**SDG 5 ::**

The admission microsite at Amity University Rajasthan is a window for two-way communication between the student and the university. The Amity intranet i.e. Amizone is used for all process of admission right from application to getting selected. It systematically tracks women's application rate and acceptance or entry rate. Male and Female applications are separated accordingly for a report and further action.

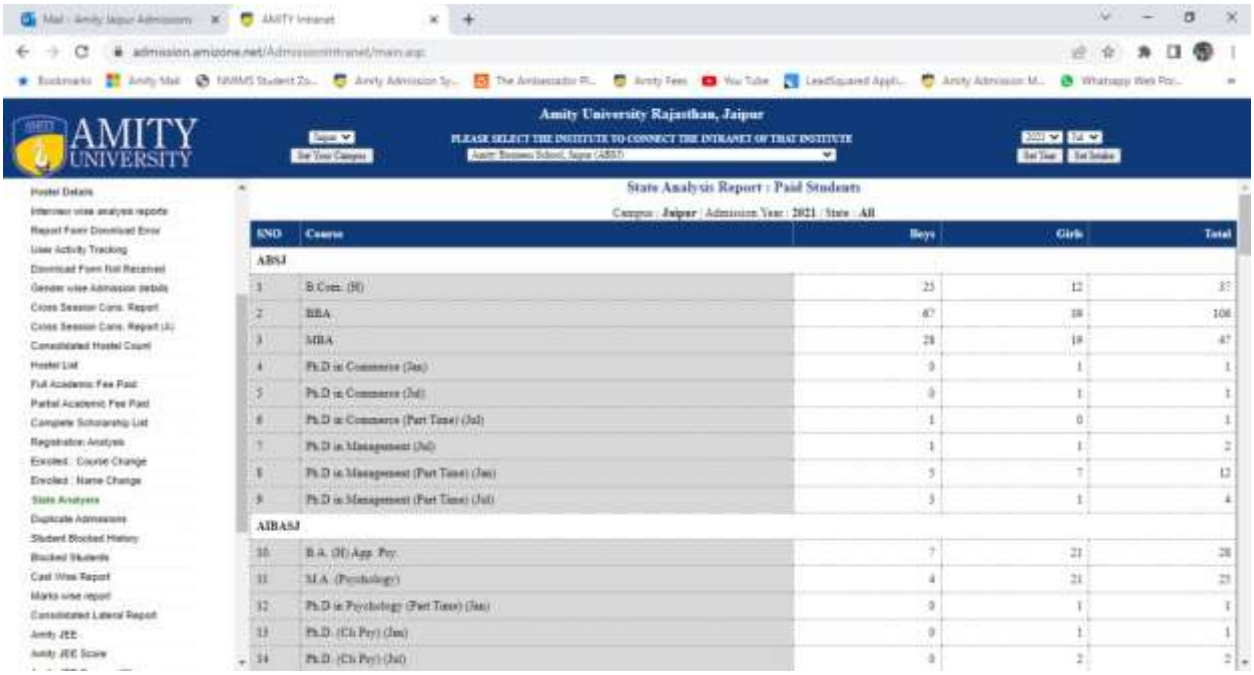
Reservation Policy for Admissions' of AUR, has been drafted in accordance with the Rajasthan State Government'Admission Policy', promulgated vide Letter No. एफ 7 (4 )अका द/ि नकाि श /श नीि त /2016/1045 dated 25/05/2018.

Amity University Rajasthan strives to inculcate a zero-tolerance towards all forms of discrimination and prohibits gender stereotyping and/or bias. To enforce this philosophy, Amity University Rajasthan in all its affairs will ensure gender equity and gender sensitivity along with equal opportunity for all genders, especially the marginalized. The policy will be known as the AUR Policy for Gender Equity. The university will take regular initiatives and sensitization drives to ensure that the employees and students at the university ensure the implementation of a gender bias-free approach in all their endeavors in and outside the university, in letter and spirit.

The University as a body has a maternity Policy in place that supports women's participation. It is clearly stated in the HR Manual (page no: 27). Along with the same a clear cut creche policy is in place to ensure smooth work environment for the mothers in the campus.

# AMITY UNIVERSITY
## RAJASTHAN

The admission microsite at Amity University Rajasthan is a window for two-way communication between the student and the university. The Amity intranet i.e. Amizone is used for all process of admission right from application to getting selected. In order to access the Admission Microsite, the student has to log in with the Form Number and Password provided on the application form. Amizone acts as the binding software for all the process in the University and is built on platforms which are scalable. The software is hosted on redundant servers at multiple locations to ensure uninterrupted access. At the bank end the Data is splitted and divided into a systematic way to understand the Gender Ratio as well. Male and Female applications are separated accordingly for a report and further action.

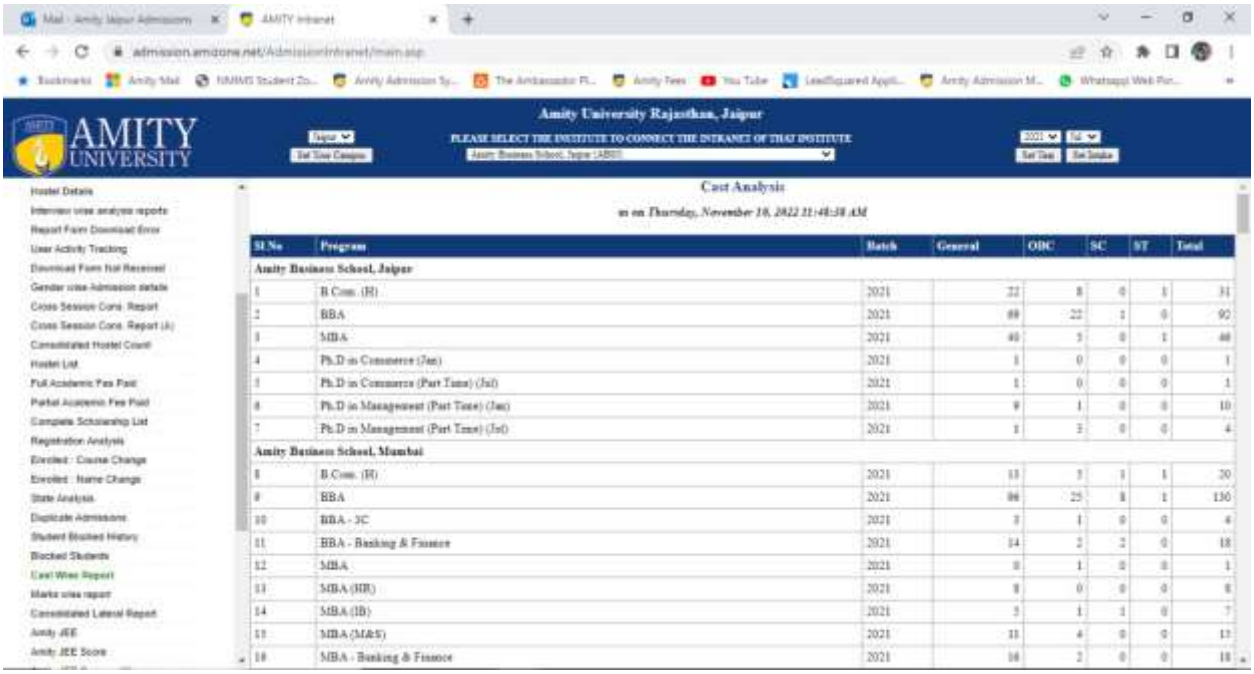


Amity University Rajasthan, Jaipur

PLEASE SELECT THE INSTITUTE TO CONNECT THE INTRANET OF THAT INSTITUTE

Gender Wise Admission Details (2021)

| Type | Registered | | | Interviewed | | | Selected | | | Fee Paid | | | Fee Paid-WD | | | Withdrawal | | | Reported | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Male | Female | Total | Male | Female | Total | Male | Female | Total | Male | Female | Total | Male | Female | Total | Male | Female | Total | Male | Female | Total |
| Under Graduate | 2173 | 1575 | 3748 | 0 | 0 | 0 | 1938 | 1482 | 3420 | 553 | 357 | 910 | 449 | 301 | 750 | 104 | 56 | 160 | 435 | 294 | 729 |
| Post Graduate | 583 | 975 | 1558 | 85 | 285 | 370 | 388 | 566 | 954 | 204 | 292 | 496 | 182 | 253 | 435 | 22 | 39 | 61 | 180 | 239 | 439 |
| Ph.d | 177 | 216 | 393 | 124 | 181 | 305 | 61 | 105 | 166 | 51 | 75 | 126 | 40 | 70 | 110 | 11 | 5 | 16 | 40 | 70 | 110 |
| Total | 2933 | 2766 | 5699 | 209 | 466 | 675 | 2387 | 2153 | 4540 | 808 | 724 | 1532 | 671 | 624 | 1295 | 137 | 100 | 237 | 655 | 603 | 1258 |



Amity University Rajasthan, Jaipur

PLEASE SELECT THE INSTITUTE TO CONNECT THE INTRANET OF THAT INSTITUTE

Cast Analysis

as on Thursday, November 10, 2022 11:48:38 AM

| Sl No | Program | Batch | General | OBC | SC | ST | Total |
|---|---|---|---|---|---|---|---|
| **Amity Business School, Jaipur** | | | | | | | |
| 1 | B.Com. (H) | 2021 | 22 | 8 | 0 | 1 | 31 |
| 2 | BBA | 2021 | 69 | 22 | 1 | 0 | 92 |
| 3 | MBA | 2021 | 40 | 5 | 0 | 1 | 46 |
| 4 | Ph.D in Commerce (Jan) | 2021 | 1 | 0 | 0 | 0 | 1 |
| 5 | Ph.D in Commerce (Part Time) (Jul) | 2021 | 1 | 0 | 0 | 0 | 1 |
| 6 | Ph.D in Management (Part Time) (Jan) | 2021 | 9 | 1 | 0 | 0 | 10 |
| 7 | Ph.D in Management (Part Time) (Jul) | 2021 | 1 | 3 | 0 | 0 | 4 |
| **Amity Business School, Mumbai** | | | | | | | |
| 8 | B.Com. (H) | 2021 | 13 | 5 | 1 | 1 | 20 |
| 9 | BBA | 2021 | 86 | 25 | 8 | 1 | 120 |
| 10 | BBA - 3C | 2021 | 3 | 1 | 0 | 0 | 4 |
| 11 | BBA - Banking & Finance | 2021 | 14 | 2 | 2 | 0 | 18 |
| 12 | MBA | 2021 | 0 | 1 | 0 | 0 | 1 |
| 13 | MBA (HR) | 2021 | 8 | 0 | 0 | 0 | 8 |
| 14 | MBA (IB) | 2021 | 5 | 1 | 1 | 0 | 7 |
| 15 | MBA (M&S) | 2021 | 11 | 4 | 0 | 0 | 15 |
| 16 | MBA - Banking & Finance | 2021 | 16 | 2 | 0 | 0 | 18 |

# AMITY UNIVERSITY RAJASTHAN

## 23rd MEETING OF THE BOARD OF MANAGEMENT

## 13TH DECEMBER 2018
## (02:30 PM)

# AGENDA

## VENUE

**Conference Hall, Academic Block - A**
Amity University Rajasthan, Jaipur

# AMITY UNIVERSITY
## RAJASTHAN

**AGENDA – 23.1** **Page No.**

**To adopt the Agenda for 23rd Board of Management Meeting.**

**AGENDA – 23.2**

**(a) To confirm the Minutes of the 22nd Meeting of the Board of Management.**

The Minutes were circulated among the members of the Board of Management. No comments were received from any of the members. The Minutes may be confirmed. **Annexure – I** **2 - 4**

**(b) Action-taken Report on the Minutes of the 22nd Meeting of the Board of Management.**

The actions taken on matters that arose out of the 22nd Meeting of the Board of Management are placed for perusal of the Hon'ble Members. **Annexure – II** **5**

**AGENDA –23.3**

Discussion/ recommendations of 24th meeting of Academic Council held on 13th December 2018. **Will be placed on table**

**AGENDA – 23.4**

To ratify the appointments made during the period from 16/05/2018 to 30/11/2018. **Annexure - III** **6 - 8**

**AGENDA – 23.5**

To report the resignations tendered/exits during the period from 16/05/2018 to 30/11/2018. **Annexure - IV** **9 - 11**

**AGENDA –23.6**

To report the following : **Annexure – V** **12 - 29**

a) Sangathan– 2018
b) Visits of Important Dignitaries
c) HR Conclave
d) Events (Yoga Day, Independence Day, Innovation Day, Gandhi Jayanti etc.)
e) Achievements - AUR

**AGENDA – 23.7**

To ratify the 'Reservation Policy for Admissions' of AUR, drafted in accordance with the Rajasthan State Government 'Admission Policy', promulgated vide Letter No. एफ 7 (4 ) अकाद/निकाशि /प्रवेश नीति /2016 /1045 dated 25/05/2018.

**Annexure–VI**

**AGENDA – 23.8**

Any other item (s) with the permission of Chair.

* * *

# AMITY UNIVERSITY
## RAJASTHAN

**Minutes of the 23rd Board of Management meeting, held on December 13th, 2018, at 2:30 PM in the Conference Room of AUR, Jaipur**

23rd Board of Management Meeting was held on December 13th , 2018 at 2:30 PM in the Conference Room, Academic Block-A. Prof. Arun Patil, President chaired the meeting in the absence of Hon'ble Chairperson, the Chairman of the Board of Management, who could not attend the meeting due to his pre-occupation in other important matters of the University.

Prof. Arun Patil, President welcomed everyone present and new members of the Board specifically. He acknowledged the efforts made by outgoing members of the Board of Management and exhorted all members to participate actively in the discussions on the agenda.

Following were present in the meeting :

| | | | |
|---|---|---|---|
| **CHAIRMAN (Acting)** | | | |
| 1 | Prof. | Arun Patil | President |
| **MEMBERS** | | | |
| 2 | Prof. | K. Balakrishnan | Pro-President &<br>Dean - Faculty of Management |
| 3 | Prof. | G. K. Aseri | Dy. Pro-President & Director (IQAC & AIMT) |
| 4 | Prof. | Jitendra Singh | Dean - Faculty of Architecture & Planning & Director, ASAP |
| 6 | Rear Admiral (Retd.) | Harendra Gupta | Dean - Faculty of Law |
| 7 | Prof. | Vinay Sharma | Dean Academics |
| 8 | Prof. | D. D. Shukla | Dean Faculty of Engineering and Technology & Director – ASET |
| 9 | Mr. | Ashish Kumar | Director – DP&E<br>& Dy. Director – ABS |
| **SPECIAL INVITEES** | | | |
| 10 | Brig. (Retd.) | G. S. Rathore | OSD to Chairperson |
| 11 | Gp. Capt. (Retd.) | Ajoy Mudaliar | Director – Administration |
| **MEMBER SECRETARY** | | | |
| 12 | Cdr. (Retd.) | Vishwadeepak Singh | Registrar |

Following members were granted leave of absence :

| | | | | |
|---|---|---|---|---|
| 1 | Prof. | P. B. Sharma | Vice Chancellor, Amity University Haryana, Manesar | Member |
| 2 | Dr. | Sali P. S. | Director Academics – RBEF | Member |
| 3 | Dr. | J. Girish | Vice President (Academics) - RBEF | Member |
| 4 | Mr. | Ashish Bindra | Chief Finance Officer | Member |
| 5 | Mr. | Ashish Singh | Director – Projects | Member |

| | | | | |
|---|---|---|---|---|
| 6 | Ms. | Rekha Singh | Director-Projects & Communication and Advisor-Admissions | Member |

Following points were discussed:

| ITEM NO. | AGENDA ITEM | DISCUSSION& RECOMMENDATIONS | ACTION |
|---|---|---|---|
| **Item No. 23.1** | **To adopt the Agenda for 23rd Board of Management Meeting.** | Adopted Unanimously.<br>Proposed by Prof. G. K. Aseri<br>Seconded by Mr. Ashish Kumar | No action required. |
| **Item No. 23.2** | To confirm the Minutes of the 22nd Meeting of the Board of Management.<br>a) The Minutes were circulated among the members of the Board of Management. No comments were received from any of the members. The Minutes may be confirmed. | The Board of Management confirmed the minutes of 22nd Meeting of the Board of Management . | No action required. |
| | b) Action-taken Report on the Minutes of the 22nd Meeting of the Board of Management.<br>• The actions taken on matters that arose out of the 22nd Meeting of the Board of Management. | The actions taken on the matters that arose out of 22nd meeting of BOM were perused and noted. | |
| **Item No. 23.3** | Discussion/ recommendations of 24th meeting of Academic Council held on 13th December 2018 | Accepted. | Registrar |
| **Item No. 23.4** | To ratify the appointments made during the period from 16/05/2018 to 30/11/2018 | Ratified. | No action required. |
| **Item No. 23.5** | To report the resignations tendered/exits during the period from 16/05/2018 to 30/11/2018 | Reported and Noted. | |

| ITEM NO. | AGENDA ITEM | DISCUSSION& RECOMMENDATIONS | ACTION |
|---|---|---|---|
| **Item No. 23.6** | To report the following :<br>a) Sangathan– 2018<br>b) Visits of Important Dignitaries<br>c) HR Conclave<br>d) Events (Yoga Day, Independence Day, Innovation Day, Gandhi Jayanti etc.)<br>e) Achievements - AUR | Reported and Noted. | No action required. |
| **Item No. 23.7** | To ratify the 'Reservation Policy for Admissions' of AUR, drafted in accordance with the Rajasthan State Government 'Admission Policy', promulgated vide Letter No. एफ 7 (4 ) अकाद/निकाशि /प्रवेश नीति /2016 /1045 dated 25/05/2018. | • Registrar apprised the Board about the Sub-Section (3) of Sec. (32) of Amity University ACT, whereby university has to provide reservation in admissions as per the State Govt. Policy.<br>• The Board ratified the same. | No action required. |

Vote of thanks was proposed by Prof. G. K. Aseri, Dy. Pro-President (FA).

* * *

# AMITY UNIVERSITY
## RAJASTHAN

Kant Kalwar, NH-11-C,
Jaipur (Rajasthan) 303002
Tel: 01426 - 405678
Fax: 01426 - 405679

No. : AUR/REG/625 (a)

Dated : 01/06/2018

**Reservation Policy for Admissions**

Amity University Rajasthan, Jaipur (A State-Private University), established vide 'The Amity University Rajasthan, Jaipur ACT, 2008 (Act No. 8 of 2008)' notified in the Rajasthan Gazette Notification No. F.2 (10) Vidhi/2/2008 dated March 29th ,2008.

As per the Sub-Section (3) of Sec. (32) of the University Act whereby reservation in admissions to the University for Scheduled Castes, Scheduled Tribes, Backward Classes, Special Backward Classes, Women and Handicapped Persons shall be provided as per the policy of the State Government.

The University shall follow the reservation policy of the seats, as below, as prescribed by the State Govt. vide letter no. एफ 7(4) अकाद/निकाशि/प्रवेश नति/2016/1045 dated 25/05/2018 :

| Category | Percentage |
|---|---|
| Scheduled Castes | 16 |
| Scheduled Tribes | 12 |
| Other Backward Classes | 21 |
| Divyangjan / Handicapped | 03 |
| General | 48 |

In case of non-fulfillment of seats earmarked for the reserved category, the same will be filled as per the merit.

