

Projects more than 3 months: Rs.45000/-

- However Universities/Institutions where Amity has signed an MoU, the fees charged may not apply.
- Hostel Fees will be charged as applicable.

Work/ Out Put

Students will join the ongoing research on regular basis which normally should lead to a publication.

Faculty Engagement

One faculty guide from Amity University will be assigned for each student.

Facilities Provided & Discipline

Facilities needed for the project work such as well equipped Research Laboratory, chemicals, glassware required, components & internet will be provided. However, expenditure on expensive components which are required for design projects will be borne by the students. Students will also be issued temporary I-cards for easy access into Amity Campus and its facilities like library, computer labs etc..

Students will adhere to all the rules & regulations of the Amity University and maintain absolute integrity during their tenure at Amity University

Students will be required to submit 'No Dues Certificates' from the following departments before being awarded a Certificate of successful completion of the Project Training/ Research Dissertation :-

- Library
- Faculty Guide
- Computer Laboratory
- Project Laboratory

Project Report

Students will submit the project report and the faculty guide will regularly monitor the progress made by the students.

Certificate

On successful completion of the project training students will be given a certificate of completion & project report.

ALL DATA GENERATED AS PART OF THE TRAINING PROJECT WILL BE THE SOLELY COPYRIGHT OF AMITY UNIVERSITY-U.P

Registration Form for external students, interested to undertake project/training at Amity University

Name of the student:

.....

Father's Name:

.....

Permanent Address:

.....

.....

.....

Communication Address:

Email id: Phone no: Mobile No:

Date of Birth: Age: Nationality: Sex:

Name of the Parent University/ Institution:

Course in which enrolled for in the Parent University/ Institution:

Batch & Semester of the course:

Title of the Training Project/ research Dissertation to be undertaken at Amity:

.....

Duration of the Project:..... Start date:..... End Date:

Name of the guide/faculty expert:

Name of the Amity Institution where the project/training is to be attended:

.....

.....

No. of credits the project will carry as decided by the Parent University/Institution:

Date:

.....

Signature of the student

Declaration: The information provided in this registration form and any supporting documents is true and complete to the best of my knowledge and belief. I agree that in case all or part of the information is found to be false or incomplete then Amity University reserves the right to withheld the project and forfeit the entire project fee or any part thereof or may cancel his project training. I also agree to indemnify the losses (if any) caused to Amity university due to my negligence.

Date:

Signature of the student

Recommendation of the Parent University/ Institution:

.....
.....
.....
.....
.....
.....

Signature: Signature:
Recommended by..... Name of the HoD:
Designation: Date:
Date: Official Seal:

-----**For Office Use**-----

Recommendation of the HoIs:

.....
.....
.....
.....

Faculty Guide Assigned:

Duration of the Project:

Details of Labs to be used for the project:

Signature of the HoI.....
Name of the HoI.....
Date:

Approved / Not Approved

.....
Pro Vice Chancellor (A)

OUTCOME REPORT

of

"विधिक जागरूकता शिविर"

कानूनी चेतना की बयार

by

Amity Law School

Of

Amity University Chhattisgarh

GENERAL INFORMATION:

Date of Event : 18.09.2021

Venue : Village Manth, Kharora, Chhattisgarh

Organized by : Amity Law School, Amity University Chhattisgarh

Total Participation : Around 112 participants

Event Coordinator : Ms. Meenakshi Kaushal

OUTCOME REPORT:

To celebrate and commemorate Innovation Day 2021, Amity Law School, Amity University Chhattisgarh, organized a '**LEGAL AWARENESS CAMP**' on 18th September' 2021 at village Manth, Kharora as a part of social outreach program with the objective of contributing in sensitization of public welfare schemes and furthering legal awareness.

The event comprised of awareness sessions by various faculty members and students, related to legal and health issues of contemporary importance, to ensure reach of awareness among the residents of village Manth for the betterment. The event also marked participation in social outreach programme through Legal Aid Committee, Amity Law School, Amity University Chhattisgarh.

The event initiated with a *Welcome Address* and *Introductory Address* by Director, Amity Law School and Head of the Institute, Amity Law School, respectively. A special session '*Objectives & Significance of Legal Awareness Camp*' by Dr. Prasanna Kumar Sharma, ASET explained the overall objectives and blue-print of the event, followed by session by faculty members of ALS, Ms. Farah Minhaj & Ms. Shreya Bajpai, on '*Various Health Related Government Schemes*'. A session

on '*Advantages of 'Lok Adalats' as an Alternative Dispute Resolution Mechanism*' by IV year students of ALS, explained cost and time effectiveness of Lok Adalats with its procedures. The event proceeded with an '*Awareness Address on Cyber Threats & Security*', delivered by student of LLM, ALS to aware the misuse of data wrongly collected online. The event ended with '*Appeal for Vaccination*' by ALS faculty members Mr. Shaunak Sharma & Ms. Meenakshi Kaushal, an initiative taken to remove myths regarding COVID vaccination and encouraging Manth residents to get both doses of vaccine as a responsible citizen in interest of not only their village but also the State and the Nation. Refreshments were served to the attendees on the completion of the sessions.

All the faculty members of Amity University Chhattisgarh were invited to be a part of the event. Along with students and faculty members of Amity Law School, Manth residents took keen interest in all the sessions, while enthusiastically & actively participating in the event, sharing their experiences and asking various questions, which made the event a success while achieving its objectives.