AMITY UNIVERSITY RAJASTHAN JAIPUR

**Dr. Nitin Bhardwaj**
**Dy. Registrar**

Registrar
Amity University Rajasthan
Jaipur

**अति–आवश्यक**

**आयुक्तालय कॉलेज शिक्षा, राजस्थान, जयपुर**

क्रमांकः एफ 7(4)अकाद/निकाशि/प्रवेश नीति/2016/1045 दिनांकः 25 मई, 2018

प्राचार्य,
समस्त राजकीय/निजी महाविद्यालय,
राजस्थान।

विषयः राज्य सरकार की प्रवेश नीति एवं अकादमी सत्र 2018–19 के लिए प्रवेश प्रक्रिया, सांस्कृतिक, साहित्यिक एवं छात्रवृत्ति कलैण्डर तथा शिक्षण दिवस सारणी ।

महोदय,

उपरोक्त विषयान्तर्गत निर्देशानुसार लेख है कि राज्य सरकार द्वारा अनुमोदित राज्य सरकार की प्रवेश नीति एवं अकादमी सत्र 2018–19 के लिए प्रवेश प्रक्रिया, सांस्कृतिक, साहित्यिक एवं छात्रवृत्ति कलैण्डर तथा शिक्षण दिवस सारणी आयुक्तालय कॉलेज शिक्षा, राज0, जयपुर की वेबसाईट पर अपलोड कर दी गई है, जिसे वेबसाईट से डाउनलोड कर लिया जावे।

भवदीय,

**अतिरिक्त आयुक्त,**
कॉलेज शिक्षा, राज0, जयपुर

क्रमांकः एफ 7(4)अकाद/निकाशि/प्रवेश नीति/2016/1045 दिनांकः 25 मई, 2018

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :–

1. सहायक निदेशक, क्षेत्रीय कार्यालय, कॉलेज शिक्षा, जयपुर/ अजमेर/ कोटा/ बीकानेर/ जोधपुर/ उदयपुर ।
2. वेबसाईट प्रभारी, आयुक्तालय कॉलेज शिक्षा, राज0, जयपुर।

25/5/18

**(डॉ0 ज्योत्स्ना भारद्वाज)**
**संयुक्त निदेशक (अकादमिक)**

Registrar
Amity University Rajasthan
Jaipur

राजस्थान सरकार

# प्रवेश नीति
## (राजकीय एवं निजी महाविद्यालयों के लिए)

आयुक्तालय कॉलेज शिक्षा, राजस्थान,
जयपुर

Registrar
Amity University Rajasthan
Jaipur

अनुक्रमणिका


| क्र.सं. | विवरण | पृष्ठ संख्या |
|---|---|---|
| 1. | प्रवेश नीति | |
| | प्रथम भाग प्रस्तावना एवं उद्देश्य | 1–2 |
| | द्वितीय भाग स्नातक पार्ट प्रथम में प्रवेश के नियम | 3–6 |
| | तृतीय भाग स्नातकोत्तर एवं एम.फिल. पाठ्यक्रम में प्रवेश के नियम | 7–9 |
| | चतुर्थ भाग विधि संकाय में प्रवेश के नियम | 10–11 |
| | पंचम भाग प्रवेश के सामान्य नियम | 12–16 |
| | षष्ठ भाग आरक्षण, रियायतें एवं लाभ | 17–24 |
| 2. | राज्य सरकार का परसेन्टाइल आधारित प्रवेश प्रक्रिया संबंधी आदेश दिनांक 10.06.14 एवं 19.06.14 | |


Registrar
Amity University Rajasthan
Jaipur

## प्रथम भाग
## प्रस्तावना एवं उद्देश्य

राज्य सरकार के समावेशी उच्च शिक्षा विकास एवं गुणात्मक अभिवृद्धि के लक्ष्य के अनुरूप प्रवेश नीति संरचित है । प्रवेश नीति की संरचना के प्रमुख उद्देश्यगत आधार निम्नांकित हैं :–

1. प्रवेश प्रक्रिया सरल, सहज, सुगम एवं पारदर्शी हो इस उद्देश्य से समस्त राजकीय महाविद्यालयों में स्नातक भाग प्रथम तथा स्नातकोत्तर पूर्वार्द्ध की कक्षाओं में ऑन लाईन प्रक्रिया द्वारा प्रवेश कार्य होगा। स्नातक भाग द्वितीय, तृतीय तथा स्नातकोत्तर उत्तरार्द्ध कक्षाओं में एकीकृत प्रवेश प्रक्रिया संचालित रहेगी ।

2. उच्च शिक्षा में गुणात्मक स्तर बनाये रखने के लिये स्नातक व स्नातकोत्तर कक्षाओं में सम्बद्धक विश्वविद्यालयों एवं उच्च शिक्षा नियामक संस्थानों के मानदण्डों को दृष्टिगत रखकर पात्रता एवं न्यूनतम अर्हता संबंधी मानदण्ड निर्धारित किये गये हैं ।

3. समावेशी विकास नीति के अन्तर्गत –

(i) जनजाति उपयोजना क्षेत्र (टी.एस.पी.) में अवस्थित महाविद्यालयों में न्यूनतम विद्यार्थी संख्या मानदण्ड में 25 प्रतिशत की छूट रहेगी ।

(ii) महिला नामांकन दर में अभिवृद्धि को प्रोत्साहित करने हेतु सहशिक्षा महाविद्यालयों में महिला अभ्यर्थी को नियम 6.7.9 ब के अन्तर्गत 3 प्रतिशत बोनस दिये जाने के साथ–साथ अन्तराल संबंधी नियमों में छूट देने का प्रावधान भी किया गया है, ताकि अधिक आयु वाली उच्च शिक्षा की इच्छुक महिला अभ्यर्थियों को नियमित उच्च शिक्षण के अवसर प्राप्त हो सकें ।

(iii) अनुसूचित जाति, अनुसूचित जन जाति, अन्य पिछड़ा वर्ग तथा **अति पिछड़ा वर्ग** (More Backward Class) के अभ्यर्थियों के लिये प्रवेश नीति में राज्य सरकार के नियमानुसार आरक्षण व्यवस्था सुनिश्चित की गई है ।

(iv) पाक विस्थापित, कश्मीर प्रवर्जित एवं दिव्यांग अभ्यर्थियों को उच्च शिक्षा के अवसर उपलब्ध कराने के लिए भारत/राज्य सरकार के द्वारा प्रदत्त निर्देशानुसार प्रवेश नीति में विशेष प्रावधान किये गये हैं ।

(v) ट्रांसजेण्डर अभ्यर्थियों को ससम्मान उच्च शिक्षण संस्थाओं में प्रवेश मिले, इस हेतु उच्च शिक्षा विभाग द्वारा लिये गये विशेष निर्णय के अन्तर्गत उन्हें न्यूनतम उत्तीर्णांक पर प्रवेश दिया जायेगा ।

(vi) अति पिछड़ी अनुसूचित जन जाति सहरिया अभ्यर्थियों के लिए बारां जिले में अवस्थित महाविद्यालयों में प्रवेश हेतु प्राथमिकता का प्रावधान किया गया है ।

(vii) भारतीय सेना व केन्द्रीय सशस्त्र बलों के कार्मिकों व पूर्व कार्मिकों के पुत्र/पुत्री/पत्नी को प्रवेश हेतु 3 प्रतिशत स्थान आरक्षित करने के साथ–साथ शहीदों के आश्रितों को न्यूनतम उत्तीर्णांक पर प्रवेश का प्रावधान है ।

**(viii) प्रदेश के महाविद्यालयों में अध्ययनरत विद्यार्थी जिनके राजस्थान बोर्ड की 10वीं व 12वीं कक्षा में न्यूनतम 75 प्रतिशत अंक तथा परिवार की वार्षिक आय 2.5 लाख से 05 लाख तक किया गया है, उन सभी विद्यार्थियों को शैक्षणिक सत्र 2018–19 से निःशुल्क शिक्षा प्रदान करने का प्रावधन किया है। इस छूट के लिए स्नातक ओर स्नातकोत्तर कक्षाओं के प्रत्येक वर्ष में न्यूनतम 70 प्रतिशत अंक प्राप्त करना जरूरी होगा।**

(ix) समग्र व्यक्तित्व विकास से सम्बद्ध सहशैक्षणिक, खेलकूद, समाज सेवा आदि से संबंधित गतिविधियों में उत्कृष्ट एवं उल्लेखनीय उपलब्धि के लिए प्रवेश हेतु प्राथमिकता तथा बोनस अंकों का प्रावधान है ।

(x) विभिन्न माध्यमिक शिक्षा बोर्डों से अर्हकारी परीक्षा उत्तीर्ण अभ्यर्थियों को समान स्तर पर लाने के लिये वरीयता निर्धारणार्थ प्रवेश प्रक्रिया में पर्सेन्टाईल आधारित व्यवस्था लागू की गई है।

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(xi) वर्तमान शिक्षा व्यवस्था को रोजगारोन्मुखी बनाने के लिए एवं कौशल प्रशिक्षण को मुख्य धारा से जोड़ने के लिए औद्योगिक प्रशिक्षण संस्थानों एवं पॉलीटेक्निक महाविद्यालयों के मान्यता प्राप्त पाठ्यक्रमों को कक्षा दसवीं व बारहवीं के समकक्ष माना गया है ।

**(xii)** नियमित पाठ्यक्रम के साथ कौशल विकास हेतु आई.सी.ए.आई. द्वारा संचालित कैट (Certificate Course in Accounting Technicians) कोर्स, **इग्नू (IGNOU ) द्वारा संचालित पाठ्यक्रम, दिशारी योजनान्तर्गत प्रतियोगी परीक्षाओं की तैयारी हेतु मोबाईल App, अंग्रेजी भाषा सुधार हेतु UPER App, IIT Bombay द्वारा संचालित Spoken Tutorial** द्वारा अध्ययन की सुविधा भी चयनित महाविद्यालयों में उपलब्ध है।

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## द्वितीय भाग
## स्नातक पार्ट प्रथम में प्रवेश के नियम

2.1 प्रवेश मानदण्ड एवं पात्रता

तालिका 2.1

स्नातक पास कोर्स व आनर्स कोर्स के पार्ट प्रथम में प्रवेश हेतु मानदण्ड

| अभ्यर्थियों का प्रकार | अर्हकारी परीक्षा* में न्यूनतम पात्रता प्रतिशत | |
|---|---|---|
| | पासकोर्स | ऑनर्स |
| राजस्थान में अवस्थित किसी भी विद्यालय से अर्हकारी परीक्षा उत्तीर्ण<br>अथवा<br>राजस्थान के निवासी (पंचम भाग के नियम–2 में परिभाषित) जो राजस्थान राज्य के अलावा अन्य किसी स्थान से अर्हकारी परीक्षा उत्तीर्ण हो। | कला संकाय –45<br>वाणिज्य संकाय –45<br>विज्ञान संकाय –48 | कला संकाय– –48<br>वाणिज्य संकाय –48<br>विज्ञान संकाय –50 |
| राजस्थान के अलावा अन्य किसी स्थान से अर्हकारी परीक्षा उत्तीर्ण हो तथा राजस्थान के निवासी न हो। | 60 | 60 |

*अर्हकारी परीक्षा से आशय मान्यता प्राप्त बोर्ड से नियमित या स्वयंपाठी अभ्यर्थी के रूप में उत्तीर्ण 10+2 या समकक्ष परीक्षा है ।

कक्षा 12 की समकक्षता हेतु –

(1) कक्षा 10 वीं उत्तीर्ण होने के पश्चात् दो या दो से अधिक वर्ष का नेशनल काउसिंल फार वोकेशनल ट्रेनिंग (NCVT)से मान्यता प्राप्त कोर्स में प्रवेश लेने तथा उक्त कोर्स का प्रथम वर्ष उत्तीर्ण कर लेने के पश्चात विद्यार्थी यदि माध्यमिक शिक्षा बोर्ड, राजस्थान/राजस्थान स्टेट ओपन स्कूल, जयपुर से 12 वीं के लिये निर्धारित कोर्स के अनुसार अंग्रेजी विषय की परीक्षा उत्तीर्ण कर लेते हैं तो उन्हें आगे की शिक्षा में प्रवेश हेतु 12वीं उत्तीर्ण के समकक्ष माना जायेगा ।

(2) यह समकक्षता उसी स्थिति में देय होगी जब अंग्रेजी व आई.टी.आई. की परीक्षा के साथ एक ही वर्ष में उत्तीर्ण की हो अथवा अंग्रेजी की परीक्षा आई.टी.आई. करने के पश्चात उत्तीर्ण की हो।

(3) 10 वीं उत्तीर्ण करने के पश्चात् नेशनल काउसिंल फार वोकेशनल ट्रेनिंग (NCVT) के दो या दो से अधिक वर्षो का मान्यता प्राप्त कोर्स उत्तीर्ण (आदेशों से पूर्व/पश्चात) कर चुके विद्यार्थी 12वीं की समकक्षता अंग्रेजी की परीक्षा राजस्थान स्टेट ओपन स्कूल से उत्तीर्ण करने पर प्राप्त कर सकेगे।

(4) 10वीं कक्षा उत्तीर्ण करने के पश्चात तथा किसी मान्यता प्राप्त पोलीटेक्निक कॉलेज से 3 वर्ष का ऑल इण्डिया काउन्सिल फॉर टेक्निकल एजूकेशन (AICTE) से मान्यता प्राप्त कोर्स उत्तीर्ण करने पर उन्हें आगे शिक्षा में प्रवेश हेतु कक्षा 12वीं उत्तीर्ण के समकक्ष माना जायेगा।

नोट–

**(i). ITI (NCVT) एवं RBSE/ RSOS बोर्ड के माध्यम से 12वीं के लिए निर्धारित कोर्स के अनुसार अंग्रेजी विषय–दोनों में उत्तीर्ण अभ्यर्थी ही प्रवेश हेतु कक्षा 12वीं के समकक्ष मान्य होंगे।**

(ii) उक्त बिन्दुओं में वर्णित 12वीं की समकक्षता प्राप्त करने पर विद्यार्थी को विज्ञान संकाय (गणित वर्ग) का विद्यार्थी माना जायेगा।

2.1.1सभी पात्र आवेदकों को प्रवेश देने के पश्चात् यदि किसी कक्षा/विषय के स्वीकृत वर्ग (विधि संकाय को छोड़कर) में स्थान रिक्त रह जाये तो उपर्युक्त पात्रता में 3 प्रतिशत तक की छूट देकर रिक्त स्थानों को वरीयता क्रम में भरा जा सकेगा। इसके लिए उक्त न्यूनतम पात्रता प्रतिशत से 3 प्रतिशत कम तक के अभ्यर्थियों के आवेदन–पत्र स्वीकार किये जा सकेंगे। फिर भी महिला महाविद्यालयों में स्थान रिक्त रहने पर न्यूनतम उत्तीर्णांक तक प्रवेश देय होगा।

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तालिका 2.2

स्नातक पार्ट प्रथम में अभ्यर्थियों की संकायानुसार पात्रता

| स्नातक पार्ट प्रथम में प्रवेश के लिए आवेदित संकाय | उत्तीर्ण अर्हकारी परीक्षा का संकाय |
|---|---|
| कला / वाणिज्य | कला / वाणिज्य / विज्ञान / कृषि संकाय |
| विज्ञान – गणित वर्ग | केवल विज्ञान संकाय– गणित समूह* |
| विज्ञान – जीव विज्ञान वर्ग | केवल विज्ञान संकाय जीव–विज्ञान समूह* |

*अर्हकारी परीक्षा में गणित / जीव विज्ञान को अतिरिक्त विषय के रूप में लेकर उत्तीर्ण होने वाले अभ्यर्थी दोनों विषय समूहों के लिए आवेदन कर सकते है।

2.1.2 कृषि पाठ्यक्रम से अर्हकारी परीक्षा उत्तीर्ण करने वाले विद्यार्थियों के विज्ञान संकाय में प्रवेश के लिए सम्बद्धक विश्वविद्यालय के नियमों का पालन किया जावेगा, परन्तु पात्रता तालिका 2.1 के अनुसार ही रहेगी।

2.1.3 माध्यमिक शिक्षा बोर्ड से व्यावसायिक पाठ्यक्रमों ( वोकेशनल कोर्स ) में अर्हकारी परीक्षा उत्तीर्ण करने वाले अभ्यर्थियों को केवल कला एवं वाणिज्य संकाय में ही प्रवेश दिया जा सकेगा, ऐसे अभ्यर्थियों की प्रवेश योग्यता सूची में वरीयता निर्धारित करने हेतु अर्हकारी परीक्षा के प्राप्तांक प्रतिशत अंक में से **5 प्रतिशत** अंक घटा दिये जायेंगे।

**2.1.4 केन्द्रीय माध्यमिक शिक्षा बोर्ड (CBSE) से 12वीं कक्षा उत्तीर्ण अभ्यर्थियों के लिए गणित वर्ग में प्रवेश वरीयता के लिए रसायन शास्त्र, भौतिक शास्त्र व गणित तथा जीव विज्ञान वर्ग में प्रवेश वरीयता हेतु रसायन शास्त्र, भौतिक शास्त्र व जीव विज्ञान के प्राप्तांक जोडना आवश्यक होगा।**

2.2 वर्ग में प्रवेश सीमा

2.2.1 कला एवं वाणिज्य संकाय की प्रत्येक कक्षा / विषय के एक वर्ग (सेक्शन) में अधिकतम 80 विद्यार्थियों एवं विज्ञान संकाय की प्रत्येक कक्षा / विषय के एक वर्ग (सेक्शन) में अधिकतम 70 विद्यार्थियों को प्रवेश दिया जा सकता है।

**2.2.2 (i) स्नातक स्तर पर पार्ट प्रथम (पास / ऑनर्स कोर्स)में किसी कक्षा / विषय में प्रविष्ट विद्यार्थियों की संख्या 20 से कम रहने की स्थिति में उस कक्षा / विषय को वर्तमान शिक्षण सत्र में जारी नहीं रखा जायेगा तथा विद्यार्थियों को अन्य वांछित कक्षाओं में प्रवेश देकर उनके द्वारा जमा करवाये गये शुल्क को समायोजित कर दिया जायेगा और इसकी सूचना प्राचार्य द्वारा आयुक्त / निदेशक कॉलेज शिक्षा को दी जायेगी।**

(ii) समस्त महिला महाविद्यालयों के समस्त विषयों में तथा सहशिक्षा महाविद्यालयों में कला संकाय के चित्रकला, अंग्रेजी, गृह विज्ञान, जैनोलाजी, संगीत, सिन्धी, दर्शनशास्त्र, लोक प्रशासन, मनोविज्ञान, पंजाबी, राजस्थानी, संस्कृत, उर्दू, फारसी एवं विज्ञान संकाय के भूगर्भ शास्त्र विषयों तथा टी.डी.पी. (टेक्सटाईल–डाईंग एण्ड प्रिंटिंग) की स्नातक पार्ट प्रथम में न्यूनतम विद्यार्थी संख्या 10 से कम रहने की स्थिति में उस विषय का शिक्षण वर्तमान सत्र में जारी नहीं रखा जायेगा।

(iii) जनजाति उपयोजना क्षेत्र में स्थित महाविद्यालयों के लिए (i) एवं (ii) में निर्धारित न्यूनतम संख्या में 25 प्रतिशत की छूट रहेगी।

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2.3 अन्तराल के पश्चात् प्रवेश

2.3.1 अर्हकारी परीक्षा उत्तीर्ण करने के पश्चात्, दो अकादमिक सत्रों से अधिक अन्तराल व्यतीत होने पर नियमित/स्वयंपाठी आवेदक को अगली कक्षा में प्रवेश की अनुमति नहीं दी जायेगी।

2.3.2 अन्तराल संबंधी उपर्युक्त नियम महिला अभ्यर्थियों पर लागू नहीं होंगे।

2.4 संकाय /विषय /ऑनर्स कोर्स में परस्पर परिवर्तन

2.4.1 किसी भी संकाय में प्रवेश के बाद संकाय परिवर्तन के इच्छुक विद्यार्थियों के आवेदन पर तब ही विचार किया जा सकेगा जब इच्छित संकाय की कक्षा में स्थान रिक्त हों तथा परिवर्तन के इच्छुक विद्यार्थी के पर्सेन्टाईल इच्छित संकाय/ विषय /आनर्स कोर्स में **संबद्धक वर्ग में** प्रविष्ट अंतिम विद्यार्थी के पर्सेन्टाईल से कम न हों।

2.4.2 संकाय परिवर्तन इच्छित संकाय में प्रवेश की पात्रता पूरी होने पर संभव होगा। ऑनर्स पाठ्यक्रम में प्रविष्ट विद्यार्थी का पास कोर्स में परिवर्तन तभी हो सकेगा जबकि बिन्दु 2.4.1 के साथ परिवर्तन से ऑनर्स कोर्स में प्रविष्ट विद्यार्थियों की संख्या 20 से कम न हों ।

2.4.3 संकाय/विषय परिवर्तन के लिये अनुमति केवल विषय संयोजन (Subject combination) में स्थान उपलब्ध होने पर एक बार ही दी जावेगी। रिक्त स्थानों पर वरीयता के आधार पर प्रवेश दिया जावेगा।

2.4.4 विषय/संकाय परिवर्तन के इच्छुक विद्यार्थियों को निर्धारित समय अवधि (प्रवेश कार्यक्रम में उल्लेखित) में 200/– रू. शुल्क के साथ आवेदन पत्र जमा कराने होगे।

2.5. पर्सेन्टाईल आधारित वरीयता निर्धारण

2.5.1 राज्य सरकार के आदेश क्रमांक एफ 1(6)शिक्षा–3/2014/पार्ट दिनांक 10.06.2014 एवं आयुक्तालय के आदेश एफ 7(4) अकाद/निकाशि/ प्रवेशनीति/2014–15/85 दिनांक 11.06.2014 की अनुपालना में स्नातक पार्ट प्रथम में प्रवेश प्राप्तांकों के स्थान पर वरीयता निर्धारण के लिए पर्सेन्टाईल **पद्धति** पर आधारित होगा। आदेश क्रमांक एफ 1(6)शिक्षा–3/2014/पार्ट दिनांक 19.06.2014 की अनुपालना में आवश्यक संशोधनों के पश्चात अभ्यर्थी के प्राप्तांक प्रतिशत (Score Percentage) पर फलित पर्सेन्टाईल के आधार पर वरीयता सूचियॉ प्रकाशित की जावेगी।

2.5.2 अपवाद स्वरूप जिन बोर्ड के पर्सेन्टाईल बैण्ड डाटा उपलब्ध नहीं होते है उन बोर्डो से परीक्षा उत्तीर्ण करने वाले अभ्यर्थियों (जिनकी संख्या अति न्यून होती है) के प्राप्तांक प्रतिशत को निम्न प्रकार से पर्सेन्टाईल में परिवर्तित किया जायेगा–

(i) यदि अभ्यर्थी से संबंधित बोर्ड के किसी भी वर्ष का पर्सेन्टाईल बैण्ड डाटा उपलब्ध नहीं है तो परीक्षा उत्तीर्ण वर्ष/उपलब्ध निकटतम वर्ष के केन्द्रीय माध्यमिक शिक्षा बोर्ड (CBSE) के पर्सेन्टाईल बैण्ड डाटा से प्राप्तांक प्रतिशत पर्सेन्टाईल में परिवर्तित होगे।

(ii) यदि अभ्यर्थी ने देश के बाहर के बोर्ड से परीक्षा उत्तीर्ण की है तो उसके प्राप्तांक प्रतिशत का पर्सेन्टाईल में परिवर्तन भी परीक्षा उत्तीर्ण वर्ष/उपलब्ध निकटतम वर्ष के CBSE डाटा से होगा।

(iii) जिन बोर्डो का कुछ वर्षो का पर्सेन्टाईल बैण्ड डाटा उपलब्ध है पर अभ्यर्थी के परीक्षा उत्तीर्ण वर्ष का डाटा नहीं है तो प्राप्तांक प्रतिशत का पर्सेन्टाईल में परिवर्तन उसी बोर्ड के उपलब्ध निकटतम वर्ष के पर्सेन्टाईल बैण्ड डाटा से होगा।

(iv) आई.टी.आई. एवं अंग्रेजी परीक्षा उत्तीर्ण अभ्यर्थी के प्राप्तांक प्रतिशत दोनों परीक्षाओं के समग्र प्राप्तांकों के आधार पर परिकलित होंगे। परिकलित प्राप्तांक प्रतिशत का पर्सेन्टाईल में परिवर्तन अभ्यर्थी ने जिस बोर्ड (RBSE / RSOS)से अंग्रेजी की परीक्षा उत्तीर्ण की है उस बोर्ड के अंग्रेजी उत्तीर्ण करने के वर्ष के विज्ञान संकाय के पर्सेन्टाईल बैण्ड डाटा से होगा।

(v) 10वीं कक्षा के बाद पोलीटेक्निक परीक्षा उत्तीर्ण अभ्यर्थी के प्राप्तांक प्रतिशत पर्सेन्टाईल में माध्यमिक शिक्षा बोर्ड, राजस्थान के पोलीटेक्निक परीक्षा उत्तीर्ण वर्ष के विज्ञान संकाय के पर्सेन्टाईल बैण्ड डाटा से परिवर्तित होंगे।

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(vi) राजस्थान माध्यमिक शिक्षा बोर्ड द्वारा कक्षा 12वीं के समकक्ष माने गये वर्धमान महावीर खुला विश्वविद्यालय, कोटा के प्रिपरेटरी कोर्सेज उत्तीर्ण करने वाले अभ्यर्थियों को उसी सत्र में उसी संकाय में प्रवेश दिया जायेगा जिस सत्र व संकाय के लिए अभ्यर्थी ने प्रिपरेटरी कोर्स उत्तीर्ण किया है। इन अभ्यर्थियों के प्राप्तांक प्रतिशत का पर्सेन्टाईल में रूपान्तरण माध्यमिक शिक्षा बोर्ड, राजस्थान के संबंधित संकाय/वर्ष के पर्सेन्टाईल बैण्ड डाटा से होगा।

2.6 समान पर्सेन्टाईल होने पर प्राथमिकता क्रम

2.6.1 यदि किसी कक्षा/विषय में बोनस अंक प्राप्त अभ्यर्थी और बोनस रहित अभ्यर्थी दोनों के वरीयता सूची में समान पर्सेन्टाईल हों तो उनमें बोनस रहित अभ्यर्थी का क्रम ऊपर होगा।

**2.6.2 बिन्दु 2.6.1 में समान पर्सेन्टाईल होने पर कक्षा 12वीं में अधिक प्राप्तांक प्रतिशत वाले अभ्यर्थी का क्रम ऊपर होगा।**

**2.6.3 बिन्दु 2.6.2 के अनुसार** भी समान प्राप्तांक प्रतिशत होने पर माध्यमिक परीक्षा में अधिक प्राप्तांक प्रतिशत वाले अभ्यर्थी का क्रम ऊपर होगा।

2.6.4 **बिन्दु 2.6.3 में भी** समान हों, तो अधिक आयु वाले अभ्यर्थी को वरीयता दी जायेगी।

2.7 कृषि पाठ्यक्रम के प्रथम भाग में प्रवेश

कृषि पाठ्यक्रम में प्रवेश के लिये आयोजित संयुक्त प्रवेश परीक्षा (जे.ई.टी.) के आधार पर सम्बन्धित महाविद्यालयों के कृषि संकाय के पार्ट प्रथम में प्रवेश देय होगा।

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## तृतीय भाग

## स्नातकोत्तर एवं एम. फिल. पाठ्यक्रम में प्रवेश के नियम

3.1 स्नातकोत्तर पाठ्यक्रम

तालिका 3.1
प्रवेश हेतु मानदण्ड एवं पात्रता

| क्र.सं. | अभ्यर्थियों का प्रकार | पाठ्यक्रम | प्राप्तांक मानदण्ड | पात्रता |
|---|---|---|---|---|
| (i) | राजस्थान में अवस्थित किसी विश्वविद्यालय से अर्हकारी परीक्षा उत्तीर्ण | एम.ए./ एम. कॉम. | अर्हकारी परीक्षा* में न्यूनतम 48 प्रतिशत प्राप्तांक अथवा आवेदित विषय में न्यूनतम 55 प्रतिशत प्राप्तांक | समस्त संकायों के अर्हकारी परीक्षा उत्तीर्ण |
| | | एम.एससी. | अर्हकारी परीक्षा* अथवा आवेदित विषय में न्यूनतम 55 प्रतिशत प्राप्तांक | आवेदित विषय के साथ विज्ञान सकांय से अर्हकारी परीक्षा उत्तीर्ण |
| (ii) | राजस्थान राज्य के बाहर अवस्थित किसी विश्वविद्यालय से अर्हकारी परीक्षा उत्तीर्ण अभ्यर्थी | सभी संकाय | अर्हकारी परीक्षा* में न्यूनतम 60 प्रतिशत प्राप्तांक | एम.ए.,/एम.कॉम.के लिये अर्हकारी परीक्षा उत्तीर्ण तथा एम.एससी. के लिये आवेदित विषय के साथ विज्ञान सकांय से अर्हकारी परीक्षा उत्तीर्ण । |

* अर्हकारी परीक्षा से आशय मान्यता प्राप्त विश्वविद्यालय से 10+ 2+ (3 वर्ष/**3 वर्ष से अधिक अवधि की)** स्नातक परीक्षा से है।

3.1.1 स्नातकोत्तर कक्षाओं में प्रवेश पात्रता हेतु सम्बद्धक विश्वविद्यालय के नियम लागू होंगे।

3.1..2 स्थान रिक्त रहने की स्थिति में प्रवेश हेतु **महिला प्रत्याशियों तथा** तालिका 3.1 (ii) के **अभ्यर्थियों** को न्यूनतम प्राप्तांक प्रतिशत में 5 प्रतिशत की छूट दी जा सकेगी।

3.1.3 जन जातीय उपयोजना क्षेत्र में स्थित महाविद्यालयों में न्यूनतम प्राप्तांक प्रतिशत में 5 प्रतिशत की छूट दी जा सकेगी।

3.1.4 अनुत्तीर्ण विद्यार्थी को पुनः उसी पाठ्यक्रम में नियमित विद्यार्थी के रूप में प्रवेश नहीं दिया जायेगा, किन्तु उसे दूसरे स्नातकोत्तर पाठ्यक्रम में स्नातक परीक्षा में प्राप्तांकों के आधार पर प्रवेश दिया जा सकेगा ।

3.1.5 किसी भी अभ्यर्थी को राजकीय महाविद्यालय में अर्हकारी स्नातक परीक्षा उपरान्त स्नातकोत्तर पूर्वार्द्ध में नियमित प्रवेश का अवसर दो बार (दो स्नातकोत्तर विषयों में अथवा एक स्नातकोत्तर विषय एवं विधि स्नातक/स्नातकोत्तर पाठ्यक्रम में अथवा एक स्नातकोत्तर विषय एवं **स्नातकोत्तर डिप्लोमा में )** से अधिक नहीं दिया जायेगा।

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3.1.6 त्रिवर्षीय विधि स्नातक परीक्षा उत्तीर्ण अभ्यर्थियों को स्नातकोत्तर पाठ्यक्रम में प्रवेश सामान्य/ऑनर्स स्नातक परीक्षा के प्राप्तांकों के आधार पर दिया जा सकेगा।

3.1.7 पूर्वार्द्ध उत्तीर्ण अभ्यर्थियों पर अन्तराल के पश्चात् उत्तरार्द्ध में प्रवेश के संबंध में नियम 2.3 में दी गई शर्तें यथावत लागू होंगी।

3.1.8 पूर्वार्द्ध उत्तीर्ण विद्यार्थी द्वारा अगले सत्र में बी.एड. करने के पश्चात् महाविद्यालय की स्नातकोत्तर कक्षा में प्रवेश लेने पर विद्यार्थी को टी.सी. के अभाव में नियमानुसार अस्थाई प्रवेश दिया जावेगा। विद्यार्थी से एक शपथ पत्र लिया जावेगा कि वह गत सत्र में बी.एड का नियमित विद्यार्थी रहा है तथा परीक्षा परिणाम प्राप्त होने पर वह टी.सी. प्रस्तुत कर देगा अन्यथा उसका प्रवेश स्वतः निरस्त माना जावेगा।

3.2 कक्षा में वर्ग/विषय/पेपर्स में स्थानों की सीमा :

3.2.1 **विश्वविद्यालय संबद्धता को दृष्टिगत रखकर** कला एवं वाणिज्य संकाय के स्नातकोत्तर विषयों में एक वर्ग में अधिकतम **60** एवं न्यूनतम 20 अभ्यर्थियों को प्रवेश दिया जा सकता है।

3.2.2 विज्ञान संकाय के विषयों के वर्ग में आयुक्तालय/**संबद्धक विश्वविद्यालय** द्वारा निर्धारित स्थानों पर **प्रवेश** दिया जायेगा ।

3.2.3 महिला महाविद्यालयों के स्नातकोत्तर विषयों में एक वर्ग में विद्यार्थियों की न्यूनतम संख्या 10 है।

3.2.4 वाणिज्य संकाय के सभी विषयों, कला संकाय के चित्रकला, अंग्रेजी, हिन्दी, अर्थशास्त्र, गृह विज्ञान, जैनोलॉजी, संगीत, दर्शन शास्त्र, लोक प्रशासन, मनोविज्ञान, राजस्थानी, संस्कृत, उर्दू, सिन्धी, फारसी, पंजाबी एवं विज्ञान संकाय के भूगर्भ शास्त्र, गणित एवं भौतिक शास्त्र विषयों की पी.जी. पूर्वार्द्ध कक्षाओं में विद्यार्थियों की न्यूनतम संख्या 20 के स्थान पर 10 है।

3.2.5 जनजातीय क्षेत्रों में स्थित महाविद्यालयों को न्यूनतम संख्या में 25 प्रतिशत तक की छूट प्राप्त होगी।

**3.2.6** **बिन्दु संख्या 3.2.1 से 3.2.5 तक निर्धारित न्यूनतम सीमा से कम प्रवेश** रहने की स्थिति में उस विषय का शिक्षण उस सत्र के लिए स्थगित कर दिया जायेगा।

3.2.7 सभी संकायों के पूर्वार्द्ध/उत्तरार्द्ध में विद्यार्थियों को वैकल्पिक प्रश्न पत्र/शाखा का आवंटन वरीयता क्रम में किया जावेगा। किसी प्रश्न पत्र/शाखा में इच्छुक विद्यार्थियों की संख्या 5 से कम होने पर वह वैकल्पिक प्रश्न पत्र/शाखा का शिक्षण उस सत्र के लिए स्थगित कर दिया जायेगा।

3.2.8 विज्ञान के विषयों में स्नातकोत्तर स्तर पर स्वीकृत स्थानों की संख्या जहॉ 20 से कम है, वहॉ संस्था द्वारा अनुदान प्राप्त करने के लिए शैक्षणिक कार्यभार नहीं बढ़ने की शर्त पर स्थानों की संख्या 20 तक की जा सकती है लेकिन किसी भी वैकल्पिक प्रश्न पत्र/शाखा में विद्यार्थियों की संख्या 5 से कम नहीं होनी चाहिए।

3.3 वरीयता निर्धारण की प्रक्रिया

3.3.1 समान संकाय में प्रवेश हेतु

प्रत्येक संकाय में स्नातकोत्तर कक्षा में प्रवेश की योग्यता का निर्धारण निम्नांकित आधार पर किया जायेगाः–

(i) स्नातक स्तर पर आवेदित विषय होने पर : अभ्यर्थी के द्वारा स्नातक कोर्स के पार्ट प्रथम, द्वितीय एवं तृतीय के श्रेणी (डिवीजन) निर्धारण हेतु मान्य समस्त विषयों के कुल प्राप्तांकों में आवेदित विषय में उपर्युक्त कक्षाओं के प्राप्तांकों को जोड़ कर कुल प्राप्तांक निकाले जायेंगे तथा दोनों के पूर्णांकों के योग के आधार पर प्राप्तांक प्रतिशत निकाला जायेगा। भले ही ये परीक्षायें भिन्न भिन्न विश्वविद्यालयों से उत्तीर्ण की गई हों।

(ii) स्नातक स्तर पर आवेदित विषय न होने पर
सम्बद्धक विश्वविद्यालय द्वारा निर्धारित पात्रता पूरी करने की स्थिति में अन्य विषय वाले अभ्यर्थी के प्राप्तांक प्रतिशत में 5 प्रतिशत की कमी करने के बाद शेष प्राप्तांक प्रतिशत के आधार पर प्रवेश वरीयता सूची बनायी जायेगी। दोनों वर्गों की सम्मिलित वरीयता सूची के आधार पर प्रवेश दिया जायेगा।

(iii) **उक्त दोनों प्रकार के अभ्यर्थियों के लिए :**

(**अ**) जिन विषयों की प्रायोगिक एवं सैद्धान्तिक दोनों प्रकार की परीक्षा होती है, उनमें दोनों का योग स्वीकार्य होगा।

(**ब**) यदि प्रवेशार्थी को कोई बोनस प्रतिशत देय है तो उसे जोड़कर कुल योग प्रतिशत से वरीयता का निर्धारण किया जायेगा।

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3.3.2 भिन्न संकाय में प्रवेश हेतु

(i) भिन्न संकाय से परीक्षा उत्तीर्ण अभ्यर्थियों के लिए पात्रता प्राप्तांक सम्बद्धक विश्वविद्यालय के नियमों/परिनियमों के अनुसार होंगे।

(ii) भिन्न संकाय के पात्र अभ्यर्थी के प्राप्तांक प्रतिशत में 5 प्रतिशत की कमी करने के बाद शेष प्राप्तांक प्रतिशत के आधार पर समान व भिन्न संकाय के अभ्यर्थियों की सम्मिलित वरीयता सूची के आधार पर प्रवेश देय होगा किन्तु भिन्न संकाय के पात्र अभ्यर्थियों की प्रवेशित सूची में संख्या प्रत्येक कैटेगरी के लिए निर्धारित स्थानों की अधिकतम 20 प्रतिशत तक ही हो सकती है।

(iii) समान संकाय के अभ्यर्थी कम होने की स्थिति में भिन्न संकाय के पात्र अभ्यर्थी होने पर इनको 20 प्रतिशत से अधिक स्थानों पर प्रवेश आयुक्तालय की अनुमति से देय होगा।

(iv) जिन पाठ्यक्रमों में भिन्न संकाय से स्नातक परीक्षा उत्तीर्ण अभ्यर्थी प्रवेश हेतु पात्र है तथा जिनका परीक्षा परिणाम घोषित नहीं हुआ हो ऐसे अभ्यर्थियों के लिए अधिकतम 20 प्रतिशत सीटें withheld रखते हुये समान संकाय के अभ्यर्थियों की प्रवेश सूची जारी की जा सकेगी। तीनों संकायों के स्नातक पार्ट तृतीय के परिणाम आने पर बिन्दु (ii) एवं (iii) के अनुसार अन्तिम प्रवेश सूची जारी की जावेंगी।

3.3.3 ऑनर्स स्नातक परीक्षा उत्तीर्ण अभ्यर्थियों का प्रवेश

ऑनर्स स्नातक परीक्षा उत्तीर्ण अभ्यर्थी के प्राप्तांक प्रतिशत में 5 प्रतिशत अंकों की वृद्धि कर योग्यता सूची तैयार की जायेगी। यह लाभ उन अभ्यर्थियों को देय नहीं होगा जिन्हें पास कोर्स में उच्च प्रतिशत के कारण ऑनर्स की उपाधि दी गई हो। सहायक (Subsidiary) विषय में प्रवेश लेने पर भी यह लाभ देय नहीं होगा।

3.3.4 यदि किसी अभ्यर्थी के अंक सुधार की परीक्षा के बाद अंकों में वृद्वि होती है तो उसकी योग्यता के निर्धारण के लिए बढ़े हुए अंक ही विचारणीय होंगे।

3.3.5 दो या दो से अधिक अभ्यर्थियों के अंक समान हो तो वरीयता क्रम में

(i) बोनस व बोनस रहित अभ्यर्थियों में बोनस रहित अभ्यर्थी का क्रम ऊपर होगा ।

(ii) आवेदित विषय में अधिक प्राप्तांक वाले अभ्यर्थी का क्रम ऊपर होगा ।

(iii)अधिक उम्र वाला अभ्यर्थी ऊपर होगा ।

3.4 एक विषय से दूसरे विषय में स्थानान्तरण

यदि किसी अभ्यर्थी का नाम एक से अधिक विषयों की प्रवेश सूची में आ जाता है तो वह इनमें से किसी भी विषय में शुल्क जमा करा कर प्रवेश ले सकता है। यदि उसका नाम बाद में जारी की गयी किसी अन्य विषय की प्रवेश सूची में आता है तो उस विषय में 200.00 रूपये स्थानान्तरण शुल्क जमा करवाकर प्रवेश ले सकेगा और उसके द्वारा पूर्व में जमा कराया गया शुल्क समायोजित हो जायेगा।

3.5 एम.फिल. पाठ्यक्रम में प्रवेश

किसी भी संकाय/विषय की एम.फिल. कक्षा में प्रवेश हेतु संबंधित महाविद्यालय यू.जी.सी. द्वारा निर्धारित मानदण्ड एवं सम्बद्धक विश्वविद्यालय द्वारा निर्धारित प्रवेश नियमों के आधार पर प्रवेश प्रक्रिया अपनायेगें।

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## चतुर्थ भाग
## विधि संकाय में प्रवेश के नियम

4.1 विधि स्नातक पाठ्यक्रम के प्रथम वर्ष में प्रवेश के मानदण्ड

4.1.1 वह अभ्यर्थी जिसने किसी भी मान्य विश्वविद्यालय की स्नातक अथवा स्नातकोत्तर उपाधि कला/विज्ञान/वाणिज्य/भेषज (मेडीसन) /अभियांत्रिकी/नर्सिंग/पशु चिकित्सा/कृषि अथवा शास्त्री/आचार्य/आयुर्वेदाचार्य/आयुर्वेद वाचस्पति या इसके समकक्ष उपाधि न्यूनतम 45 प्रतिशत प्राप्तांकों से उत्तीर्ण की हो तथा जिसे विश्वविद्यालय ने उपर्युक्त उपाधि के लिए प्रस्तावित सम्पूर्ण पाठ्यक्रम के लिए मान्यता दी हो, निम्नांकित मानदण्डों के अनुसार विधि स्नातक के पाठ्यक्रम के प्रथम वर्ष में प्रवेश का पात्र होगाः–

4.1.2 इस पाठयक्रम में प्रवेश हेतु आयु सीमा संबंधित प्रावधान बार कौंसिल आफ इण्डिया के द्वारा प्रवेश के समय प्रभावी नियमों के अनुसार होगें। स्नातक अथवा स्नातकोत्तर परीक्षा में से जिसमें प्राप्तांक अधिक हो वह प्रवेश हेतु मान्य होगे।

4.1.3 विधि स्नातक प्रथम वर्ष में प्रवेश के लिए स्नातकोत्तर स्तर की उपाधि के आधार पर पात्रता रखने वाले अभ्यर्थियों की संख्या कुल स्थानों के 20 प्रतिशत से अधिक नहीं होगी।