PHOTOGRAPHS :

















OUTCOME REPORT

of

"विधिक जागरूकता शिविर"

कानूनी चेतना की बयार

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PHOTOGRAPHS :

















AMITY UNIVERSITY CHHATTISGARH

OUTCOME REPORT

of

INTERNATIONAL DISCERNMENT SUMMIT 5.0 on 11 - Aug-2018 & 12-Aug-2018

By

AMITY SCHOOL OF ARCHITECTURE & PLANNING

General Introduction- MODEL UNITED NATIONS - AMITY UNIVERSITY CHHATTISGARH - Venue partner for hosting INTERNATIONAL DICERNMENT SUMMIT 5.0 which functions on the 5 organ committees of United Nations.

Objective(s) of the Event :

- 1.** Extensive media coverage.
Opportunity to present campus and its infrastructure.
- 2.** Participants mostly from 11th & 12th class hence are probable candidates for admissions.

1. Envisaged Vs Achieved Outcomes

Sn	Envisaged Outcome	Is the outcome tangible or intangible?*	Achieved Outcome	Remarks, if any
1	It is envisaged that Joint resolution to be submitted to UNESCO with an International press release prepared.	Tangible	- 280 delegates and 20 organizing committee and all from different schools attended the summit.	
2				

			<ul style="list-style-type: none"> - Judges from UK, Delhi, Mumbai & Nagpur were present. Faculty of N H Goel & Kanger Valley were present for both days. - Good hospitality was offered to them and also to the chief guest and other dignitaries ,parents who attended the inaugural ceremony . - Event was covered by social and print media both. 	

2. Actionable Progressive Outcomes

Outcomes requiring prolonged monitoring are as under:

Sn	Envisaged Outcome (a)	Outcome activity yet to be achieved (b)	Is the outcome tangible or intangible?*	Action plan to achieve the Outcome activity described in column “(b)” (c)	Target Date (d)	Responsibility (e)	Remarks, if any (f)

(*) – *Tangible outcomes should have a specific target date. Intangible outcomes need not have a specific target date.*

Conveynor : Prof.Vidya Singh, Director,Amity School of Architecture & Planning, Amity University,Chhattisgarh.

PARTICIPANTS – Mostly from schools like RKC, Kanger Valley, N.H.Goel, Delhi Public School etc.

PHOTOGRAPHS:



Title: NCW Sponsored National Conference on Cyber Crime and Women: Precautions and Strategies

Name and Address of the Organization Holding the Conference: Amity Law School, Amity University Chhattisgarh, Kharora, Chhattisgarh 493225

Funding organization: National Commission for Women

About the Funding Agency:

The National Commission for Women is a statutory body of the Government of India which was established in January 1992, as per the provisions of the Constitution of India as defined in the 1990 National Commission for Women Act. The commission is committed towards promoting and protecting women's rights and dignity. It also acts as an advisory body to the government with respect to legislations of policies that centres on the questions of women's issues.

The major functions of NCW include:

- To investigate and examine the matters related to women safety as well as to safeguard their rights guaranteed by the constitution.
- To present report to the government at the centre relating to the work done to ensure women's safety and rights.
- To review the legislations related to women's issues and to identify any insufficiency and probable shortcomings.
- To inform authorities about the cases that tantamount to violation of law against women
- To suggest measures and recommendations for effective implementation of such policy or laws that is aimed at maintaining women's safety and rights.
- Take cognizance of complaints and to take suo-moto action with regard to the same.
- To work towards safeguarding women's rights
- To mitigate the difficulties and hardship that women face and to provide them with lasting solutions
- To ensure each women have a claim to welfare and relief
- To give a call for special studies or investigations into specific problems or situations concerning women's issues

Introduction

(a) Background Note: The Internet has revolutionised the 21st century by enhancing proximity and connectivity between people across the world by a simple touch on the phone, laptop or any other similar device. Connecting to anyone sitting far across the globe, in a different continent or closer to home in a different city is now a simple technological matter. Wherever one goes, the internet follows, thanks to the universality of the social media which serves as a personal domain to remain in virtual contact with the public. As much as the cyber space promotes connectivity, knowledge-sharing, exposure in the private and public domain it also carries its own vices that often leads to the modelling of gender based violence and crime. Women by and large remain exposed to violence in the private and public sphere owing to the inherent gender disparity and the resultant discrimination that is systematically propagated through beliefs, customs and practices. The Cyber Space is but the virtual reflection of the social and women mostly remain vulnerable to threats, violence and organised as well as unorganised crimes in this space. From gas lighting, blackmailing, psychological threat, physical and sexual violence, abuse and manipulation the cyber space is a breeding ground for violence against women. Stalking, Bullying, Catcalling, Hacking, Morphed Compromising Pictures, Defamation are some of the classic strategies to instil an acute insecurity syndrome and exercise a very unique brand of psychological control on the women. A sense of constant vulnerability, threat, in confidence is what it takes to push these women towards becoming victims of cyber crime.

(b) Objectives of Conducting the Conference:

The dichotomy between victimhood and survival remains rather ambiguous when it comes down to the individual woman who remains at the receiving end of such violence. While many women are able to identify as survivors, seeking an agency for themselves, there are good number of women who struggle with shame, stigmatisation and victim blaming while the predator often goes unpunished. Even more a number of women remain largely isolated from seeking legal justice. It is important that there is increased academic engagement covering the theoretical and practical aspects of cyber crimes, so that its causes, nature and consequences can be better identified. Once the edifice is set, the engagement would further

result in addressing the theoretical questions of victimhood-survivor dichotomy, exploitation, violence that is more closely located within the disciplines of social sciences. On the other hand, the more practical aspect of seeking legal justice/redressal, precaution can be addressed from the structured perspectives of legal studies. A combination of socio-legal methods, theoretical engagements is not only academically enriching but also very crucial for developing the right kind of awareness to seek justice and to undertake precautionary measures.

The Amity Law School with the generous support of the National Commission for Women therefore organised a two-day national conference titled “National Conference on Cyber Crimes and Women: Precautions and Strategies” that saw rigorous discussion on the issues of cyber crime and women.

The conference was organized with a focus to understand why the virtual space remains so volatile and why women are rendered vulnerable to abuse.

- There was also a concerted effort to understand the victim-survivor dichotomy and to acknowledge the agency in women.
- The cyber Space remains largely under-theorized, the academic deliberations were conducted with an aim to understand the cyber space in its entirety as a virtual space where abuse against women come out as a stark reality.
- To sensitize the participants about various forms of cyber crimes and the laws pertaining to them.
- To create a space for students, scholars and academic practitioners from all over the country to come together and engage in rigorous academic discussions and dialogue.
- To sensitize the participants about the laws and policies pertaining to preventing and mitigating cyber crimes.
- To understand criminal psychology- decoding the mind of the abuser.
- To understand the psychology of the victim who remains on the other end of the spectrum, at the receiving end of such violence or abuse.
- To understand how therapy and professional help can enable survivors to cope with Post Traumatic Stress Disorder and other forms of traumatic experiences.
- To understand the nuanced technical aspects of cyber forensics, cyber crimes and cyber terrorism as a threat to state as well as human security.

- To outline the policies and the strategies that need to be employed to prevent such crimes from happening.

(c) Methodology adapted for conducting the Conference:

The conference was organised with an aim to discuss some of the urgent questions related to cyber crime and women. The idea was to generate debate, discussion and exchange of ideas across the entire spectrum of interested scholars, students and administrators. Thus, our inaugural session had a senior IPS officer who had in her service tenure held the portfolio of women's safety along with a cyber expert who works in the field of cyber security and safety.

There were also two Thematic Panel Discussions which was titled: Understanding and Analyzing the Socio Legal Contours of Cyber Crime and The Techno-Social focusing on the technical and sociological aspects of cyber crime during the first and second day of the conference respectively. To have scholarly engagements from students, there were three thematic sessions of paper presentations that dealt with the socio-legal aspects along with the psychological and technical dimensions of cyber crime.

2. Proceedings of the Conference

Inaugural Ceremony: The inaugural ceremony was conducted in the University Auditorium at 10.00 a.m. which was chaired by Dr. Rajendra Kumar Pandey, Hon'ble Vice Chancellor, Amity University Chhattisgarh. Mrs. Anjana Sinha, IPS Andhra Pradesh Police was invited as the keynote speaker. The session was also attended by Dr. J.S Sodhi, Group CIO & Senior Vice President, Ritnand Balved Education Foundation (AMITY Group) & Executive Director Cyborg Cyber Forensics and Information Security Pvt Ltd. Throwing light upon some of the cases of cyber violation and cyber crimes that she encountered Mrs. Sinha, discussed the preventive and precautionary measures of using cyber space also giving an idea to identify the red flags or warning signs while exploring the cyber space. The Vice Chancellor discussed about the internet of things or the interconnection via the internet computing devices embedded in everyday objects, enabling humans to send and receive data is becoming the prime seat of danger, exposing every user of internet to the potential danger of intrusion. The internet is

not just a double-edged sword but also a multi edged sword, operating in numerous ways, sometimes in the performance and sometimes in its prevention. Dr. J.S.Sodhi, senior member of Amity Education Group, in his engaging talk delved into the propensity of the criminal activities in the digital world, and emphasized on the myth associated with the domain, the myth being “we are safe” but the reality speaks that the backdoor usage of the cyber space is making people more and more vulnerable. The Registrar Dr. S.C. Mukhopadhyay highlighted the need for creating awareness and the importance of individual responsibility to be informed about the things that go around in the domain of cyber space.

The inaugural was followed by a panel discussion titled “Understanding and analyzing the Socio-Legal Contours of Cyber Crime and Violence against Women” which was subsequently followed by parallel sessions in which almost 90 papers were presented. The conference was attended by Technocrats, Lawyers, Academics, Researchers, Students and Academic Council Members, AUC. The vote of thanks was moved by Deputy Pro Vice Chancellor Dr. Vijay Singh Dahima. The response of the students and other stakeholders were overwhelmingly positive and different aspect of the problems: technology, law, psychology and the social dimensions were adequately addressed in the problem.

Panel Discussion 1:

“Understanding and analyzing the Socio-Legal Contours of cyber crime and violence against women”

Distinguished academicians were invited in the panel discussion that took place in the Auditorium at 12 p.m. with Prof. Sabiha Hussain as the moderator. Prof. Sabiha Hussain reflected upon the following questions,

“What is cyber crime?”

“How cyber space is becoming unsafe for women?”