4.1.4 स्नातक/स्नातकोत्तर उपाधि के लिये श्रेणी निर्धारण में सम्मिलित विषयों/प्रश्न पत्रों के अंक ही जोड़े जायेंगे।

4.1.5 अनुसूचित जाति/अनुसूचित जन जाति एवं अन्य पिछड़ा वर्ग **/एम.बी.सी.**(चिकनी परत को छोड़कर) अभ्यर्थी को उक्त पाठ्यक्रम में उपवर्णित अर्हकारी परीक्षा में पात्रता अंक प्रतिशत में 5 प्रतिशत की छूट दी जा सकेगी।

4.1.6 अर्हकारी परीक्षा में पूरक परीक्षा के योग्य घोषित अभ्यर्थी प्रवेश के योग्य नहीं होंगे।

4.1.7 अर्हकारी परीक्षा में पुनर्मूल्यांकन के लिए आवेदन करने वाले अभ्यर्थियों को फोटो स्टेट प्रमाणित अंकतालिका के आधार पर शपथ पत्र प्रस्तुत करने पर प्रवेश के लिए पात्र माना जा सकेगा। यह प्रावधान जिस विश्वविद्यालय में पुनर्मूल्यांकन पद्धति लागू है उनके लिये ही मान्य होगा। अभ्यर्थी से इस आशय का शपथ पत्र लेना होगा कि अर्हकारी परीक्षा में अंक कम हो जाने की स्थिति में वरीयता सूची से बाहर हो जाने पर उसका प्रवेश स्वतः निरस्त माना जायेगा ।

4.1.8 विधि प्रथम, द्वितीय एवं तृतीय वर्ष के एक वर्ग में विद्यार्थियों के प्रवेश की अधिकतम सीमा 60 होगी।

4.1.9 किसी अभ्यर्थी की प्रवेश पात्रता हेतु निर्धारित न्यूनतम प्राप्तांकों से एक अंक कम होने पर भी उसके प्रवेश पर विचार नहीं किया जायेगा।

4.1.10 विधि पाठ्यक्रम में प्रवेश की वरीयता निर्धारण में अध्याय छः में अंकित रियायतें एवं लाभ सम्मिलित नहीं किये जायेंगे।

4.1.11 बार कौंसिल ऑफ इण्डिया के निर्देशानुसार वे समस्त आवेदक जिन्होंने अर्हकारी परीक्षा बुनियादी योग्यता पास करने के उपरान्त दूरस्थ अथवा पत्राचार माध्यम से उत्तीर्ण की हो, तीन वर्षीय एल.एल.बी. पाठ्यक्रम में प्रवेश के पात्र होगे।

4.1.12 विधि संकाय में प्रवेश हेतु उपलब्ध स्थानों में न्यूनतम 1 स्थान कश्मीरी विस्थापितों के बच्चों हेतु आरक्षित रहेगा।

4.1.13 विधि स्नातक की किसी भी कक्षा में कम उपस्थिति होने पर रोके गये विद्यार्थी को तीन वर्षो में प्रवेश का मात्र एक अवसर आगामी सत्र में दिया जा सकेगा। ऐसे विद्यार्थी को विधि प्रथम वर्ष में पुनः प्रवेश हेतु उस सत्र की वरीयता सूची में उसके स्थानानुसार ही प्रवेश दिया जायेगा।

4.2 विधि स्नातकोतर (एलएल.एम.) में प्रवेश की पात्रता

अर्हकारी परीक्षा (विधि स्नातक) में न्यूनतम 55 प्रतिशत प्राप्तांक। इस पाठ्यक्रम में प्रवेश हेतु कोई आयु सीमा लागू नहीं होगी।



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4.3 विधि के डिप्लोमा पाठ्यक्रमों में प्रवेश की पात्रता

इन पाठ्यक्रमों में प्रवेश सम्बद्धक विश्वविद्यालय के संबंधित नियमों द्वारा शासित होंगे। सम्बद्धक विश्वविद्यालय में कोई प्रावधान नहीं होने की स्थिति में इनमें प्रवेश के लिए राजस्थान विश्वविद्यालय के अध्यादेश (256) का पालन किया जायेगा।

नोटः बार कॉसिल ऑफ इण्डिया के नियम मान्य होंगे।

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## पंचम भाग

## प्रवेश के सामान्य नियम

5.1 प्रवेश अस्वीकार/निरस्त करने का अधिकार

प्राचार्य निम्नांकित अभ्यर्थियों का प्रवेश अस्वीकार/निरस्त कर सकता हैः–

5.1.1 जिसने अपूर्ण आवेदन पत्र प्रस्तुत किया हो।

5.1.2 जिसने प्रवेश हेतु प्रस्तुत आवेदन पत्र में कोई तथ्य जान बूझकर छिपाया हो अथवा मिथ्या प्रस्तुत किया हो।

5.1.3 जिसने शुल्क जमा कराने की घोषित तिथि तक महाविद्यालय शुल्क जमा नहीं कराया हो।

5.1.4 जिसका प्रवेश सम्बद्धक विश्वविद्यालयों के नियमों के अन्तर्गत स्वीकार्य न हो।

5.1.5 जो पूर्व वर्षों में किसी दुराचार/दुर्व्यवहार का अपराधी रहा हो।

5.1.6 परीक्षा में अनुचित साधनों के प्रयोग के लिए बोर्ड अथवा विश्वविद्यालय द्वारा दण्डित किया गया हो।

5.1.7 जिसके विरुद्ध किसी शैक्षणिक अथवा अशैक्षणिक कर्मचारी के साथ परिसर में या परिसर के बाहर हिंसात्मक व्यवहार करने का आपराधिक मामला न्यायालय में विचाराधीन हो।

5.1.8 जो न्यायालय के द्वारा नैतिक कदाचार अथवा किसी प्रकार के अन्य अपराध के कारण दोषी ठहराया गया हो।

5.1.9 जो वर्तमान सत्र में **प्रवेश के समय** अथवा उसके बाद किसी शैक्षणिक/अशैक्षणिक कर्मचारी के साथ दुराचार/दुर्व्यवहार अथवा गाली–गलौच करने का दोषी **पाया गया हो**।

5.1.10 **जो** विद्यार्थी रैगिंग गतिविधि में लिप्त पाया **गया हो**।

नोट– अभ्यर्थी के दस्तावेजों में शंका होने पर प्राचार्य विधि–सम्मत कार्यवाही करने को स्वतंत्र होंगे।

5.2 राजस्थान का निवासी वह हैः–

5.2.1 जो राजस्थान में जन्मा हो (जन्म प्रमाण पत्र के आधार पर)।

5.2.2 जिसके माता/पिता पिछले पांच वर्ष से राजस्थान में निरन्तर निवास कर रहे हों। (इस कोटि के आवेदक को इस हेतु संबंधित जिले के कलेक्टर/एस.डी.ओ./सहायक कलेक्टर अथवा तहसीलदार का प्रमाण पत्र प्रस्तुत करना होगा।)

5.2.3 जो राजस्थान सरकार अथवा राजस्थान सरकार के किसी उपक्रम अथवा राजस्थान सरकार के किसी अर्द्ध सरकारी संगठन के कर्मचारी का पुत्र/पुत्री हो।

5.2.4 जो केन्द्रीय सरकार अथवा केन्द्रीय सरकार के किसी उपक्रम अथवा केन्द्रीय सरकार के किसी अर्द्ध सरकारी संगठन के राजस्थान में पदस्थापित कर्मचारी का पुत्र/पुत्री हो।

5.2.5 जो सेना (तीनों अंग) में या केन्द्रीय अर्द्ध सैनिक बल के राजस्थान में पदस्थापित कर्मचारी का पुत्र/पुत्री हो अथवा यदि किसी सैनिक व अधिकारी की नियुक्ति कुटुम्ब विहीन स्थान पर होती है तथा उसके कुटुम्ब को राजस्थान में आवास दिया जाता है तो ऐसे सैनिक/अधिकारी का पुत्र/पुत्री हो।

5.2.6 जो सेना (तीनों अंग) या केन्द्रीय अर्द्ध सैनिक बल में कार्यरत एवं राजस्थान के मूल निवासी का पुत्र/पुत्री हो (इस कोटि के आवेदक को इस हेतु संबंधित जिले के कलेक्टर/एस.डी.ओ./सहायक कलेक्टर/तहसीलदार का प्रमाण पत्र प्रस्तुत करना होगा।)

5.2.7 ऐसी महिला अभ्यर्थी, जो राजस्थान के निवासी से विवाह होने के पश्चात राजस्थान में रह रही है। (शपथ पत्र/विवाह प्रमाण पत्र प्रस्तुत करने पर)

5.3 स्नातक (पार्ट द्वितीय व तृतीय)/स्नातकोत्तर उत्तरार्द्ध स्तर पर एकीकृत प्रवेश प्रक्रिया

5.3.1 विधि संकाय सहित समस्त स्नातक एवं स्नातकोत्तर के पाठ्यक्रमों में एकीकृत प्रवेश प्रक्रिया लागू है। स्नातक पार्ट



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द्वितीय/तृतीय व स्नातकोत्तर उत्तरार्द्ध में नियमित विद्यार्थियों को नवीनीकरण हेतु आवेदन पत्र प्रस्तुत करने की आवश्यकता नहीं है। इसके तहत अभ्यर्थी को सम्बन्धित पाठ्यक्रम की प्रथम कक्षा में प्रवेश के लिए आवेदन करना होता है। यदि गत सत्र का नियमित विद्यार्थी वर्तमान सत्र में निर्धारित तिथि 31 जुलाई तक सत्र का शुल्क महाविद्यालय में जमा करवा देता है, तो पात्रता शर्तों की पूर्ति होने की स्थिति में वह प्रवेशित माना जावेगा। यह नियम महाविद्यालय के पूर्व छात्र (एक्स स्टूडेन्ट) पर भी लागू होगा। यह नियम निम्नलिखित स्थितियों में उन विद्यार्थियों पर लागू नहीं होगा जो :–

(i) निर्धारित तिथि तक वर्तमान सत्र का शुल्क जमा नहीं करवाते।

(ii)पूर्व कक्षा की परीक्षा में अनुर्त्तीण घोषित होते हैं।

(iii)स्थानान्तरण प्रमाण पत्र जारी करवा लें।

(iv)स्वयं लिखित में प्रवेश लेने से स्पष्ट इन्कार कर दें।

(v) प्रवेश नीति के चतुर्थ भाग के बिन्दु 5.1 में उल्लेखित शर्तें पूर्ण नहीं करते हों।

(vi)उपस्थिति की न्यूनता के कारण नियमित से स्वयंपाठी घोषित हुए हों।

5.3.2 सभी प्रवेश योग्य विद्यार्थियों को वर्तमान सत्र में दिनांक 31 जुलाई तक महाविद्यालय कार्य दिवसों में वांछित फीस का ड्राफ्ट अथवा फीस राशि सम्बन्धित महाविद्यालय के कार्यालय/महाविद्यालय की विकास समिति कोष में जमा करवानी होगी। अर्हकारी परीक्षा में अनुत्तीर्ण ऐसे छात्र, जिन्हें विश्वविद्यालय द्वारा अगली कक्षा में प्रवेश योग्य घोषित नहीं किया जाता, उनका अस्थाई प्रवेश स्वतः ही निरस्त हो जाएगा तथा उनके द्वारा जमा कराई गई राशि आवेदन करने पर वापिस लौटा दी जाएगी।

5.3.3 यदि विद्यार्थी शुल्क में रियायत प्राप्त करना चाहता है तो उसे शुल्क जमा करवाते समय तत्संबंधी (आय/नॉन क्रीमिलेयर प्रमाण पत्र आदि) अद्यतन प्रमाण पत्र प्रस्तुत करने होगें। प्रमाण पत्र/पत्रों के अभाव में पूर्ण शुल्क जमा किया जायेगा एवं इसके उपरान्त यदि बाद में रियायत संबंधी प्रमाण–पत्र प्रस्तुत किया जाता है तो रियायत पर विचार नहीं किया जायेगा।

5.3.4 स्नातक पार्ट द्वितीय व तृतीय में स्वयंपाठी /अन्तराल के उपरान्त /स्थानान्तरण के कारण महाविद्यालय के नियमित विद्यार्थी के रूप में प्रवेश के इच्छुक अभ्यर्थियों को प्रवेश आवेदन पत्र (CAF)वांछित दस्तावेज सहित प्रस्तुत करना होगा। इन आवेदन पत्रों पर प्राचार्य नियमानुसार विचार कर निर्णय लेने हेतु अधिकृत होगे।

5.4 अनुत्तीर्ण विद्यार्थियों का प्रवेश

5.4.1. अनुत्तीर्ण स्वयंपाठी विद्यार्थी को उसी संकाय अथवा भिन्न संकाय की उसी कक्षा में प्रवेश देय नहीं है ।

5.4.2 नियमित प्रविष्ट विद्यार्थी निम्न स्थितियों में उसी संकाय अथवा भिन्न संकाय की उसी कक्षा में प्रवेश का पात्र नहीं होगा–

(i) परीक्षा फार्म नहीं भरने के कारण परीक्षा में सम्मिलित नहीं हुआ हो।

(ii) विश्वविद्यालय परीक्षा में प्रविष्ट नहीं हुआ हो।

(iii) उपस्थिति की न्यूनता के कारण नियमित विद्यार्थी के रूप में परीक्षा देने से वंचित किया गया हो।

(iv) विश्वविद्यालय परीक्षा में अनुर्त्तीण घोषित किया गया हो।

5.4.3 यदि विद्यार्थी ने पिछले सत्र में महाविद्यालय के नियमित विद्यार्थी के रूप में अन्तर विश्वविद्यालय/अन्तर राज्यीय/अन्तर्राष्ट्रीय प्रतियोगिता में भाग लिया हो तो नियम 5.4.2 लागू नहीं होगा तथा उसको उसी कक्षा में एक बार पुनः प्रवेश दिया जा सकेगा । यदि ऐसे विद्यार्थी ने अगली कक्षा में बिना परीक्षा परिणाम घोषित हुए शुल्क जमा करवा दिया हो तो परीक्षा परिणाम घोषित होने पर उसके शुल्क का समायोजन किया जा सकेगा।

5.5 परीक्षा परिणाम पूरक घोषित अभ्यर्थियों का प्रवेश

5.5.1 ऐसे अभ्यर्थी अग्रिम कक्षा में निर्धारित तिथि तक अन्तरिम प्रवेश ले सकेंगे। यदि उन्होंने प्रवेश की अन्तिम तिथि तक प्रवेश नहीं लिया है तो उन्हें पूरक परीक्षा के परिणाम में उत्तीर्ण घोषित होने के बाद नियमित विद्यार्थी के रूप में प्रवेश नहीं दिया जा सकेगा।

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5.5.2 पूरक परीक्षा योग्य घोषित अभ्यर्थियों को पूरक परीक्षा के विषयों को छोड़कर अन्य विषयों की स्नातकोत्तर पूर्वार्द्ध में पात्रता के अनुसार अन्तरिम प्रवेश दिया जा सकेगा।

5.5.3 अर्हकारी परीक्षा में पूरक परीक्षा के योग्य घोषित अभ्यर्थी की पात्रता एवं वरीयता निर्धारण के लिये पूरक परीक्षा के विषय/पेपर में अभ्यर्थी के प्राप्तांकों के स्थान पर न्यूनतम उत्तीर्णांक जोड़े जायेंगे।

5.5.4 पूरक परीक्षा के परिणाम में अनुत्तीर्ण घोषित किये जाने पर नियमित विद्यार्थी के रूप में अन्तरिम प्रवेश स्वतः निरस्त माना जायेगा तथा उसे कोई शुल्क नहीं लौटाया जायेगा।

5.6 पुनर्मूल्यांकन या विश्वविद्यालय परीक्षा परिणाम विलम्ब से घोषित होने की स्थिति में प्रवेश

इन परिस्थितियों में परीक्षा परिणाम में उत्तीर्ण घोषित होने पर विद्यार्थी को सम्बद्धक विश्वविद्यालय के द्वारा निर्धारित तिथि या उसमें प्रदान की गई शिथिलता के आधार पर महाविद्यालय में प्राचार्य के स्तर पर प्रवेश दिया जा सकेगा। ऐसे विद्यार्थियों ने परीक्षा परिणाम घोषित होने से पहले यदि उस सत्र का शुल्क महाविद्यालय में जमा करवा दिया हो तथा इसे वापिस नहीं लिया हो तो पुनर्मूल्यांकन के परिणाम में उत्तीर्ण घोषित होने पर वह कक्षा में प्रवेशित माना जायेगा।

5.7. स्नातक स्तर की पार्ट द्वितीय/तृतीय कक्षाओं में स्वयंपाठी अभ्यर्थियों की प्रवेश पात्रता

तालिका 5.7

| प्रवेश कक्षा | आवेदक की पात्रता | प्रवेश हेतु न्यूनतम प्राप्तांक प्रतिशत |
|---|---|---|
| स्नातक पार्ट द्वितीय व तृतीय | स्वयंपाठी अभ्यर्थी के रूप में अर्हकारी परीक्षा अनिवार्य विषयों सहित सभी विषयों में उत्तीर्ण । | अर्हकारी परीक्षा में 50 प्रतिशत प्राप्तांक |

5.7.1 आरक्षित वर्ग के अभ्यार्थियों पर नियम 6.1 की शर्तें लागू होगी।

5.7.2 पार्ट प्रथम एवं द्वितीय की परीक्षा स्वयंपाठी के रूप में उत्तीर्ण अभ्यर्थी को पार्ट तृतीय में प्रवेश देय नहीं है। पार्ट प्रथम में नियमित एवं पार्ट द्वितीय में स्वयंपाठी रहे अभ्यर्थी को पार्ट तृतीय में तालिका 5.7 में उल्लेखित पात्रता शर्तें पूरी करने पर पार्ट प्रथम नियमित विद्यार्थी के रूप में उत्तीर्ण करने वाले महाविद्यालय में प्रवेश देय होगा।

5.7.3 महिला महाविद्यालयों में प्रवेश की इच्छुक महिला अभ्यर्थियों पर न्यूनतम 50 प्रतिशत प्राप्तांक होने की अनिवार्यता लागू नहीं होगी तथा स्थान रिक्त होने पर उन्हें उत्तीर्णांक तक प्रवेश दिया जा सकेगा।

5.7.4 स्वयंपाठी विद्यार्थियों के प्रवेश पर केवल उसी स्थिति में विचार किया जा सकेगा जबकि –

(i) उस कक्षा के नियमित विद्यार्थियों को प्रवेश देने के उपरान्त स्थान रिक्त हों तथा वैकल्पिक विषय समूह महाविद्यालय में उपलब्ध हों।

(ii) महाविद्यालय में शिक्षण के लिए भौतिक एवं मानव संसाधन उपलब्ध हों।

5.7.5 स्वयंपाठी विद्यार्थी के रूप में स्नातकोत्तर पूर्वार्द्ध परीक्षा उत्तीर्ण अभ्यर्थी को उत्तरार्द्ध में प्रवेश नहीं दिया जायेगा।

5.8 स्थानान्तरण के आधार पर प्रवेश

5.8.1 एक महाविद्यालय में प्रविष्ट विद्यार्थी का उसी नगर के दूसरे महाविद्यालय में स्थानान्तरण नहीं होगा।

5.8.2 भिन्न–भिन्न स्थानों पर अवस्थित महाविद्यालयों में भी स्थानान्तरण की अनुमति माता–पिता/ संरक्षक के स्थानान्तरण या महिला अभ्यर्थी के विवाह होने जैसी विशेष परिस्थिति में ही दी जायेगी। माता–पिता के जीवित रहते अन्य कोई व्यक्ति संरक्षक नहीं हो सकेगा।

5.8.3 स्थानान्तरित कर्मचारी के पुत्र/पुत्री स्थानान्तरण स्थान व निकटवर्ती स्थान या गृह स्थान पर अवस्थित महाविद्यालय में प्रवेश के पात्र होंगे।

5.8.4 संरक्षक के स्थानान्तरण की स्थिति में अभ्यर्थी का प्रवेश तभी देय होगा जब आवेदक के प्राप्तांक उस कक्षा में प्रविष्ट अंतिम विद्यार्थी के अंकों से कम नहीं हों तथा उस महाविद्यालय में रिक्त स्थान उपलब्ध हो।



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5.8.5 स्नातक पार्ट द्वितीय व तृतीय कक्षाओं में स्थानान्तरण प्रवेश पर सम्बद्धक विश्वविद्यालय के नियमों के अनुसार ही विचार किया जायेगा।