She elucidated on the need to educate the stakeholders and the common people about cyber space and how technology is used and misused. Her deliberations were on the forms of violence against women in the cyber space.

Prof. Anindya Jyoti Majumdar, the second panellist threw light upon the problems of structural inadequacy, culture of security, and the idealisation, which gives way to cyber crime. He further added that the inter play of security and insecurity creates a ghetto. The

inept or the unsuitable space is the product of idealisation that paves way for a greater danger in the cyber space.

Dr. Tumpa Mukherje, spoke about Gender socialization and pointed out on how activists and journalists are the major targets of cyber crime. She agreed with the proposition of the lack of social norm in cyber space facilitating immoral activities. She recommended conducting cyber sensitization, awareness programmes, counselling of cyber crime victims and more importantly, the parents must be given adequate knowledge about cyber space so that they could extend their hand towards their children at times of need. Moreover, she stressed upon the introduction of Cyber criminology as a subject in schools and colleges to impart knowledge in this area to the youngsters.

Dr. Atul Pandey discussed about the specific laws that deals with cyber crime and deliberated elaborately on obscenity, privacy violation and identity theft. He added that language has a massive effect in the process of cyber crime. He quoted Idi Amin Dada's famous dialogue, "You have freedom of speech but freedom after speech, and I cannot guarantee that."

Ms. Deeplina Banerjee, the organizing secretary concluded the panel discussion. She discussed on how anonymity in cyber space acts as an agent of cyber crime and more specifically how it results due to the thinning of boundaries between the virtual and the personal in the ambit of the cyber space. The need to secure the cyber space is all the more urgent because of the deep sense of insecurity embedded within the system. She concluded that in order to prevent the cyber crimes against women, it is important that the youth are sensitized thoroughly about the dangers so that they can take preventive measures.

Technical Session 1:

Theme: Law and Policy

Dr. Atul Pandey chaired the first Technical session, which was held in the Seminar Hall from 2.00 p.m. to 4.00 p.m. The students of ALS, Amity University Chhattisgarh, presented their research papers along with the students of HNLU and Amity Law School, Amity University Kolkata who also participated in this technical session. The Session focused on analyzing the existing legislative framework for dealing with cyber crimes not only in India but also abroad. The presenters critically evaluated the laws in force in India for the protection of women from the threats of cyber world. They emphasized on the right to privacy held by individuals and the need to enhance it. The speakers dealt with laws regarding cyber stalking,

extortion, harassment and obscenity. Chairperson Dr. Atul Pandey concluded the session by adding that there is an urgent need to create awareness among the people regarding cyber crime.

Second Panel Discussion:

“The Techno-Social” – Understanding the Technical and Social give and take in the virtual cyber space”

Distinguished guests were invited in the panel discussion that took place in the auditorium at 10.00 a.m., which continued until 12.00 p.m. Prof. Prosenjit Gupta moderated the panel. He delved into the precautionary measures that one must take to avoid and prevent cyber crime also stated about the issues related to privacy. He said that research has to be done to come up with better safety policies in the cyber space.

The next panellist was Advocate Anand Shankar Jha who reflected upon the various issues related to cyber crime and pointed out to the deliberate need of training the investigating officers to combat cyber crime. He also said that Law school’s curriculum needs to be updated and along with Law teachers, IT specialists should teach the students the subject of Cyber Law, enforcing the necessity to cultivate measures in the students to prevent being a helpless victim.

Dr. Atul Kumar Pandey was the third panellist who said that Cyber Law deals with a “plethora of issues”. Continuing with that, he gave presentation on ‘scaling up digital forensic- the past, present and future of cyber crime investigation’. He added that in India there is no law regarding the regulation of encryption code system.

The registrar of AUC was the last speaker of the panel. Dr. Mukhopadhyay talked about women’s vulnerability; how fear becomes an important factor during the post-traumatic period that results in a deep sense of insecurity. The power to combat the post-traumatic shock comes from within, and should be dealt in a very significant manner. Law and sociology goes hand in hand and both the disciplines are intertwined, therefore, should be read in accordance with each other.

Technical Session 2:

Theme- Sociological and Psychological Aspect of Cyber Crime

The second technical session focused on the sociological and psychological dimensions of cyber crime and its impact on the individual. There were advocates from Chattisgarh High Court, and Professors from local colleges along with students of Jadavpur University and Jawaharlal Nehru University as well as Amity University Chhattisgarh who explored the dimensions of the shift of violence from the physical to the virtual, victim advocacy, therapy that are available to the survivors among others. The speakers spoke about the trauma associated with cyber bullying or online violence that although do not have any immediate physical effect leaves a lasting impact on the psyche of the minds of the women who remain at the receiving end of such violence. The speakers dwelt on the questions of empathy and creating a secure virtual space for women who remain the most vulnerable. Speakers also spoke about feminizing the cyber space to address the problem of women's security from a ground level. There were also discussions on how the questions of "Gendered- Cyber Insecurity" is deeply rooted in the patriarchal set-up and how similar such patriarchal tropes could be debunked was also raised and discussed. This session was moderated by Mr. Anand Shankar Jha.

Technical Session 3:

Technical Aspects of Cyber Crime:

The third technical session focused on the technical aspects of cyber crime which was chaired by Prof. Prosenjit Gupta. This session also saw some very interesting papers that were presented by students of AUC, Jadavpur University and Jawaharlal Nehru University. There were discussions on the various forms online threats; cyber bullying and cyber harassment can be addressed. The speakers discussed about the issues of violation of privacy vis-a-vis the misuse of cyber space. Speakers also shed light on how mobile apps are controlling the lives of women in Saudi Arabia thus compromising personal freedom. It was noted that although there were laws to address this growing menace there was hardly any effort to see to the actual implementation at the ground level. The speakers also talked about the need of awareness drive so that users can be made aware of the red-flags or the warning signs and the possible measures to counter the threats prevalent in the cyber space. There was

also discussion on revenge porn and online gas lighting and mean comments made on celebrities on their social media handles or posts. The speakers also talked about the construction of feminine identity in the cyber space and how it subsequently leads to identity theft thus paving the way for white collar crimes. The speakers also tried to explore the themes of cyber voyeurism and the impact it has on the lives of individual women who remain at the receiving end of online harassment and cyber stalking. Discussions also centred on strategizing safety and empowerment in the cyber space and the policies and strategies that could be put to practise urgently.

3. Observations

1. The guest-speakers made some very pertinent points related to strengthening the security in the cyber space. It was discussed that since the cyber-space is a virtual domain where boundaries do not exist there needs to be more stringent laws to prevent crime and violence against women.
2. The speakers also highlighted that there needs to be a combination of technology and law in the training or teaching methodologies to help students and scholars understand the more nuanced aspect of cyber crime and how it affects women. This practise will also help in understanding the prevalent cyber laws and how they could be modified or if new laws could be introduced to address the growing menace.
3. The participants lay great focus on the security and safety of women in the cyber space through their presentation. Important points related to the mental wellbeing of women remaining at the receiving end of such atrocities were raised.
4. The participants also highlighted on the issues related to creating awareness among youth about how to identify harmful or dangerous sites and to sensitize them about online privacy.
5. Mrs. Anjana Sinha, the key-note speaker had a huge impact on the participants especially the female students. She appeared as an icon to the female students, as a woman who is not only serving in the Indian Police Force but also have actively tackled cases related to cyber crime, online harassment and bullying.
6. The participants also highlighted that it is important to look beyond the gender binaries while addressing issues of cyber crime and cyber bullying. It is important to take the

individual in consideration so as to ensure that they get justice and the perpetrators can be brought before law and adequately punished.

7. It was also discussed during the conference that there is an urgent need to sensitize the people especially women about various forms of cyber crimes that include phishing, morphing, cat-calling, gaslighting, verbal abuse, revenge-porn etc and how they can possibly combat them.

8. The participants discussed about identity theft and online voyeurism and how they become intricately linked with cyber crime and online harassment that leads to violating privacy and space that women occupy.

9. There were also suggestions to develop curriculum in educational institutes to help identify the warning signs of cyber harassment and to develop a holistic idea about violation of rights, space and abuse in the cyber space.

10. There needs to be a thorough sensitization of women about how they can avoid voyeurs, identify abusers, where they can raise their complaints and what are the possible actions that they can take to bring down the perpetrators.

4. Recommendations/Action Points

(i) Those relating to Local Administration and/or its agencies

1. There needs to be a 24x7 government helpline that can register problems related to online harassment/bullying and cyber security from women.

2. The local administrating agencies may conduct sensitization programmes or drives in the educational institutes to create and spread awareness among students about how to securely use the internet.

3. The agencies can also ensure that the students who represent the youth population understand the basic concept of privacy and be sensitized enough to respect and acknowledge the private space of another individual.

(ii) Those relating to State Administration and/or its agencies

1. The Chhattisgarh State Government can have an online helpline to assist women who have been victims of cyber violence.
2. There should be psychological help for women in the government hospitals or medical schools to help women overcome the trauma associated with online harassment, bullying, trolling or similar such abuse.
3. The state government should encourage and support such endeavours in the form of seminars, conferences or awareness drives to educate women and also to allow dissemination of knowledge.

(ii) Those relating to Govt. of India and/or its agencies

1. The Department of Higher Education, Ministry of Human Resource Development should develop and introduce a curriculum that takes a holistic approach to understand the social, psychological, legal as well as technical aspects of cyber-based violence and crimes to help sensitize young students.
2. The Government of India should ensure that more women are involved into writing codes and developing the security techniques to combat cyber crime.
3. There needs to be a 24x7 helpline for psychological help for victims of cyber violence. The Government should ensure that victims receive any such medical help that helps them to survive and overcome the trauma or abuse.
4. There is a need for more holistic efforts towards victim advocacy and to ensure that women who undergo such violence are delivered justice and redressal at the earliest. The laws need to be strict and perpetrators should be heavily penalized.
5. There should be a regulatory check on harmful websites and a list may be published so that people can refrain from using or visiting those sites.
6. The National Commission for Women should extend their support towards academic endeavours to discuss about issues related to women's safety in the cyber space.

7. The Commission should also encourage educational institutions to conduct seminars, conferences or to hold special lectures to allow discussions on these very urgent issues as well as to address the problems faced by women in the cyber space.

Conclusion: The Conference was highly appreciated by Prof (Dr.) Rajendra Kumar Pandey, the Hon'ble Vice Chancellor of Amity University Chhattisgarh as well as all the guests, dignitaries and participants who shared their ideas and valuable inputs. The students of AUC were filled with enthusiasm which reflected in their participation during the conference.