5.9 स्थान (सीटें) रिक्त रहने के स्थिति में प्रवेश प्रक्रिया संबंधी निर्देश

समस्त योग्य अभ्यर्थियों के प्रविष्ट हो जाने तथा कोई भी विचाराधीन आवेदन पत्र लम्बित ना होने की स्थिति में किसी कक्षा में स्थान रिक्त रहने पर प्राचार्य, सामान्य श्रेणी सहित श्रेणीवार (कैटेगरीवाईज) रिक्त स्थानों की सूचना का विस्तृत प्रचार–प्रसार कर सात दिवस तक नवीन आवेदन पत्र आमंत्रित कर सकेगें तथा रिक्त स्थानों को भरने की प्रक्रिया अपनायेगे।

5.10 प्रवेश प्रक्रिया के दौरान यदि कोई प्रवेशित अभ्यर्थी मूल प्रमाण–पत्र वापस लेने के लिए आवेदन करता है, तो उसके मूल प्रमाण–पत्र लौटा कर प्रवेश निरस्त किया जा सकेगा तथा प्रक्रिया शुल्क यदि कोई हो तो जमा रखते हुए शेष शुल्क लौटाया जावे । ऐसे रिक्त स्थानों पर वरीयता अनुसार अन्य अभ्यर्थी को प्रवेश दिया जा सकेगा।

5.11 अन्य संस्था के पाठ्यक्रम में प्रवेश पश्चात महाविद्यालय में पुनः प्रवेश

किसी भी कक्षा में प्रवेश लेने के पश्चात यदि विद्यार्थी अन्य संस्था के पाठ्यक्रम में प्रवेश होने के बाद टी.सी. लेकर महाविद्यालय छोड़कर चला जाता है तथा कतिपय कारणवश यदि वह पुनः उसी सत्र में उसी कक्षा में प्रवेश लेना चाहता है तो रिक्त स्थान होने की स्थिति में उसे प्रवेश प्रक्रिया पूर्ण होने की निर्धारित तिथि के 45 दिनों की अवधि में प्रवेश दिया जा सकेगा ।

5.12 सम्बद्धक विश्वविद्यालय द्वारा निर्धारित नियमों की पालना सुनिश्चित की जावेंगी।

5.13 आवेदित कक्षा की अन्तरिम प्रवेश सूची में स्थान प्राप्त करने वाले अभ्यर्थियों द्वारा निर्धारित तिथि तक मूल प्रमाण–पत्रों की जांच एवं प्रवेश शुल्क जमा नहीं कराने वाले अभ्यर्थियों (डीफाल्टर्स) को किसी भी स्थिति में प्रवेश देय नहीं होगा।

5.14 कक्षा में उत्तीर्ण घोषित किये जाने के बाद विद्यार्थी को पुनः उसी कक्षा में प्रवेश नहीं दिया जायेगा।

5.15 किसी कारणवश बोर्ड/ विश्वविद्यालय द्वारा जारी मूल अंकतालिका प्राप्त नहीं होने की स्थिति में अभ्यर्थी इन्टरनेट की अंकतालिका से आवेदन कर सकेगा। मूल प्रमाण–पत्रों के भौतिक सत्यापन के समय मूल अंकतालिका प्राप्त नहीं होने की स्थिति में इन्टरनेट की स्वयं द्वारा सत्यापित प्रति प्रस्तुत कर अभ्यर्थी द्वारा इस आशय का शपथ पत्र सादा कागज पर प्रस्तुत करना होगा कि वह 15 दिवस में मूल प्रमाण पत्रों का सत्यापन करवा कर मूल टी.सी./सी.सी. जमा करवायेगा। पहले प्रस्तुत अंकतालिका एवं मूल अंकतालिका में विसंगति पाये जाने पर अभ्यर्थी के विरूद्व वैधानिक कार्यवाही की जा सकेगी एवं उसका प्रवेश निरस्त माना जायेगा।

5.16 जिन पाठ्यक्रमों में प्रवेश हेतु ऑफ लाइन प्रवेश प्रक्रिया अनुमत है वहाँ विभागीय वेबपोर्टल से कॉमन एडमिशन फार्म डाउनलोड कर अभ्यर्थी संबंधित महाविद्यालय में प्रस्तुत कर सकता है।

5.17 चयनित महाविद्यालयों में बी.कॉम. के साथ कैट (Certificate Course in Accounting Technicians) का आई. सी.ए.आई. द्वारा संचालित सर्टिफिकेट कोर्स उपलब्ध है, जिसके लिये पृथक से आवेदन महाविद्यालय में करना होगा।

5.18 भारतीय नागरिकता प्राप्त करने एवं भारत में स्थाईवास(LTV)चाहने के आधार पर राज्य में रह रहे पाक नागरिकों के बच्चों को शिक्षा हेतु प्रवेश के लिये आवेदन करने पर विदेशी नागरिकों हेतु निर्धारित शर्तों /पात्रताओं के अनुसार ही प्रवेश की अनुमति है । इस हेतु राज्य सरकार की पृथक से अनुमति की आवश्यकता नहीं होगी । ऐसे प्रवेशों की सूचना शिक्षण संस्थानों द्वारा संबंधित विदेशी पंजीकरण अधिकारी (DCP/FRO/FRRO) को दी जावेगी ।

5.19 प्रवेश नीति के नियमों में किसी प्रकार का मार्गदर्शन उपलब्ध नहीं होने की स्थिति में सम्बद्धक विश्वविद्यालय के नियम/ परिनियम / ऑर्डिनेन्स मान्य होंगे। प्रवेश देते समय शैक्षणिक सत्र सारणी में दिये गये निर्देशों की पूर्ण पालना की जाये। उपर्युक्त नियमों की क्रियान्विति में यदि किसी प्रकार की कठिनाई अनुभव हो अथवा नियमों की व्याख्या में अस्पष्टता या भ्रम की स्थिति होने पर आयुक्तालय / निदेशालय से स्पष्टीकरण प्राप्त किया जाये। नियमों के संबंध में आयुक्त/निदेशक, कॉलेज शिक्षा का निर्णय ही अन्तिम एवं मान्य होगा।

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5.20 सह–शैक्षणिक गतिविधियाँ

- प्रथम वर्ष में प्रवेश लेने वाले विद्यार्थियों से प्रवेश आवेदन पत्र में स्पष्टतः यह अंकित कराना होगा कि सत्र के दौरान एन.सी.सी./एन.एस.एस./स्काउट, रोवर–रेंजर/वाई.डी.सी. /महिला प्रकोष्ठ/ मानवाधिकार प्रकोष्ठ आदि सामाजिक विस्तार गतिविधियों में से किन–किन गतिविधियों में वह भाग लेना चाहते है।
- प्रवेश प्रक्रिया पूर्ण होते ही महाविद्यालयों में उपरोक्त गतिविधियों को संचालित करने वाली समितियों/ व्याख्याताओं/ अन्य कोई एजेन्सी द्वारा परामर्श (Counselling) के माध्यम से विद्यार्थियों को प्रवेश दिया जाकर उनकी वर्ष पर्यन्त संचालित होने वाली गतिविधियों में सहभागिता सुनिश्चित की जावेगी ।
- परामर्श के समय संबंधित महाविद्यालय यह सुनिश्चित करें कि इन गतिविधियों के दिशा–निर्देशों के अनुसार ही विद्यार्थी को विकल्प उपलब्ध करवाये जावे।
- गतिविधिवार विद्यार्थियों की सूची आयुक्तालय के संबंधित समन्वयक को 5 अगस्त तक उपलब्ध करायी जावे।
- विद्यार्थी एक से अधिक गतिविधि में भाग ले सकता है।
- प्रथम वर्ष के विद्यार्थियों को कोई न कोई एक गतिविधि आवंटित करना अनिवार्य होगा।
- स्नातक पार्ट द्वितीय/तृतीय एवं स्नातकोत्तर कक्षाओं में अध्ययनरत विद्यार्थी यथासंभव उपरोक्त गतिविधियों में भाग लेंगे। जो विद्यार्थी पूर्व में ही इन गतिविधियों से जुड़े हुये हैं, उनकी निरन्तरता सुनिश्चित की जावेगी। इस संबंध में समय–समय विभागीय वेबसाईट www.hte.rajasthan.gov.in पर जारी निर्देशों की अनुपालना सुनिश्चित की जावे।

| गतिविधि का नाम | कार्यक्रम सारिणी |
|---|---|
| 1. एन.सी.सी. | एन.सी.सी. मुख्यालय द्वारा जारी निर्धारित कार्यक्रम के अनुसार |
| 2. एन.एस.एस. | एन.एस.एस. मुख्यालय द्वारा जारी निर्धारित कार्यक्रम के अनुसार |
| 3. रोवर–रेंजर | स्काउट एवं गाईड मुख्यालय द्वारा जारी निर्धारित कार्यक्रम के अनुसार |
| 4.वाई.डी.सी./महिला प्रकोष्ठ/ उपभोक्ता क्लब/मानव अधिकार प्रकोष्ठ आदि गतिविधियां | आयुक्तालय/निदेशालय द्वारा जारी दिशा निर्देशानुसार |

विशेष निर्देशः–

i राज्य अधिसूचना क्रमांक प.12(22)वित्त/कर/10–98 दिनांक 9–3–10 तथा कार्यालय, महानिरीक्षक, पंजीयन एवं मुद्रांक विभाग, राजस्थान, अजमेर के पत्र क्रमांक एफ 7(39)जन/10/5099–5132 दिनांक 10–4–10 के अनुसार जाति प्रमाण पत्र, मूल निवास प्रमाण पत्र अभिप्राप्त करने के प्रायोजन के लिए निष्पादित या शैक्षणिक संस्थाओं में प्रवेश या शैक्षणिक छात्रवृत्ति की मंजूरी के लिए अपेक्षित शपथ पत्रों पर संदेय स्टाम्प शुल्क का परिहार (माफ) किया गया है। इसकी पालना सुनिश्चित की जावें।

ii राज्य सरकार के परिपत्र क्रमांक एफ.15(1)एआर/ग्रुप–1/2014 दिनांक 24.11.2014 के द्वारा 01 जनवरी 2015 से शपथ पत्र एवं दस्तावेज अभ्यर्थी के द्वारा स्वप्रमाणित मान्य होंगे।

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## षष्ठ भाग
## आरक्षण, रियायतें एवं लाभ

6.1 राजस्थान राज्य के अनुसूचित जाति/जनजाति/अन्य पिछड़ा वर्ग (चिकनी परत को छोड़कर)/**अति पिछडा वर्ग (More Backward Class)** के अभ्यर्थियों के लिए आरक्षण

6.1.1 विधि संकाय सहित प्रत्येक संकाय की स्नातक, स्नातकोत्तर स्तर एवं एम.फिल. के प्रवेश हेतु अनुसूचित जाति/जनजाति/अन्य पिछड़ा वर्ग (चिकनी परत को छोडकर) /**अति** पिछडा वर्ग के अभ्यर्थियों के लिये क्रमशः 16 प्रतिशत, 12 प्रतिशत, 21 प्रतिशत एवं 1 प्रतिशत स्थान आरक्षित रहेंगे।

6.1.2 **अति पिछडा वर्ग (More Backward Class) के शिक्षण संस्थाओं में प्रवेश में आरक्षण के संबंध में कार्मिक विभाग (A-ग्रुप–II) राजस्थान सरकार की अधिसूचना F. 7 (1)DOP/A- II/2017, जयपुर दिनांक 21.12. 2017 की पालना सुनिश्चित की जावें।**

6.1.3 स्नातकोत्तर व एम. फिल कक्षाओं में आरक्षण के संबंध में राज्य सरकार द्वारा निर्धारित रोस्टर प्रणाली लागू होगी।

6.1.4 आरक्षण संबधी लाभ के लिए अभ्यर्थी को राजस्थान राज्य के सक्षम अधिकारी जिला मजिस्ट्रेट/उपखण्ड अधिकारी/सहायक कलेक्टर का **राजस्थान राज्य की सेवाओं में आरक्षण का लाभ लेने हेतु जारी जाति** प्रमाण–पत्र प्रस्तुत करना होगा।

6.1.5 ओ.बी.सी./**एम**.बी.सी. संबंधी प्रमाण–पत्र अधिकृत अधिकारी द्वारा एक बार ही जारी किया जाता है, परन्तु क्रीमीलेयर में नहीं होने संबंधी प्रमाण–पत्र एक वर्ष के लिए मान्य होगा। एक बार क्रीमीलेयर में नहीं होने का प्रमाण–पत्र जारी होने के उपरान्त अगर प्रार्थी आगामी वर्षों में भी क्रीमीलेयर में नहीं है तो ऐसी स्थिति में स्वप्रमाणित शपथ–पत्र लेकर पूर्व में जारी प्रमाण–पत्र को ही मान लिया जावेगा। ऐसा अधिकतम् तीन वर्ष तक किया जा सकता है। ( राजस्थान सरकार सामाजिक न्याय एवं अधिकारिता विभाग का आदेश क्रमांक एफ11 ( ) ( ) आर एण्ड पी/सा.न्या.अ.वि/12/ 7376–409 दि. 24.01.2013)

6.1.6 सामान्य प्रवेश स्तर तक अंक प्राप्त करके प्रवेश पाने वाले आरक्षित वर्ग के विद्यार्थियों की गणना संबंधित आरक्षित नियतांश (कोटे) के अन्तर्गत नहीं की जायेगी। ये सभी सामान्य योग्यता सूची में सम्मिलित किये हुए माने जायेंगे।

6.1.7 6.1.6 के अनुसार प्रविष्ट विद्यार्थियों के अतिरिक्त आरक्षित वर्ग के शेष अभ्यर्थियों को अर्हकारी परीक्षा के प्रवेश योग्यता प्रतिशत को कम करते हुए वरीयता के निम्नगामी क्रम में आरक्षित नियतांश पूर्ण होने तक प्रवेश दिया जा सकेगा।

6.1.8 आरक्षित वर्ग हेतु आरक्षित स्थान प्रथमतः आरक्षित वर्ग के अभ्यर्थियों से ही भरे जायेंगे।

6.1.9 यदि संबंधित आरक्षित वर्ग के अभ्यर्थी उपलब्ध न हों तो ऐसे आरक्षित रिक्त स्थानों के लिए समाचार पत्र में विज्ञप्ति दी जाये जिसके लिए प्रवेश शुल्क जमा नहीं करवा सकने वाले उसी वर्ग के अभ्यर्थी भी पुनः आवेदन पत्र प्रस्तुत कर सकेंगे।

6.1.10 यदि विज्ञप्ति के सात दिवस में कोई आवेदन पत्र नहीं आता है या कम आवेदन पत्र आते हैं तो अनुसूचित जाति के आरक्षित स्थानों को अनुसूचित जन जाति के अभ्यर्थियों से तथा अनुसूचित जन जाति के आरक्षित स्थानों को अनुसूचित जाति के अभ्यर्थियों से भरा जा सकेगा।इसके उपरान्त भी यदि किसी आरक्षित वर्ग के स्थान रिक्त रहते हैं तो उन्हें सामान्य वर्ग के प्रतीक्षारत अभ्यर्थियों से भरा जा सकेगा।

6.1.11 बारां जिले के किशनगंज एवं शाहबाद तहसील के सहरिया अभ्यर्थियों के लिए बारां जिले के राजकीय महाविद्यालय, केलवाडा में शासन उप सचिव, कार्मिक (क–2)विभाग, राजस्थान सरकार के निर्देश क्रमांक प. 13(20)कार्मिक/क–2/91पार्ट जयपुर, दिनांक 12.09.2007 के अनुसार तथा केलवाडा के अतिरिक्त अन्य राजकीय महाविद्यालयों में न्यूनतम उर्त्तीणांक पर प्रवेश दिया जायेगा।

6.1.12 महाविद्यालयों में प्रवेश प्रक्रिया प्रारम्भ होने के उपरान्त, यदि राज्य सरकार द्वारा सीटों/वर्गों की संख्या में वृद्धि की जाती है, तो उन बढ़ी हुई सीटों/वर्गों के लिए आरक्षण नियमों की पालना करते हुए पृथक प्रवेश सूची जारी की जायेगी।

6.1.13 प्रत्येक संकाय के स्नातक प्रथम भाग की प्रत्येक कक्षा में तथा स्नातकोत्तर स्तर एवं एम.फिल. के प्रत्येक विषय/कक्षा में बिन्दु संख्या 6.1.1 से 6.1.11 के अनुसार स्थानों का आरक्षण किया जायेगा एवं तद्नुसार पूर्ति की जायेगी।

6.2 <u>दिव्यांग</u> अभ्यर्थी (स्नातक/स्नातकोत्तर स्तर एवं एम.फिल.)

6.2.1 मूक, बधिर एवं दृष्टिबाधित (Blind) विद्यार्थियों को मनोवांछित महाविद्यालय में मनोवांछित संकाय में न्यूनतम उर्त्तीर्णांक पर प्रवेश दिया जायेगा। ऐसे प्रवेशित विद्यार्थियों की सीटें स्वीकृत सीटों के अतिरिक्त मानी जावेगी एवं प्राचार्य अतिरिक्त सीटों पर प्रवेश देने हेतु अधिकृत होंगे।

6.2.2 प्रत्येक संकाय में प्रवेश हेतु उपलब्ध स्थानों में 5 प्रतिशत स्थान दिव्यांग अभ्यर्थियों हेतु क्षैतिजवर्ती (HORIZONTAL) आरक्षण नियमों के अनुसार आरक्षित रहेंगे।

6.2.3 स्नातकोत्तर स्तर एवं एम.फिल. में आरक्षण विषयवार होगा। जहां यह संख्या एक से भी कम हो, वहां भी कम से कम एक स्थान आरक्षित रहेगा। दिव्यांग अभ्यर्थी उपलब्ध नहीं होने की स्थिति में प्रवेश की प्रथम सूची में इसे सामान्य अभ्यर्थियों से भरा जा सकेगा।



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6.2.4 बिन्दु 6.2.2 के अनुसार निर्धारित नियतांश में प्रवेश के लिए अभ्यर्थी को 3 प्रतिशत अतिरिक्त अंकों का लाभ भी दिया जा सकेगा। परन्तु उक्त लाभ किसी भी अभ्यर्थी को नियतांश (कोटा) भरने की पात्रता प्रदान करने हेतु ही देय होगा, योग्यता सूची में उच्च स्थान प्रदान करने के लिए नहीं।

6.2.5 निःशक्तजन(दिव्यांग) को निःशक्तता के संबंध में राज्य सरकार के नियमों के अनुसार विशिष्टीकृत चिकित्सकीय प्राधिकरण द्वारा निःशक्तता प्रमाण पत्र प्रस्तुत करना होगा (भारत का राजपत्र 19 अप्रेल 2017 एवं राजस्थान राज–पत्र विशेषांक, जुलाई 26, 2011) जिला मुख्य चिकित्साधिकारी/पी.एम.ओ.जिला अस्पताल/मेडिकल कॉलेज द्वारा गठित मेडिकल बोर्ड द्वारा प्रदत्त निर्धारित प्रारूप में जारी प्रमाण पत्र मान्य होगा

6.3 शिक्षक अभ्यर्थी

प्रत्येक विषय की एम.एससी. पूर्वार्द्ध कक्षा में एक स्थान शिक्षक अभ्यर्थी के लिए आरक्षित रहेगा, जिसका मनोनयन निदेशक, प्राथमिक एवं माध्यमिक शिक्षा, राजस्थान के द्वारा किया जायेगा। अभ्यर्थी को प्रवेश तभी दिया जायेगा जब वह प्रवेश की न्यूनतम पात्रता रखता हो, अन्यथा इस आरक्षित स्थान को सामान्य स्थान मानकर प्रवेश की अन्तिम तिथि को सामान्य अभ्यर्थी से भर दिया जायेगा।

6.4 प्रतिरक्षा सेवाओं/केन्द्रीय सशस्त्र पुलिस बल*(CAPF) कर्मियों के पुत्र/पुत्री को प्रवेश हेतु देय लाभ

| | Eligible Categories | Benefits |
|---|---|---|
| (i) | प्रतिरक्षा सेवाओं के सेवा में रहते हुए शहीद कर्मचारियों के पुत्र/पुत्री | न्यूनतम उत्तीर्णांक पर प्रवेश |
| (ii) | प्रतिरक्षा सेवाओं में सेवारत या सेवानिवृत्त कर्मचारियों के पुत्र/पुत्री | प्रवेश योग्यता सूची में वरीयता निर्धारण हेतु 03 प्रतिशत की वृद्धि |
| (iii) | प्रतिरक्षा सेवाओं/केन्द्रीय सशस्त्र पुलिस बल* (CAPF) कर्मियों के वार्डस के लिये 3 प्रतिशत स्थान आरक्षित रहेंगे, जिन्हें निम्न प्राथमिकता के आधार पर प्रवेश देय होगा –<br>1. Wards of personnel killed in action.<br>2. Wards of personnel disabled in action and boarded out from service/died while in service with death attributable to military service/ disabled in service and boarded out with disability attributable to military service.<br>3. Wards of personnel awarded Gallantry award.<br>4. Wards of awarded Ex servicemen. | प्राथमिकता अनुसार<br>Reservation of 03% seats |