As a result of the deliberations, the course on Cyber Laws and other related academic discourses has received a fillip and students are encouraged to participate more in similar such academic endeavours. The issues and problems that were raised during the conference related to the security of women in the cyber space have received due academic attention from the Vice Chancellor and other higher administrative officials at Amity University Chhattisgarh as well as the participating guests and scholars. New course structures and training to equip the students with the understanding of the virtual space, the technicalities that work in the background as well as the cyber laws prevalent in the existing legal framework will be proposed shortly.

Prepared by: Ms. Deeplina Banerjee

(Organising Secretary)

Mrs. Farah Minhaj

(Organising Secretary)

Title: NCW Sponsored National Conference on Cyber Crime and Women: Precautions and Strategies

Name and Address of the Organization Holding the Conference: Amity Law School, Amity University Chhattisgarh, Kharora, Chhattisgarh 493225

Funding organization: National Commission for Women

About the Funding Agency:

The National Commission for Women is a statutory body of the Government of India which was established in January 1992, as per the provisions of the Constitution of India as defined in the 1990 National Commission for Women Act. The commission is committed towards promoting and protecting women's rights and dignity. It also acts as an advisory body to the government with respect to legislations of policies that centres on the questions of women's issues.

The major functions of NCW include:

- To investigate and examine the matters related to women safety as well as to safeguard their rights guaranteed by the constitution.
- To present report to the government at the centre relating to the work done to ensure women's safety and rights.
- To review the legislations related to women's issues and to identify any insufficiency and probable shortcomings.
- To inform authorities about the cases that tantamount to violation of law against women
- To suggest measures and recommendations for effective implementation of such policy or laws that is aimed at maintaining women's safety and rights.
- Take cognizance of complaints and to take suo-moto action with regard to the same.
- To work towards safeguarding women's rights
- To mitigate the difficulties and hardship that women face and to provide them with lasting solutions
- To ensure each women have a claim to welfare and relief
- To give a call for special studies or investigations into specific problems or situations concerning women's issues

Introduction

(a) Background Note: The Internet has revolutionised the 21st century by enhancing proximity and connectivity between people across the world by a simple touch on the phone, laptop or any other similar device. Connecting to anyone sitting far across the globe, in a different continent or closer to home in a different city is now a simple technological matter. Wherever one goes, the internet follows, thanks to the universality of the social media which serves as a personal domain to remain in virtual contact with the public. As much as the cyber space promotes connectivity, knowledge-sharing, exposure in the private and public domain it also carries its own vices that often leads to the modelling of gender based violence and crime. Women by and large remain exposed to violence in the private and public sphere owing to the inherent gender disparity and the resultant discrimination that is systematically propagated through beliefs, customs and practices. The Cyber Space is but the virtual reflection of the social and women mostly remain vulnerable to threats, violence and organised as well as unorganised crimes in this space. From gas lighting, blackmailing, psychological threat, physical and sexual violence, abuse and manipulation the cyber space is a breeding ground for violence against women. Stalking, Bullying, Catcalling, Hacking, Morphed Compromising Pictures, Defamation are some of the classic strategies to instil an acute insecurity syndrome and exercise a very unique brand of psychological control on the women. A sense of constant vulnerability, threat, in confidence is what it takes to push these women towards becoming victims of cyber crime.

(b) Objectives of Conducting the Conference:

The dichotomy between victimhood and survival remains rather ambiguous when it comes down to the individual woman who remains at the receiving end of such violence. While many women are able to identify as survivors, seeking an agency for themselves, there are good number of women who struggle with shame, stigmatisation and victim blaming while the predator often goes unpunished. Even more a number of women remain largely isolated from seeking legal justice. It is important that there is increased academic engagement covering the theoretical and practical aspects of cyber crimes, so that its causes, nature and consequences can be better identified. Once the edifice is set, the engagement would further

result in addressing the theoretical questions of victimhood-survivor dichotomy, exploitation, violence that is more closely located within the disciplines of social sciences. On the other hand, the more practical aspect of seeking legal justice/redressal, precaution can be addressed from the structured perspectives of legal studies. A combination of socio-legal methods, theoretical engagements is not only academically enriching but also very crucial for developing the right kind of awareness to seek justice and to undertake precautionary measures.

The Amity Law School with the generous support of the National Commission for Women therefore organised a two-day national conference titled “National Conference on Cyber Crimes and Women: Precautions and Strategies” that saw rigorous discussion on the issues of cyber crime and women.

The conference was organized with a focus to understand why the virtual space remains so volatile and why women are rendered vulnerable to abuse.

- There was also a concerted effort to understand the victim-survivor dichotomy and to acknowledge the agency in women.
- The cyber Space remains largely under-theorized, the academic deliberations were conducted with an aim to understand the cyber space in its entirety as a virtual space where abuse against women come out as a stark reality.
- To sensitize the participants about various forms of cyber crimes and the laws pertaining to them.
- To create a space for students, scholars and academic practitioners from all over the country to come together and engage in rigorous academic discussions and dialogue.
- To sensitize the participants about the laws and policies pertaining to preventing and mitigating cyber crimes.
- To understand criminal psychology - decoding the mind of the abuser.
- To understand the psychology of the victim who remains on the other end of the spectrum, at the receiving end of such violence or abuse.
- To understand how therapy and professional help can enable survivors to cope with Post Traumatic Stress Disorder and other forms of traumatic experiences.
- To understand the nuanced technical aspects of cyber forensics, cyber crimes and cyber terrorism as a threat to state as well as human security.