*CAPF में CRPF, BSF, ITBP, SSB, CISF, RPF, NSG सेवाओं के कर्मी सम्मिलित है।

6.5 कश्मीरी विस्थापित व कश्मीरी निवासी

6.5.1. प्रत्येक संकाय में प्रवेश हेतु उपलब्ध स्थानों में एक प्रतिशत स्थान कश्मीरी विस्थापितों के बच्चों हेतु आरक्षित रहेंगे। यह आरक्षण सामान्य वर्ग सहित सभी वर्गों में संबंधित वर्ग के अभ्यर्थियों के लिए उपलब्ध होगा।

6.5.2 कश्मीरी विस्थापित अभ्यर्थी के उपलब्ध न होने की स्थिति में प्रवेश की अन्तिम तिथि को इसे सामान्य अभ्यर्थी से भरा जा सकेगा। कश्मीरी विस्थापित अभ्यर्थियों को अन्तिम प्रवेश तिथि के 30 दिन बाद तक प्रवेश दिया जा सकेगा। प्रवेश देने के लिए सभी पाठ्यक्रमों के लिए निर्धारित प्रवेश सीटों को 5 प्रतिशत तक बढाया जा सकेगा।

6.5.3. इस नियतांश (कोटे) में प्रवेश के लिए अभ्यर्थी को पात्रता प्रदान करने हेतु 3 प्रतिशत अंकों का लाभ देय होगा। यह लाभ वरीयता सूची में स्थान प्रदान करने के लिए नहीं होगा।

6.5.4 कश्मीरी विस्थापित अभ्यर्थी को इस नियतांश में प्रवेश पाने हेतु विस्थापित होने का प्रमाण पत्र प्रस्तुत करना अनिवार्य होगा।

6.5.5. प्रवेश के लिए निर्धारित न्यूनतम प्राप्तांक मानदण्ड की सीमा तक वरीयता सूची के कट ऑफ में 10 प्रतिशत की छूट देय होगी।

6.5.6 प्रवेश के लिए राजस्थान के मूल निवासी होने का प्रमाण पत्र प्रस्तुत करना आवश्यक नहीं होगा।

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6.5.7 तकनीकी/व्यावसायिक पाठ्यक्रमों के अभ्यर्थियों को प्रवेश तकनीकी/व्यावसायिक पाठ्यक्रमों से प्रवेश देने हेतु 1 प्रतिशत स्थान आरक्षित रखे जायेंगे। इस वर्ग के अभ्यर्थी यदि प्रवेश हेतु आवेदन नहीं करते है तो अन्तिम तिथि के बाद इन स्थानों को सामान्य भर्ती से भरा जा सकेगा।

6.5.8 विश्वविद्यालय अनुदान आयोग के पत्र क्रमांक एफ1–1/2012/एसए–3 दिनांक 10.03.15 के अनुक्रम में जम्मू एवं कश्मीर राज्य हेतु उच्च शिक्षा के लिए उपलब्ध विशेष छात्रवृति योजना के तहत आने वाले अभ्यर्थियों के लिए महाविद्यालय की स्वीकृत सीटों के अतिरिक्त कश्मीरी निवासियों के लिए दो स्थान (अधिसंख्यक) उपलब्ध होगे। इच्छुक अभ्यर्थी द्वारा आवेदन प्रस्तुत करने पर वरीयता अनुसार प्रवेश देय होगे।

**6.5.9 'एक भारत श्रेष्ठ भारत' के क्रियान्वयन के अन्तर्गत असम राज्य से विद्यार्थियों के प्रवेश आवेदन पत्र प्राप्त होने पर उनके प्रवेश हेतु प्रत्येक संकाय एवं पाठ्यक्रम में स्वीकृत सीटों के अतिरिक्त दो सीटें सृजित की जा सकेंगी।**

6.6 ट्रांसजेण्डर अभ्यर्थियों का प्रवेश

यदि तृतीय लिंग (थर्ड जेण्डर/ट्रांसजेण्डर) के किसी अभ्यर्थी द्वारा सहशिक्षा के महाविद्यालय में प्रवेश हेतु आवेदन किया जाता है तो उसे निम्नानुसार प्रवेश दिया जावे :–

i विभिन्न पाठ्यक्रमों में निर्धारित सीटों से अतिरिक्त सीटों पर न्यूनतम उत्तीर्णांक पर प्रवेश देय है ।
ii इस वर्ग के प्रवेश हेतु अभ्यर्थी की लिंग संबंधी स्वयं की घोषणा आधार रहेगी ।

(आयुक्तालय आदेश क्रमांक 383 दिनांक 23.6.2015 )

6.7 अभ्यर्थी को खेलकूद/सह शैक्षणिक उपलब्धियों का प्रवेश योग्यता सूची में वरीयता निर्धारण हेतु देय लाभ

अभ्यर्थी द्वारा विद्यालय /महाविद्यालय स्तर पर विगत तीन सत्रों में खेलकूद/सह शैक्षणिक क्षेत्रों में प्राप्त उपलब्धियों परिलाभ क्रमशः स्नातक पार्ट प्रथम/स्नातकोत्तर पूर्वार्द्ध के प्रवेश के समय ही दिया जावेगा।

6.7.1 अभ्यर्थी द्वारा विद्यालय/महाविद्यालय स्तर पर खेलकूद प्रतियोगिता में उपलब्धि प्राप्त करने पर देय लाभ

| क्र.सं. | उपलब्धि | प्रवेश योग्यता सूची में वरीयता निर्धारण हेतु देयलाभ |
|---|---|---|
| अ | भारत सरकार के शिक्षा एवं समाज कल्याण मंत्रालय द्वारा आयोजित अन्तर्राष्ट्रीय स्तर की प्रतिस्पर्धा में प्रतिनिधित्व | न्यूनतम उत्तीर्णांक प्रतिशत पर प्रवेश |
| ब | राष्ट्रीय स्तर पर राज्य का प्रतिनिधित्व करने वाले विजेता/उप विजेता दल की सदस्यता विश्वविद्यालय स्तरीय राष्ट्रीय खेल प्रतियोगिता में राजस्थान राज्य का प्रतिनिधित्व अथवा एकल प्रतियोगिता में प्रथम, द्वितीय या तृतीय स्थान | |
| स | विद्यालय स्तरीय राष्ट्रीय खेल प्रतियोगिता में राजस्थान राज्य का प्रतिनिधित्व | |
| द | अन्तर विश्वविद्यालय प्रतियोगिता में विश्वविद्यालय का प्रतिनिधित्व | 5 प्रतिशत |
| य | सम्बन्धित खेल के सरकार द्वारा गठित या मान्यता प्राप्त राष्ट्रीय संगठन द्वारा आयोजित राष्ट्रीय प्रतियोगिता में राजस्थान राज्य का प्रतिनिधित्व | 5 प्रतिशत |
| र | राज्य शिक्षा विभाग अथवा विश्वविद्यालय क्रीड़ा परिषद अथवा संस्कृत शिक्षा निदेशालय द्वारा आयोजित अर्न्तमहाविद्यालय प्रतियोगिता में विजेता/उप–विजेता दल की सदस्यता अथवा एकल प्रतियोगिता में प्रथम, द्वितीय अथवा तृतीय स्थान | 3 प्रतिशत |
| ल | राज्य शिक्षा विभाग द्वारा आयोजित खेलकूद में स्कूल का प्रतिनिधित्व अथवा विश्वविद्यालय क्रीड़ा परिषद या संस्कृत शिक्षा निदेशालय द्वारा आयोजित अन्तर्महाविद्यालय प्रतियोगिता में भाग लेने पर | 2 प्रतिशत |
| व | केन्द्रीय विद्यालय संगठन द्वारा आयोजित अन्तर रीजन स्तरीय प्रतियोगिता में रीजन का प्रतिनिधित्व | 3 प्रतिशत |
| श | केन्द्रीय विद्यालय संगठन द्वारा आयोजित रीजन स्तरीय प्रतियोगिता में विद्यालय का प्रतिनिधित्व | 2 प्रतिशत |

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6.7.2 अंक लाभ प्राप्त करने हेतु अभ्यर्थियों को निम्नानुसार सक्षम अधिकारी का प्रमाण पत्र प्रवेश आवेदन पत्र के साथ प्रस्तुत करना होगा, जिसके अभाव में उचित लाभ देय नहीं होगा

| क्र.सं. | स्तर | जिनका प्रमाण–पत्र मान्य होगा |
|---|---|---|
| 1. | अ,ब,स | एस.जी.एफ.आई. (स्कूल गेम्स फेडरेशन ऑफ इण्डिया) भारतीय खेल प्राधिकरण, खेल मंत्रालय, अखिल भारतीय विश्वविद्यालय संघ द्वारा आवंटित सम्बन्धित विश्वविद्यालय की क्रीड़ा परिषद, राज्य क्रीड़ा परिषद |
| 2. | द | विश्वविद्यालय क्रीड़ा परिषद |
| 3. | य | राज्य क्रीड़ा परिषद, भारतीय पर्वतारोहण संस्थान द्वारा अधिकृत संस्थायें |
| 4. | र तथा ल | उप निदेशक स्तर के अधिकारी/विश्वविद्यालयीय क्रीड़ा परिषद/ निदेशक, संस्कृत शिक्षा द्वारा हस्ताक्षरित आयोजन सचिव द्वारा प्रदत्त, आयुक्तालय द्वारा प्रतिहस्ताक्षरित |
| 5. | व तथा श | आयोजन सचिव द्वारा प्रदत्त एवं उप निदेशक स्तर के अधिकारी द्वारा प्रतिहस्ताक्षरित |

| उपर्युक्त लाभों के लिए निम्नलिखित खेलकूद ही मान्य होंगेः– | | | |
|---|---|---|---|
| 1. | एथलेटिक्स (क्रॉस कन्ट्री दौड़ सहित) | 13 | टेनिस |
| 2. | जलीय खेल (स्वीमिंग डाईविंग एवं वाटर पोलो) | 14 | वॉलीबॉल |
| 3. | बैडमिन्टन | 15. | हैण्डबाल |
| 4. | बास्केटबॉल | 16. | कुश्ती |
| 5. | शतरंज | 17 | भारोत्तोलन |
| 6. | क्रिकेट | 18. | जिमनास्टिक |
| 7. | साइकिलिंग | 19. | जूडो |
| 8. | फुटबाल | 20. | मुक्केबाजी |
| 9. | हॉकी | 21. | वॉलक्लाइम्बिंग |
| 10. | कबड्डी | 22. | तीरन्दाजी |
| 11. | खो–खो | 23. | निशानेबाजी |
| 12. | टेबिल टेनिस | 24 | सॉफ्टबॉल |

6.7.3 अभ्यर्थी द्वारा विद्यालय/महाविद्यालय स्तर पर एन.सी.सी. में उपलब्धि प्राप्त करने पर देय लाभ

| क्र.सं. | सीनियर डिवीजन/विंग **( तीन सत्रों में )**<br>जूनियर डिविजन/विंग ( पॉच सत्रों में ) | प्रवेश योग्यता सूची में वरीयता निर्धारण हेतु देयलाभ |
|---|---|---|
| अ | मानव संसाधन विकास मंत्रालय, रक्षा मंत्रालय अथवा महानिदेशक एन.सी.सी. द्वारा चयनित होकर देश का प्रतिनिधित्व। | न्यूनतम उत्तीर्णांक प्रतिशत पर प्रवेश |
| ब | एन.सी.सी. की किसी शाखा में अखिल भारतीय सर्वश्रेष्ठ कैडेट का पुरस्कार। | |
| स | निम्नांकित गतिविधियों में भाग लेने अथवा निम्नांकित विशिष्टता अर्जित करने पर – | |
| | गणतंत्र दिवस कैम्प की प्रतियोगिता में प्रथम/द्वितीय स्थान | 6 प्रतिशत |
| | पैरा जम्पिग कोर्स में स्काई डाउविंग कोर्स पूर्ण कर्त्ता कैडेट | |
| | एडवेन्चर माउन्टेनेयरिंग तथा एडवांस माउण्टेनेयरिंग कोर्स पूर्ण कर्त्ता कैडेट | |
| | सी प्रमाण पत्र ए ग्रेड प्राप्त कैडेट | |
| | बी प्रमाण पत्र ए ग्रेड प्राप्त कैडेट | |
| | ए प्रमाण पत्र ए ग्रेड प्राप्त कैडेट | |



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| | | |
|---|---|---|
| द | निम्नांकित में से किसी एक या अधिक के लिए चयनित होकर उस गतिविधि में भाग लेना। | |
| | गणतंत्र दिवस कैम्प | |
| | अखिल भारतीय एडवांस लीडरशिप कैम्प | |
| | पैरा जम्पिंग कोर्स | 5 प्रतिशत |
| | आधारभूत पर्वतारोहण कोर्स या किसी पर्वतारोहण अभियान (20000 फीट या उच्च पर्वत शिखर पर) में भाग लेना। | |
| | विद्यार्थी विंग में सी प्रमाण पत्र बी ग्रेड के साथ प्राप्ति | |
| | विद्यार्थी विंग में बी प्रमाण पत्र बी ग्रेड के साथ प्राप्ति | |
| | जूनियर डिवीजन विद्यार्थी ए प्रमाण पत्र बी ग्रेड के साथ | |
| | स्नो–स्कीइंगकोर्स | |
| | सीनियर अण्डर आफिसर/ सीनियर कैडिट कैप्टन/कैडिट फ्लाईट सार्जेन्ट रैंक पर नियुक्ति | |
| य | निम्नांकित गतिविधियों में भाग लेने अथवा निम्नांकित विशिष्टता अर्जित करने पर। | |
| | सी प्रमाण–पत्र सी ग्रेड के साथ | |
| | बी प्रमाण पत्र सी ग्रेड के साथ | |
| | जूनियर डिवीजन ए प्रमाण–पत्र सी ग्रेड के साथ। | |
| | ऑल इण्डिया समर ट्रेनिंग कैम्प | |
| | ऑल इण्डिया बेसिक लीडरशिप कोर्स | |
| | नियमित सुरक्षा सेना के साथ दो सप्ताह का अटैचमेन्ट कोर्स | |
| | वॉटर स्कीइंग कोर्स | 3 प्रतिशत |
| | अण्डर ऑफीसर/कैडिट कैप्टन/ कैडिट सार्जेन्ट रैंक पर नियुक्ति | |

6.7.4 अभ्यर्थी द्वारा विद्यालय/महाविद्यालय स्तर पर पर्वतारोहण, शिलारोहण एवं वॉलक्लाइम्बिंग में उपलब्धि प्राप्त करने पर देय लाभ

| क्र.सं. | उपलब्धि | प्रवेश योग्यता सूची में वरीयता निर्धारण हेतु देय लाभ |
|---|---|---|
| अ | मान्यता प्राप्त संस्थाओं द्वारा आयोजित अन्तर्राष्ट्रीय अभियान में राष्ट्र का प्रतिनिधित्व | न्यूनतम उत्तीर्णांक प्रतिशत पर प्रवेश |
| ब | शिक्षा मंत्रालय अथवा विश्वविद्यालय द्वारा आयोजित एडवेंचर्स प्रोग्राम तथा 20,000 फीट या अधिक की ऊँचाई पर पहुंच | 6 प्रतिशत |
| स | विश्वविद्यालय अथवा मान्यता प्राप्त संस्था द्वारा आयोजित एडवांस कोर्स | 5 प्रतिशत |
| द | सरकार अथवा विश्वविद्यालय द्वारा मान्यता प्राप्त संस्थाओं के पर्वतारोहण में बेसिक कोर्स | 3 प्रतिशत |

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प्रमाण पत्रों की मान्यता के लिए बिन्दु 6.7.2 (3) में दिया गया नियम लागू होगा।

6.7.5 अभ्यर्थी द्वारा विद्यालय/महाविद्यालय स्तर पर राष्ट्रीय सेवा योजना में उपलब्धि प्राप्त करने पर देय लाभ

| क्र.सं. | उपलब्धि | प्रवेश योग्यता सूची में वरीयता निर्धारण हेतु देय लाभ |
|---|---|---|
| अ | प्रवेश के पूर्ववर्ती तीन सत्रों में अन्तर्राष्ट्रीय युवा आदान–प्रदान कार्यक्रम दल की सदस्यता/राष्ट्रीय /राज्य स्तर पर पुरस्कृत स्वयं सेवक | न्यूनतम उत्तीर्णांक प्रतिशत पर प्रवेश |
| ब | प्रवेश के पूर्ववर्ती तीन सत्रों में युवा एवं खेल विभाग द्वारा आयोजित एक बार गणतंत्र दिवस परेड (दिल्ली) राष्ट्रीय प्रेरणा शिविर अथवा राष्ट्रीय एकीकरण शिविर में भाग लिया हो तथा विशेष शिविरों में उपस्थिति एवं 240 घंटों का सेवा कार्य करने का प्रमाण पत्र होने पर | 6 प्रतिशत |
| स | प्रवेश के पूर्ववर्ती तीन सत्रों में राज्य स्तर/विभाग स्तर पर शिविरों में भागीदारी तथा एक विशेष शिविर में उपस्थिति एवं 240 घंटे का सेवा कार्य करने का प्रमाण पत्र होने पर | 5 प्रतिशत |
| द | प्रवेश के पूर्ववर्ती तीन सत्रों में एक विशेष शिविर में उपस्थिति एवं 240 घण्टे का सेवा कार्य करने का प्रमाण पत्र होने पर | 3 प्रतिशत |

6.7.6 अभ्यर्थी द्वारा विद्यालय/महाविद्यालय स्तर पर रोवर, रेन्जर, स्काउट, गाइड में उपलब्धि प्राप्त करने पर देय लाभ

| क्र.सं. | उपलब्धि | प्रवेश योग्यता सूची में वरीयता निर्धारण हेतु देय लाभ |
|---|---|---|
| अ | विश्व जम्बूरी में भारत का प्रतिनिधित्व किया हो अथवा भारत स्काउट/गाईड मुख्यालय द्वारा चयनित होकर किसी अन्तर्राष्ट्रीय गतिविधि में भाग लिया हो अथवा राष्ट्रपति द्वारा राष्ट्रपति स्काउट/गाइड, रोवर/रेंजर पुरस्कार प्राप्तकर्ता | न्यूनतम उत्तीर्णांक पर प्रवेश |
| ब | स्काउट /गाइड अथवा निपुण रोवर/रेंजर अथवा राज्य पुरस्कार रोवर/रेंजर बैज प्राप्तकर्ता अथवा राष्ट्रीय गतिविधि में राज्य का प्रतिनिधित्वकर्ता रहा हो अथवा प्रधानमंत्री शील्ड प्रतियोगिता/उपराष्ट्रपति शील्ड प्रतियोगिता में प्रतिनिधित्वकर्ता रहा हों। | 5 प्रतिशत |
| स | तृतीय सोपान स्काउट/गाइड अथवा प्रवीण रोवर/रेंजर अथवा **निपुण रोवर/रेंजर** अथवा स्टेट रोवर मूट/रेंजर मीट में भाग लिया हो, अथवा **राज्य स्तरीय एडवेन्चर गतिविधि अथवा डेजर्ट ट्रेकिंग शिविर** में भाग लिया हो अथवा पर्वतारोहण का आधारभूत कोर्सकर्त्ता रहा हो अथवा प्रधानमंत्री शील्ड प्रतियोगिता/ उप राष्ट्रपति शील्ड प्रतियोगिता में प्रतिनिधित्वकर्त्ता को। | 3 प्रतिशत |



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6.7.7 अभ्यर्थी द्वारा विद्यालय/महाविद्यालय स्तर पर सह शैक्षणिक गतिविधियों में उपलब्धि प्राप्त करने पर देय लाभ

| क्र.सं. | उपलब्धि | प्रवेश योग्यता सूची में वरीयता निर्धारण हेतु देय लाभ |
|---|---|---|
| अ | भारत सरकार के मानव संसाधन विकास एवं समाज कल्याण मंत्रालय द्वारा अपने जीवनकाल में राष्ट्रीय वीरता पुरस्कार से सम्मानित किया गया हो। | न्यूनतम उत्तीर्णांक पर प्रवेश |
| ब | भारतीय विश्वविद्यालय संघ अथवा आई.सी.सी.आर. अथवा केन्द्र सरकार के किसी विभाग द्वारा आयोजित अखिल भारतीय प्रतियोगिता में प्रथम, द्वितीय या तृतीय स्थान प्राप्त। | 6 प्रतिशत |
| स | राज्य शिक्षा विभाग द्वारा अथवा राज्य के किसी विश्वविद्यालय द्वारा आयोजित राज्य स्तरीय अथवा विश्वविद्यालय स्तरीय प्रतियोगिता में विजेता/उप विजेता दल के सदस्य, अथवा एकल प्रतियोगिता में प्रथम, द्वितीय, तृतीय स्थान प्राप्त अथवा अन्तर विश्वविद्यालय प्रतियोगिता या केन्द्र सरकार के किसी विभाग द्वारा आयोजित अखिल भारतीय प्रतियोगिता में विश्वविद्यालय/राज्य का प्रतिनिधित्व।<br>टिप्पणीः उपर्युक्त (ब) एवं (स) के अन्तर्गत छूट का लाभ विश्वविद्यालय के किसी संघटक/सम्बद्ध कॉलेज अथवा विभाग द्वारा आयोजित प्रतियोगिता के लिए देय नहीं होगा। | 5 प्रतिशत |
| द | राज्य शिक्षा विभाग द्वारा अथवा राज्य के किसी विश्वविद्यालय द्वारा आयोजित राज्य स्तरीय/विश्वविद्यालय स्तरीय प्रतियोगिता में अपनी संस्था/संभाग का प्रतिनिधित्व अथवा किसी महाविद्यालय द्वारा जिला अथवा संभाग स्तर पर आयोजित प्रतियोगिता के विजेता/उप विजेता दल के सदस्य अथवा एकल प्रतियोगिता में प्रथम, द्वितीय, तृतीय स्थान प्राप्त | 3 प्रतिशत |