- To outline the policies and the strategies that need to be employed to prevent such crimes from happening.

(c) Methodology adapted for conducting the Conference:

The conference was organised with an aim to discuss some of the urgent questions related to cyber crime and women. The idea was to generate debate, discussion and exchange of ideas across the entire spectrum of interested scholars, students and administrators. Thus, our inaugural session had a senior IPS officer who had in her service tenure held the portfolio of womens' safety along with a cyber expert who works in the field of cyber security and safety.

There were also two Thematic Panel Discussions which was titled: Understanding and Analyzing the Socio Legal Contours of Cyber Crime and The Techno-Social focusing on the technical and sociological aspects of cyber crime during the first and second day of the conference respectively. To have scholarly engagements from students, there were three thematic sessions of paper presentations that dealt with the socio-legal aspects along with the psychological and technical dimensions of cyber crime.

2. Proceedings of the Conference

Inaugural Ceremony: The inaugural ceremony was conducted in the University Auditorium at 10.00 a.m. which was chaired by Dr. Rajendra Kumar Pandey, Hon'ble Vice Chancellor, Amity University Chhattisgarh. Mrs. Anjana Sinha, IPS Andhra Pradesh Police was invited as the keynote speaker. The session was also attended by Dr. J.S Sodhi, Group CIO & Senior Vice President, Ritnand Balved Education Foundation (AMITY Group) & Executive Director Cyborg Cyber Forensics and Information Security Pvt Ltd. Throwing light upon some of the cases of cyber violation and cyber crimes that she encountered Mrs. Sinha, discussed the preventive and precautionary measures of using cyber space also giving an idea to identify the red flags or warning signs while exploring the cyber space. The Vice Chancellor discussed about the internet of things or the interconnection via the internet computing devices embedded in everyday objects, enabling humans to send and receive data is becoming the prime seat of danger, exposing every user of internet to the potential danger of intrusion. The internet is

not just a double-edged sword but also a multi edged sword, operating in numerous ways, sometimes in the performance and sometimes in its prevention. Dr. J.S.Sodhi, senior member of Amity Education Group, in his engaging talk delved into the propensity of the criminal activities in the digital world, and emphasized on the myth associated with the domain, the myth being “we are safe” but the reality speaks that the backdoor usage of the cyber space is making people more and more vulnerable. The Registrar Dr. S.C. Mukhopadhyay highlighted the need for creating awareness and the importance of individual responsibility to be informed about the things that go around in the domain of cyber space.

The inaugural was followed by a panel discussion titled “Understanding and analyzing the Socio-Legal Contours of Cyber Crime and Violence against Women” which was subsequently followed by parallel sessions in which almost 90 papers were presented. The conference was attended by Technocrats, Lawyers, Academics, Researchers, Students and Academic Council Members, AUC. The vote of thanks was moved by Deputy Pro Vice Chancellor Dr. Vijay Singh Dahima. The response of the students and other stakeholders were overwhelmingly positive and different aspect of the problems: technology, law, psychology and the social dimensions were adequately addressed in the problem.

Panel Discussion 1:

“Understanding and analyzing the Socio-Legal Contours of cyber crime and violence against women”

Distinguished academicians were invited in the panel discussion that took place in the Auditorium at 12 p.m. with Prof. Sabiha Hussain as the moderator. Prof. Sabiha Hussain reflected upon the following questions,

“What is cyber crime?”

“How cyber space is becoming unsafe for women?”

She elucidated on the need to educate the stakeholders and the common people about cyber space and how technology is used and misused. Her deliberations were on the forms of violence against women in the cyber space.

Prof. Anindya Jyoti Majumdar, the second panellist threw light upon the problems of structural inadequacy, culture of security, and the idealisation, which gives way to cyber crime. He further added that the inter play of security and insecurity creates a ghetto. The

inept or the unsuitable space is the product of idealisation that paves way for a greater danger in the cyber space.

Dr. Tumpa Mukherje, spoke about Gender socialization and pointed out on how activists and journalists are the major targets of cyber crime. She agreed with the proposition of the lack of social norm in cyber space facilitating immoral activities. She recommended conducting cyber sensitization, awareness programmes, counselling of cyber crime victims and more importantly, the parents must be given adequate knowledge about cyber space so that they could extend their hand towards their children at times of need. Moreover, she stressed upon the introduction of Cyber criminology as a subject in schools and colleges to impart knowledge in this area to the youngsters.

Dr. Atul Pandey discussed about the specific laws that deals with cyber crime and deliberated elaborately on obscenity, privacy violation and identity theft. He added that language has a massive effect in the process of cyber crime. He quoted Idi Amin Dada's famous dialogue, "You have freedom of speech but freedom after speech, and I cannot guarantee that."

Ms. Deeplina Banerjee, the organizing secretary concluded the panel discussion. She discussed on how anonymity in cyber space acts as an agent of cyber crime and more specifically how it results due to the thinning of boundaries between the virtual and the personal in the ambit of the cyber space. The need to secure the cyber space is all the more urgent because of the deep sense of insecurity embedded within the system. She concluded that in order to prevent the cyber crimes against women, it is important that the youth are sensitized thoroughly about the dangers so that they can take preventive measures.