6.7.8 अभ्यर्थी द्वारा विद्यालय/महाविद्यालय स्तर पर मानवाधिकार क्लब की गतिविधियों में उपलब्धि प्राप्त करने पर देय लाभ

| | उपलब्धि | प्रवेश योग्यता सूची में वरीयता निर्धारण हेतु देय लाभ |
|---|---|---|
| अ | विद्यालय/महाविद्यालय स्तर पर मानवाधिकार क्लब में सत्र पर्यन्त सहभागिता एवं एक विस्तार कार्यक्रम में उपस्थिति का प्रमाण–पत्र होने पर | 1 प्रतिशत |
| ब | राज्य मानवाधिकार आयोग या अधिकृत संस्थाओं द्वारा उल्लेखनीय कार्य का प्रमाण पत्र होने पर | 2 प्रतिशत |

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6.7.9 अन्य विशेष प्रकार के अभ्यर्थियों को देय लाभ

| | श्रेणी | प्रवेश योग्यता सूची में वरीयता निर्धारण हेतु देय लाभ |
|---|---|---|
| अ | मृत राज्य कर्मचारी के पुत्र/पुत्री अथवा कॉलेज शिक्षा सेवाओं में सेवारत या सेवानिवृत्त कर्मचारियों के पुत्र/पुत्री | 3 प्रतिशत (एम.बी.ए., कम्प्यूटर व अन्य व्यावसायिक पाठ्यक्रमों में यह लाभ देय नहीं होगा) |
| ब | महिला अभ्यर्थी (केवल सहशिक्षा महाविद्यालयों हेतु यदि अभ्यर्थी द्वारा आवेदित संकाय/विषय में अध्ययन की सुविधा स्थानीय राजकीय महिला महाविद्यालय में उपलब्ध न हो।) | |

6.7.10 समाज सेवा में उल्लेखनीय योगदान पर अभ्यर्थी को स्नातकोत्तर कक्षाओं में प्रवेश हेतु देय लाभ

| | उपलब्धि | प्रवेश योग्यता सूची में वरीयता निर्धारण हेतु देय लाभ | मान्य प्रमाण–पत्र |
|---|---|---|---|
| अ | तीन सत्र तक लगातार राजकीय एवं राज्य सरकार से मान्यता प्राप्त चिकित्सालयों में स्थित ब्लड बैंकों में स्वैच्छिक रक्तदान करने पर | 1 प्रतिशत | अधिकृत चिकित्सा अधिकारी द्वारा जारी |
| ब | साक्षरता अभियान में तीन सत्र में तीन व्यक्तियों को अर्थात् प्रति सत्र एक व्यक्ति को साक्षर करने पर | 0.5 प्रतिशत | साक्षरता विभाग, राजस्थान सरकार द्वारा जारी प्रमाण–पत्र |
| स | अपनी कक्षा उत्तीर्ण करने के पश्चात अपनी कक्षा की सम्पूर्ण पुस्तकें लगातार तीन सत्र तक बुक बैंक में जमा कराने पर | 0.5 प्रतिशत | प्राचार्य द्वारा जारी प्रमाण–पत्र |

6.8 नियम संख्या 6.7.1 से 6.7.10 के अन्तर्गत न्यूनतम उत्तीर्णांक पर प्रवेश को छोड़कर अन्य देय लाभ प्रवेश की पात्रता प्रदान करने हेतु स्वीकार्य नहीं हैं।

6.9 ऑन लाइन आवेदन पत्र प्रस्तुत करते समय लाभ प्राप्ति हेतु अभ्यर्थी को मूल प्रमाण पत्र दोनों ओर से स्केन कर अपलोड करना होगा। कॉमन एडमिशन फार्म के साथ सम्बन्धित सक्षम अधिकारी/विभाग द्वारा प्रदत्त प्रमाण पत्र की स्वप्रमाणित प्रति प्रस्तुत करनी होगी, जिसके अभाव में ऐसे किसी लाभ के लिए कोई अनुरोध स्वीकार्य नहीं होगा। स्वप्रमाणित प्रमाण पत्र की प्रति बाद में स्वीकार नहीं होगी। अन्तरिम प्रवेश सूची में नाम आने पर मूल प्रमाण पत्र प्रस्तुत करना होगा।

6.10 उपर्युक्त नियम 6.7.1 से 6.7.10 में वर्णित लाभों में से किसी एक का लाभ (जो अधिकतम हो) अभ्यर्थी को देय होगा

6.11 उपर्युक्त लाभ में से किसी एक से अधिक बार प्राप्त होने पर भी उन सबके लिए एक कक्षा में प्रवेश के लिए एक ही लाभ देय होगा।

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Amity University Rajasthan
Jaipur

**Government of Rajasthan**
**Education (Group-3) Department**

F. 1 (6) Edu.-3/2014/Pt. Dated 10-06-2014

# Order

Admission to Government colleges/ Universities would be done henceforth in following manner:-

1. To ensure equivalence between different boards / universities percentile system should be followed instead of % of marks awarded from current year (2014-15) admissions.

2. To implement a percentile-based admission decision, details must be obtained from different Boards, preferably in following format:

**Board :**

**Exam : Senior Secondary Examination** Year:

| Faculty | | Arts | | Science | | Commerce | |
|---|---|---|---|---|---|---|---|
| Total No. of students passed | | 100,000 (say) | | 80,000 (say) | | 40,000 (say) | |
| Sl. No. | Percentile | Student - ranks in descending order | Marks obtained | Student - rank in descending order | Marks obtained | Student - ranks in descending order | Marks obtained |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1 | Top 2 percentile (100 to 98) (0-2) | 2000th * | 90.23% (say) | 1600 | 91.42 (say) | 800 | 88.37 (say) |
| 2 | Next 2 percentile (98 to 96) (2-4) | 4000th | | 3200 | | 1600 | |
| 3. | Next 2 percentile (96 to 94) (3-6) | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |

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**Note:**(1) *2% of total students, who passed the examination.

(2) For CBSE, it would be of all India total.

(3) For every year, it has to be a separate data-page, Board-wise / certifying authority-wise.

3. Candidates would be offered admission in descending order of merit as per position percentile as above.

To illustrate applicants in top 2 percentile would be admitted before anybody for next two percentile (i.e. 98- to 96) are offered and so on.

4. In case number of vacant seats after any 2 percentile band remains limited in number for next percentile band ; it will be decided dividing the band - spread proportionately.

**For example:**

(i) Suppose the percentile band position is as under (with total 100,000 students passing in Arts)

| Percentile | Student rank | % Marks obtained |
|---|---|---|
| 86 - to 84 | 16, 000 | 76.23 |
| 84 - to 82 | 18, 000 | 73.18 |

(ii) And (a) Total No. of Seats 100
(b) Students offered admission (till 84 percentile) 88
Balance seats 12

And in next 2 percentile band (i.e., 84 to 82) there are 30 applicants.

(iii) Hence, for the applicants, decision would be arrived at as under:

| Calculation: | | | |
|---|---|---|---|
| | 84 percentile Score | - | 76.23 |
| | 82 percentile Score | - | 73.18 |
| | Difference | - | 3.05 |

Dividing this band in 10 bands - differentials, we get as under:

$$83.8 \qquad 76.23\% - \frac{3.05}{10} \qquad = 76.195\%$$

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| | | |
|---|---|---|
| 83.6 | 76.195%-$\frac{3.05}{10}$ | = 75.89% |
| 83.4 | 75.89%-$\frac{3.05}{10}$ | =75.585% |
| 83.2 | 75.585%-$\frac{3.05}{10}$ | =75.28 and so on |

(iv) Accordingly, between any such single 2 percentile bands proportionate calculation will decide admission.

(v) In this example, an applicant in 84 to 83.8 percentile has to be awarded priority over the next band that is 83.8 to 83.6 and so on.

5. For Non-Rajasthan Applicants, following should be the procedure:

(1) Not more than 10% students shall be admitted from institutions outside Rajasthan. Such candidates should have secured a First Division (60%) and should be otherwise eligible.

This is subject to specified exemption to female candidates, and Central Government employees' children, as provided.

(2) Order of precedence:

| | | |
|---|---|---|
| (i) Rajasthan origin students and Non-Rajasthan | | Ist Div. Students (in merit) |
| (ii) Rajasthan origin students | - | All qualifying |
| (iii) Non-Rajasthan students | - | Below Ist Div. |

6. Above orders are in consonance with Sec. 4 A, Sec. 23 A (ii) and Ordinance (O) 81 of Rajasthan University, Jaipur and similar provisions in Acts, Statutes, Ordinances and Regulations of other Universities.

7.1 This is necessitated due to distortions prevailing in terms of different scale of marks obtained in 10th and 12th Board Examination. To illustrate; whereas topper in RBSE may score between 90-92%, topper in CBSE often scores close to 100%.

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7.2 This is to ensure justice to students passing out from State and other Boards including (RBSE) compared to Central Board of Secondary Education (CBSE) and Indian Council for Secondary Education (ICSE).

This is issued with the approval of competent authority.

(Dr. Shyam Agarwal) 10.6.14
ACS, Education

**Copy forwarded to the following for information and necessary action :-**

1. Additional Chief Secretary to Hon'ble Governor of Rajasthan.
2. PS to Secretary to Hon'ble CM.
3. Special Assistant to Hon'ble Minister, Higher Education.
4. DS to Chief Secretary, Rajasthan.
5. PS to Additional Chief Secretary, Education.
6. Vice Chancellor, University of Rajasthan, Jaipur.
7. Vice Chancellor, Jai Narain Vyas University, Jodhpur.
8. Vice Chancellor, Mohan Lal Sukhadia University, Udaipur.
9. Vice Chancellor, MDS University, Ajmer.
10. Vice Chancellor, MGS University, Bikaner.
11. Vice Chancellor, Kota University , Kota.
12. Commissioner, College Education Rajasthan, Jaipur.
13. Joint Secretary, Education (Gr-4).
14. Dy. Secretary , Higher Education.
15. Guard File.

10-6-14.
(K.L. Agrawal)
Dy. Secretary, Higher Education

**COMMISSIONERATE COLLEGE EDUCATION, RAJASTHAN, JAIPUR**

**No. F 7(4)Acad/DCE/Adm.Policy/2014-15/** 85 **Dated, 11 June, 2014**

**Copy to:**

1. **All Principals, Govt. Colleges, Rajasthan for compliance in fresh Admission in U.G. Part-I for the year 2014-15.**
2. **Secretaries, All State Secondary Education Board of India with the request to send information as desired above at their earliest.**
3. **To the Secretary CBSE, New Delhi, with the request to send information as desired above at their earliest.**
4. **All Assistant Directors, Zonal Office College Education, Rajasthan to inform about the order to concerned colleges.**
5. **Website Incharge, College Education, Rajasthan, Jaipur.**

**(Dr. Ranjeet Singh)**
**Joint Director (Academic)**

Registrar
Amity University Rajasthan
Jaipur

**Government of Rajasthan**
**Education (Group-3) Department**

**F. 1 (6) Edu.-3/2014/Pt.** **Dated 19-06-2014**

## Corrigendum

In continuation order of even number dated 10-06-2014 the following corrigendum is hereby issued:

3. Candidates would be offered admission in descending order of merit as per position percentile as above.

To illustrate applicants in top 2 percentile would be admitted before anybody for next two percentile (i.e. 98- to 96) are offered and so on.

Formula to calculate percentile of individual $n^{th}$ candidate :

$$PCn = \frac{(M_{CnBy} - M_{LPBy})}{(M_{UPBy} - M_{LPBy})} \times PW + LPB$$

Where

**PCn** = Percentile Score of $n^{th}$ Candidate

**$M_{CnBy}$** = Score Percentage of Marks of $n^{th}$ Candidate of Board 'B' in year 'y' (after necessary corrections as per prevalent rules and regulations)

**$M_{LPBy}$** = Score Percentage of Lower Limit of Percentile Band of Board 'B' in year 'y'

**$M_{UPBy}$** = Score Percentage of Upper Limit of Percentile Band of Board 'B' in year 'y'

**PW** = Percentile Width (in present case it is '2')

**LPB** = Lower Percentile Band (if band is between 98p and 96p, then LPB=96p)

4. (iii) Hence, for the applicants, decision would be arrived at as under:

| | | | |
|---|---|---|---|
| Calculation: | 84 percentile Score | - | 76.23 |
| | 82 percentile Score | - | 73.18 |
| | Difference | - | 3.05 |

Dividing this band in 10 bands - differentials, we get as under:

$$83.8 \quad 76.23\% - \frac{3.05}{10} = 75.925\%$$

19.6.14



Registrar
Amity University Rajasthan
Jaipur

| | | |
|---|---|---|
| 83.6 | 75.925%-$\frac{3.05}{10}$ | = 75.62% |
| 83.4 | 75.62%-$\frac{3.05}{10}$ | = 75.315% |
| 83.2 | 75.315%-$\frac{3.05}{10}$ | =75.01 and so on |

7.3 This will also help in addressing issues of inter-temporal (between different years) distortion even within same Board. Hence the details (as per point 2) in order dated 10.6.2014, must be prepared separately Board wise and year wise.

Note : It is clarified that above order will be applicable for admission for session 2014-15 and henceforth to all Government & Private Colleges/ Universities with immediate effect.

This is issued with the approval of competent authority.

19.6.14

**(Dr. Shyam Agarwal)**
**ACS, Education**

**Copy forwarded to the following for information and necessary action :-**

1. Additional Chief Secretary to Hon'ble Governor of Rajasthan.
2. PS to Secretary to Hon'ble CM.
3. Special Assistant to Hon'ble Minister, Higher Education.
4. DS to Chief Secretary, Rajasthan.
5. PS to Additional Chief Secretary, Education.
6. Vice Chancellor, University of Rajasthan, Jaipur.
7. Vice Chancellor, Jai Narain Vyas University, Jodhpur.
8. Vice Chancellor, Mohan Lal Sukhadia University, Udaipur.
9. Vice Chancellor, MDS University, Ajmer.
10. Vice Chancellor, MGS University, Bikaner.
11. Vice Chancellor, Kota University , Kota.
12. President, All Private Universities in Rajasthan, along with a copy of order dated 10.06.2014
13. Commissioner, College Education Rajasthan, Jaipur.
14. Joint Secretary, Education (Gr-4).
15. Dy. Secretary , Higher Education.
16. Principal, All Private Colleges in Rajasthan, along with a copy of order dated 10.06.2014
17. Guard File.

19.06.14

**(K.L. Agrawal)**
Dy. Secretary, Higher Education



**COMMISSIONERATE COLLEGE EDUCATION,RAJASTHAN,JAIPUR**

No.F 7(4)Acad/Dce/Adm.policy/2014-15/ 96 Dated 20 June, 2014

Copy to:

1. All Principals, Govt./Private Colleges, Rajasthan for compliance in fresh admission in U.G. Part-I for the year 2014-15.
2. All Assistant Directors, Zonal Office College Education, Rajasthan to inform about the order to concerned colleges.
3. Website Incharge, College Education, Rajasthan, Jaipur.

Joint Director
College Education, Rajasthan

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Jaipur

# AMITY UNIVERSITY

## RAJASTHAN

**On-Admission Scholarships Schemes**

### (A) MBA

- 100% SCHOLARSHIP — CAT/MAT (90 PERCENTILE AND ABOVE)/ GMAT-650 & ABOVE.
- 50% SCHOLARSHIP — CAT/MAT (85 PERCENTILE AND ABOVE)/ GMAT-600 & ABOVE.
- 25% SCHOLARSHIP — CAT/MAT (75 PERCENTILE AND ABOVE)/ GMAT-450 & ABOVE.

### (B) PROGRAMMES AFTER GRADUATION

(I) 100% SCHOLARSHIP — 93% AGGREGATE AND ABOVE (EXCLUDING PHYSICAL EDUCATION / FINE ARTS/PERFORMING ARTS/VOCATIONAL/NON WRITTEN SUBJECTS) IN CBSE/ICSE/STATE BOARD OF CLASS XII AND 80% IN GRADUATION.

(II) 50% SCHOLARSHIP — 88% AGGREGATE AND ABOVE (EXCLUDING PHYSICAL EDUCATION / FINE ARTS/PERFORMING ARTS/VOCATIONAL/NON WRITTEN SUBJECTS) IN CBSE/ICSE/STATE BOARD OF CLASS XII AND 75% IN GRADUATION.

### (C) PROGRAMMES AFTER 10+2

(I) 100% SCHOLARSHIP — 93% AGGREGATE AND ABOVE (EXCLUDING PHYSICAL EDUCATION / FINE ARTS/PERFORMING ARTS/VOCATIONAL/NON WRITTEN SUBJECTS) IN CBSE/ICSE/STATE BOARD OF CLASS XII$^{th}$ **2020/2021/2022**.

(II) 50% SCHOLARSHIP — 88% AGGREGATE AND ABOVE (EXCLUDING PHYSICAL EDUCATION /FINE ARTS/PERFORMING ARTS/VOCATIONAL/NON WRITTEN SUBJECTS) IN CBSE/ICSE/STATE BOARD OF CLASS XII$^{th}$ **2020/2021/2022**.

(III) 25 % SCHOLARSHIP — 75% AGGREGATE AND ABOVE (EXCLUDING PHYSICAL EDUCATION /FINE ARTS/PERFORMING ARTS/VOCATIONAL/NON WRITTEN SUBJECTS) IN CBSE/ICSE/STATE BOARD OF CLASS XII$^{th}$ **2020/2021/2022**.

AMITY UNIVERSITY
RAJASTHAN

## University Outreach program for only Women

# AMITY UNIVERSITY RAJASTHAN

## POLICY ON GENDER EQUITY

Amity University Rajasthan strives to inculcate a zero-tolerance towards all forms of discrimination and prohibits gender stereotyping and/or bias. To enforce this philosophy, Amity University Rajasthan in all its affairs will ensure gender equity and gender sensitivity along with equal opportunity for all genders, especially the marginalized. The policy will be known as the AUR Policy for Gender Equity. The university will take regular initiatives and sensitization drives to ensure that the employees and students at the university ensure the implementation of a gender bias-free approach in all their endeavors in and outside the university, in letter and spirit.

### Objectives of the Policy:

i. To ensure the committed contribution towards the national commitment to implement gender equity.
ii. To inculcate a positive and inclusive approach towards people of different gender and sexual orientation.
iii. To ensure equal opportunity to everyone without any discrimination on the basis of gender.
iv. To sensitize the community towards the acceptance, respect, diversity ane intersectionality of marginalized genders.
v. To ensure the implementation of this policy in letter and spirit.

### Definitions:

i. **Gender:** The sexual classification that a person identifies him/her with.
ii. **Equity:** Fair and equal treatment for all based upon their needs, qualification, intellectual abilities, and skills in terms of rights, benefits, obligations, and opportunities.
iii. **Bias:** Any conscious and/or unconscious awareness/ preference that impacts the behavior/ attitude/ approach towards the people.
iv. **Employee:** Any person who is a current employee of the University, and includes permanent, full-time, part-time, and contracted staff.
v. **Student:** Any person registered at Amity University Rajasthan for academic purposes.
vi. **Resources:** Physical resources as well as resources in terms of guidance, online resources, academic resources
vii. **Facilities:** All infrastructural facilities and educational facilities provided by the University

## Areas of Relevance:

The Policy will be applicable to the activities relating to Admissions, Career Development and Promotion, Recruitment, Participation in University Governance, Research, Leadership Opportunity, Academic Development and Support, Teacher Student Relationship, Research, Training and Teaching, Access to the University Facilities and Resources and Participation in University Affairs/Curricular/ Extra-Curricular/Co-Curricular activities. In addition to these, the policy will also be applicable to any and every area that is identified as a matter of significance with regard to gender equity.