Technical Session 1:

Theme: Law and Policy

Dr. Atul Pandey chaired the first Technical session, which was held in the Seminar Hall from 2.00 p.m. to 4.00 p.m. The students of ALS, Amity University Chhattisgarh, presented their research papers along with the students of HNLU and Amity Law School, Amity University Kolkata who also participated in this technical session. The Session focused on analyzing the existing legislative framework for dealing with cyber crimes not only in India but also abroad. The presenters critically evaluated the laws in force in India for the protection of women from the threats of cyber world. They emphasized on the right to privacy held by individuals and the need to enhance it. The speakers dealt with laws regarding cyber stalking,

extortion, harassment and obscenity. Chairperson Dr. Atul Pandey concluded the session by adding that there is an urgent need to create awareness among the people regarding cyber crime.

Second Panel Discussion:

“The Techno-Social” – Understanding the Technical and Social give and take in the virtual cyber space”

Distinguished guests were invited in the panel discussion that took place in the auditorium at 10.00 a.m., which continued until 12.00 p.m. Prof. Prosenjit Gupta moderated the panel. He delved into the precautionary measures that one must take to avoid and prevent cyber crime also stated about the issues related to privacy. He said that research has to be done to come up with better safety policies in the cyber space.

The next panellist was Advocate Anand Shankar Jha who reflected upon the various issues related to cyber crime and pointed out to the deliberate need of training the investigating officers to combat cyber crime. He also said that Law school’s curriculum needs to be updated and along with Law teachers, IT specialists should teach the students the subject of Cyber Law, enforcing the necessity to cultivate measures in the students to prevent being a helpless victim.

Dr. Atul Kumar Pandey was the third panellist who said that Cyber Law deals with a “plethora of issues”. Continuing with that, he gave presentation on ‘scaling up digital forensic- the past, present and future of cyber crime investigation’. He added that in India there is no law regarding the regulation of encryption code system.

The registrar of AUC was the last speaker of the panel. Dr. Mukhopadhyay talked about women’s vulnerability; how fear becomes an important factor during the post-traumatic period that results in a deep sense of insecurity. The power to combat the post-traumatic shock comes from within, and should be dealt in a very significant manner. Law and sociology goes hand in hand and both the disciplines are intertwined, therefore, should be read in accordance with each other.

Technical Session 2:

Theme- Sociological and Psychological Aspect of Cyber Crime

The second technical session focused on the sociological and psychological dimensions of cyber crime and its impact on the individual. There were advocates from Chattisgarh High Court, and Professors from local colleges along with students of Jadavpur University and Jawaharlal Nehru University as well as Amity University Chhattisgarh who explored the dimensions of the shift of violence from the physical to the virtual, victim advocacy, therapy that are available to the survivors among others. The speakers spoke about the trauma associated with cyber bullying or online violence that although do not have any immediate physical effect leaves a lasting impact on the psyche of the minds of the women who remain at the receiving end of such violence. The speakers dwelt on the questions of empathy and creating a secure virtual space for women who remain the most vulnerable. Speakers also spoke about feminizing the cyber space to address the problem of women's security from a ground level. There were also discussions on how the questions of "Gendered- Cyber Insecurity" is deeply rooted in the patriarchal set-up and how similar such patriarchal tropes could be debunked was also raised and discussed. This session was moderated by Mr. Anand Shankar Jha.

Technical Session 3:

Technical Aspects of Cyber Crime:

The third technical session focused on the technical aspects of cyber crime which was chaired by Prof. Prosenjit Gupta. This session also saw some very interesting papers that were presented by students of AUC, Jadavpur University and Jawaharlal Nehru University. There were discussions on the various forms online threats; cyber bullying and cyber harassment can be addressed. The speakers discussed about the issues of violation of privacy vis-a-vis the misuse of cyber space. Speakers also shed light on how mobile apps are controlling the lives of women in Saudi Arabia thus compromising personal freedom. It was noted that although there were laws to address this growing menace there was hardly any effort to see to the actual implementation at the ground level. The speakers also talked about the need of awareness drive so that users can be made aware of the red-flags or the warning signs and the possible measures to counter the threats prevalent in the cyber space. There was

also discussion on revenge porn and online gas lighting and mean comments made on celebrities on their social media handles or posts. The speakers also talked about the construction of feminine identity in the cyber space and how it subsequently leads to identity theft thus paving the way for white collar crimes. The speakers also tried to explore the themes of cyber voyeurism and the impact it has on the lives of individual women who remain at the receiving end of online harassment and cyber stalking. Discussions also centred on strategizing safety and empowerment in the cyber space and the policies and strategies that could be put to practise urgently.

3. Observations

1. The guest-speakers made some very pertinent points related to strengthening the security in the cyber space. It was discussed that since the cyber-space is a virtual domain where boundaries do not exist there needs to be more stringent laws to prevent crime and violence against women.
2. The speakers also highlighted that there needs to be a combination of technology and law in the training or teaching methodologies to help students and scholars understand the more nuanced aspect of cyber crime and how it affects women. This practise will also help in understanding the prevalent cyber laws and how they could be modified or if new laws could be introduced to address the growing menace.
3. The participants lay great focus on the security and safety of women in the cyber space through their presentation. Important points related to the mental wellbeing of women remaining at the receiving end of such atrocities were raised.
4. The participants also highlighted on the issues related to creating awareness among youth about how to identify harmful or dangerous sites and to sensitize them about online privacy.
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