To ensure the implementation of Gender Equity in all its endeavors, Amity University Rajasthan is committed to ensure the implementation of the following guidelines:

i. The university will set up an Internal Complaint Committee (ICC) for the redressal of complaints regarding gender discrimination, bias, or insensitive behavior. The committee will be formed according to the prescribed guidelines by UGC and an annual report of the same would be compiled.
ii. The university will organize various events and training programs to sensitize its stakeholders toward the importance of gender equity.
iii. Gender stereotyping will be prohibited. All forms of bias and discrimination including unconscious bias against women will not be tolerated.
iv. Gender equity will be practiced in all recruitment, training, selection of various committees, and/or career progression opportunity for leadership; so that equal representation of men and women could be ensured.
v. No gender-based discrimination will be practiced in the opportunities relating to research, rewards, or academic opportunities. Appropriate and continued measures would be taken to motivate the marginalized section to participate in the areas where they are underrepresented.
vi. No student will be denied admission on the grounds of gender.
vii. Gender sensitivity will be employed in the design of the curriculum and wherever applicable a gender-specific analysis will be included in all disciplines.
viii. In evaluating students, a policy of fair treatment of male and female students alike will be employed.
ix. A gender-sensitive approach will be undertaken while organizing any event or program, including but not limited to meetings and conferences, fest, seminars, etc.
x. The Guidelines for the Gender Champions (GC) Programme vide OM No.4-2/2014-WW dated 3 June 2015 of the Ministry of Women & Child Development, Government will be implemented in letter and spirit.
xi. All the employees and the students will necessarily undergo gender awareness and sensitivity

training at least once a year.

xii. Gender-sensitive approaches will be practiced in teaching and learning processes across disciplines.

xiii. Women-specific infrastructure facilities will be provided on campuses. Regular upgrading of the facilities would be done as per the need of women at the university. In the creation of new development, renovation of existing infrastructure, and other resources, women-specific needs will be addressed.

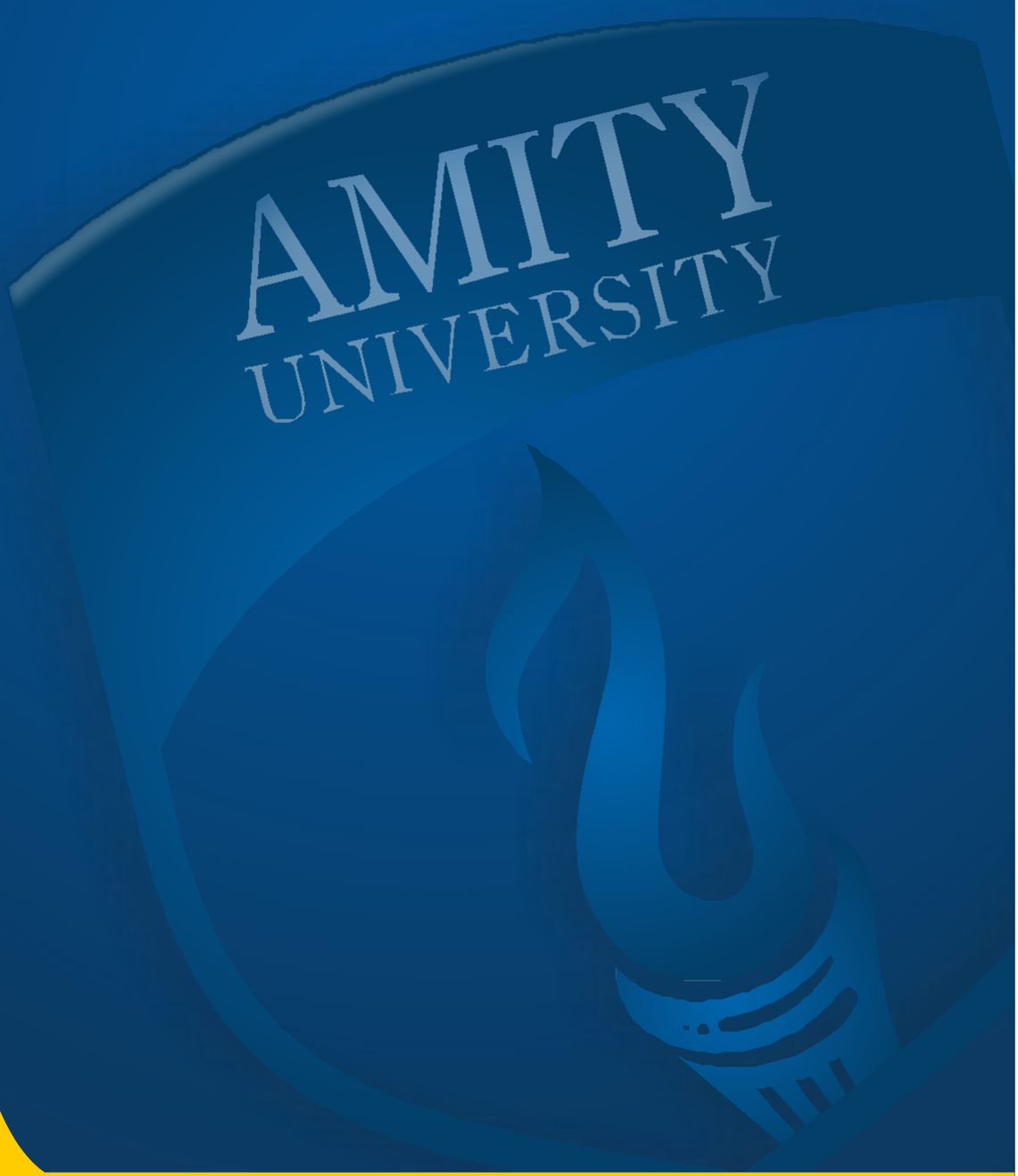
xiv. UGC's 'Saksham' Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses will be followed. 18. Proactive measures will be undertaken to facilitate and encourage active participation of women students and employees in all activities of the University.

**Grievance Redressal:**

Any grievance in contrast with the practice of Gender Equity at Amity University Rajasthan would be reported to Internal Complaint Committee (ICC) and would be subject to redressal as per the University Policy and any other policy/law prescribed by the national agency, depending upon the subject of the complaint.

# AMITY UNIVERSITY RAJASTHAN

# HR MANUAL



# PREFACE

This manual, drafted by the Human Resources Department, provides all necessary information and references to AUR employees. The objective of this document is to set out the guidelines and the applicable policies, rules and regulations of the University, detailing the nature of employment and working conditions at AUR. It includes an overview of the University, details of HR policies and benefits and highlights of the resources, services, and activities that are available.

This manual, however, cannot anticipate every developing situation or anticipate and answer every possible question about employment. The personnel procedures and practices stated in this manual are, therefore, subject to review and change. To maintain the desired flexibility in the administration of personnel policies and procedures, the University reserves the right to revise or rescind any provisions of this manual without notice.

The issuance of this Human Resource Manual is an attempt to bring transparency so that all the efforts are synchronized to achieve the desired results.

However, it is the responsibility of the AUR employees to stay abreast of the current rules, guidelines, directives, policies, and practices. If required, employees of AUR may feel free to visit HR Department for any further clarifications.

# HR MANUAL REVIEWED AND APPROVED

Amity University Rajasthan HR Manual establishes policies, procedures and working conditions that will be followed by all employees as a condition of their employment at the University.

AUR values the talents and abilities of our employees and seeks to foster an open, cooperative, and dynamic environment in which employees and the Management can thrive concomitantly.

The policy guidelines are therefore aligned with the needs of the employees and as per the requirements of the University.

However, these policies may undergo change from time to time.

The current version of the HR Manual has been designed to allow updates (with deletions and additions) as is considered necessary for the general benefit of the Employees and the University.

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# ABBREVIATIONS

| | | |
|---|---|---|
| AAA | - | Aspire, Act & Achieve |
| AASC | - | Amity Academic Staff College |
| API | - | Academic Performance Indicator |
| ASC | - | Academic Staff College |
| AUR | - | Amity University Rajasthan |
| CAS | - | Career Advancement Scheme |
| EPFO | - | Employees' Provident Fund Organization |
| ESIC | - | Employees' State Insurance Corporation |
| FDP | - | Faculty Development Programme |
| F & F | - | Full & Final |
| FIS | - | Faculty Incentive Scheme |
| G-HRM | - | Green Human Resources Management |
| HR | - | Human Resources |
| HRM | - | Human Resources Management |
| JIO | - | Joining, Induction and Orientation |
| NOC | - | No Objection Certificate |
| PBAS | - | Performance Based Appraisal System |
| PF | - | Provident Fund |
| PIP | - | Performance Improvement Plans |
| RBEF | - | Ritnand Balved Education Foundation |
| UAN | - | Universal Account Number |
| ICT | - | Information Communication Technologies |

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# 1. BACKGROUND

## 1.1 AMITY BELIEF SYSTEM

At Amity University Rajasthan, we are passionate about grooming leaders who are not only thorough professionals but also good human beings with values and 'samskaras'.

(a) Amity values should permeate HR policies and procedures.

(b) Diverse people who come together in community create a strong and vital bondage that benefits all.

(c) Employees are the most valuable assets of the University.

(d) Employees should be supported in doing a good and efficient job.

(e) Employees deserve to be treated with dignity and respect for their talents and for their further developments.

(f) Employees need to be recognized and compensated appropriately based on an analysis of their performance.

(g) Need a work life balance for employees.

(h) Employees should be provided with opportunities to grow professionally, personally, and spiritually.

(i) HR must strive for balance in advising supervisors managing personnel and advocating for employees.

(j) Encourage employees to adopt AAA policy of Aspire, Act & Achieve the goals and vision of Amity University Rajasthan (AUR) at Jaipur.

## 1.2. VISION, MISSION & CORE VALUES

The Vision, & Mission of Amity Education Group has been drawn out by the Visionary Leaders. HR Department at AUR draws the reference from the above to define their own Vision, Mission and Core Values.

**Vision**

"To be a world class center of creativity and innovation and to contribute to the progress of humanity through excellence in education, industry and society relevant research and extension services".

**Mission**

(a) To foster academic innovations to create an environment of student centric learning.

(b) To nurture talent and creativity.

(c) To promote interdisciplinary and trans- departmental culture.

(d) To strengthen industry- academia integration for relevance driven excellence in education and research.

(e) To promote international collaboration and cooperation.

(f) To inculcate moral values, help embrace cognitive skills and social responsibilities.

(g) To provide an academic environment where 'Modernity blends with tradition'.

**Core Values**

(a) National pride and global outlook.

(b) Integrity, transparency, and trust worthiness.

(c) Continuous learning and knowledge creation.

(d) Professional morality, scientific ethics and academic freedom.

(e) Quality consciousness and environmental sustainability.

### 1.3. PHILOSOPHY OF AMITY UNIVERSITY RAJASTHAN (AUR)

(a) We believe that Human Resources at (AUR) are an asset which needs constant grooming and must be prepared for a lifelong commitment in teaching, research, and administration.

(b) We believe that equitable and fair treatment of people at work leads to harmonization. Therefore, the entire policy should be based on performance-oriented assessment of competence, commitment and flexibility to make HR effective.

(c) We value and respect each person as an individual and encourage diversity of cultures, thought and behavior circumscribed only by the code of ethics and performance.

### 1.4. EQUITY AND INCLUSIVITY

AUR, set up in 2007, has now emerged as a young and vibrant campuses, and has been able to recruit some of the best minds because of its Three-Tier HR policy of selecting faculty and staff without regard to race, caste, creed, religion, ethnic origin, ancestry, gender, and linguistic identity and irrespective of disability, age, protected status, genetic information, military service or other identities.

It is important to endorse the goals of providing equal opportunity and affirmative action within the University, and to ensure the ethos of diversity in the AUR so that the University community is able to advance the academic purposes of the University.

### 1.5. CODE OF ETHICS & CONDUCT RULES:

AUR emphasizes that academic freedom as the leading principle of any university's functioning, but this also entails that the members of the University are committed to promoting and maintaining high standards of integrity and accountability in their conduct of teaching, lecturing, tutoring, mentoring, guiding and research as well as in proving support to academic and administrative offices. It is realized that a culture of honesty and transparency in all its institutional activities must emerge through all our actions. In undertaking this commitment, the AUR is dedicated to providing a free academic environment to conduct research, to carry out experiments, to create products and patents, to teach, to speak and to publish, subject to the norms and standards of scholarly inquiry, without interference or penalty, wherever the search for truth, knowledge, scholarship and/or understanding may lead.

In order to undertake the above activities, a code of ethics, also known as a code of conduct, has to be followed, because after all, they define and clarify an organization's mission, values, and principles, linking them with standards of professional conduct. A code of conduct serves as a reference for managers and employees when making decisions at work, in issuing notices and notifications, sending e-mail instructions, and expressing opinions as well as in conveying decisions.

Ideally, the AUR would invite its members of teaching and support staff, fellows, research students, visiting students as well as administrative staff to abide by the highest standards of integrity in their conduct of academic work and/or in providing support to academic and research activities.

More details about Conduct Rules will be found as a part of AUR policies elsewhere. However, broadly speaking, academic freedom is the freedom to teach study and pursue knowledge and research without unreasonable interference or restriction, institutional regulations, or public pressure. This freedom allows the AUR faculty and scholars to inquire into any subject that evokes intellectual concern, to present findings, to publish data and conclusions without undue control. At the same time, it must be realized that integrity, accountability, and responsibility in conducting academics form the cornerstone of any University or any academic enterprise. This is because violations of widely recognized academic research standards represent serious offences to the entire academic community.

Academic integrity is defined in terms of the University's commitment to the values of honesty, trust, fairness, respect, responsibility, legality, and dissemination of knowledge. Just as intellectual and personal

honesty in learning, teaching and research are important, the institutes and offices within the University must inculcate a climate of mutual trust to encourage the free exchange of ideas, ensure fairness in institutional standards, practices and procedures, promote respect for each segment of the University – faculty, administrators, support staff – including casual workers, and students – and remember that the University has this shared responsibility for promoting academic integrity among all members of the community. Any academic community must observe legal norms related to the conduct and publication by not violating IPR or Copyright laws and must make the results of its research as widely and as freely disseminated or communicated as possible.

**Why does Code of Ethics Matter?**

(a) Adherence to the Code shows the AUR staff that the University values and protects integrity.

(b) The Code defines the terms of ethical behavior at work.

(c) The Code sets the principles of inter-personal behavior and communication.

(d) It guides decision-making in difficult situations.

The Organization, in addition to complying with the law and with regulatory requirements in force in conducting of its activities, intends to observe high ethical standards in the daily running of its work.

The code is a tool that integrates rules of law and regulatory standards. AUR believes, in fact, that its decisions and the behavior of its own personnel are based on ethical rules, even in cases in which they may not be codified by specific legislation. The AUR has an Ethics Committee to

- provide advice to the AUR community on all matters pertaining to academic research ethics.
- advise the Academic Council and Board of Studies (as well as DRCs) on compliance with the 'Code of Ethics in Academic Research';
- provide guidance and clarifications to scholars on ethical issues in respect of teaching, research, andother academic activities.
- confirm to the collaborating institutions or organizations, i.e., external parties on behalf of the AURcompliance with ethical standards in respect of research projects undertaken.
- advise the Board of Management and the Academic Council of any policies that may be required in relation to accepting funds from particular sponsors of research.
- act as an investigative/consultative body for any matter of dispute concerning research ethics and conduct; and
- to make recommendations to the internal Grievances or Disciplinary Committee as to what action, if any, should be taken as a result of its investigations.

# 2. INTRODUCING HR

## 2.1. DEFINING HR

The HR activities involve recruitment of Faculty & Staff, employee training, on-boarding, providing benefit packages, maintaining diversity in the workplace, and ensuring welfare and many other measures. From the definitional point of view, Human Resources care for knowledge, skills, creative abilities, talents, and attitudes obtained in the population – so as to select the best talents, whereas from the view-point of the individual enterprise, they represent the total quantum of the inherent abilities, acquired knowledge and skills as exemplified in the talents and aptitude of its employees.

## 2.2. THE RANGE OF HR ACTIVITIES

The HR Department is one of the most important wings of Amity University, responsible for activities such as recruitment of Faculty, Scholars & Fellows as well as Supporting (Staff) and Administrative Staff. With respect to all the above, creation of personal dossiers, managing the procedures of joining/ induction, issuance of appointment letters, managing various kinds of leave for all employees, performance assessments (through PBAS), grant of increments, promotions, NOCs for various purposes, processing of resignations including full & final settlement and gratuity payments, keeping record of absences, visitations, transfers and deployment orders, handling grievances of employees and complaints against employees, and various other miscellaneous administrative activities related to Institutions/ Schools/ Departments are also dealt with by the HR Department.

The HR policy is to ensure that every member of the University is facilitated to engage wholeheartedly adopt a nondiscriminatory process in all phases and facets of work, including, but not limited to, recruiting, employment, placement, upgrading, demotion or internal transfer, scaling up or reduction of workforce and termination, rates of pay or other form of compen1ation, selection for training, and participation in all University-sponsored employee training and development activities.

The HR Department also processes the work related to extra- mural appointments such as offer of appointment of Adjunct Professors, Visiting Professors and Honorary Professors and Fellows, for consideration of higher management. The Part- time appointments, Temporary faculty and engagement of Guest faculty are also initiated by the HR Department, to be place before the higher management.

## 2.3. DOMAINS OF ACTIVITIES

The activities performed by HRM professionals fall under five major domains, while maintaining the organizational designs laid down by the Acts and Statutes, and by the principles outlined by the Governing Board:

(a) Appropriate Staffing including right person for right job,

(b) Performance Based Management and Appraisal,

(c) Organizational & Employee Development,

(d) Reward Systems & Grievance System, and

(e) Leave, Attendance, Gratuity and Increments.

## 2.4 HR OBJECTIVES OF AUR

### THE RIGHT PEOPLE

1

- Focus on hiring faculty from universities of repute viz. IITs, IIMs, Foreign Universities, etc. and with good Research background.
- Only Doctorates (PhD holders) should be preferred, especially for Faculty of Sciences, Engineering & Technology and Faculty of Management etc.
- Hiring of Staff should be based on multi-level tests/ interaction, which would showcase their skills & talent precisely.

### TRAINING & DEVELOPMENT

2

- To provide a well-defined Training & Development Program for effective employee engagement.
- To focus on establishing training & development sessions for both, Faculty & Staff.
- To provide our Faculty Members a suitable training program, which would help them learn new ways to teach their students i.e. both in online & offline modes.
- Staff members must be provided with proper sessions which would help enhance their Microsoft Office skills and other software applications like Oracle, SAP, Tableau, Python, etc.

### HEALTH & SAFETY

3

- To focus on an HR Communications Strategy that must help employees speak up their problems openly.
- To have robust Grievance Redressal & Harassment of Female Employees Cell through, which employees should inform us about their issues, which they may also raise on AMIZONE platform.
- Employees must be stimulated so that they tell us about their difficulties and troubles without any hesitation, which would help promote a healthy environment amongst all employees for better productivity.

### RETAIN EMPLOYEES

4

- To implement number of monetary & non-monetary rewards for our employees. These include bonus for good work, flexible timings, insurance (health and life), best employee of the year award, staff training or any non-cash reward which should be given both to Faculty & Staff members.
- Practice certain programs like Faculty Incentive Scheme and Performance Based Appraisal System, in which a fair monetary reward may be given to the faculties.

## 2.5. A STRATEGIC APPROACH

HR-management must follow a strategic approach to the effective management of people in any organization such as ours so that they help the University to gain a competitive advantage. HR attempts to maximize employee performance in service which should be a part of an employer's planned objectives. HR is thus primarily concerned with the management of people within the organization, eliminate arbitrary practices, and focus on policies and guidelines in place as a system of academic administration.

HR also plays a pivotal role in establishing clear and concise Policies for Performance Based Appraisal System (PBAS), Self- Assessment, Increments and Promotions.

# 3. FUNCTIONS OF HR

The human resources department handles many kinds of functions of an organization. It is instrumental in providing labor law compliance, record keeping, hiring, and training, compensation, reward and encouragement, execution of extra-mural appointments, promotions, counseling and assistance to help with handling specific performance and interpersonal issues. All these functions are critical because without those functions being performed or completed, the organization would not be able to meet the essential objectives of its management, nor would it meet the aspirations and expectations of its staff.

## 3.1. NEW RECRUITMENT

The success of recruiters and employment specialists is generally measured by the number of positions they fill and the time it takes to fill those positions. Recruiters who work in-house -- as opposed to organizations that provide recruiting and staffing services - play a key role in developing the employer's workforce. They advertise job postings, source candidates, screen applicants, conduct preliminary interviews and coordinate hiring efforts with managers being responsible for taking each case up to the final selection of candidates. An important part of this activity is to ensure that there are no major gaps in faculty and staff availability as per the decisions of the BoM. An important task is also to constant search for highly valuable faculty and professionals who may be willing to switch jobs and are looking for fresh or new avenues. In executing that, spreading the messages for faculty positions through social media platforms, or accessing high value professionals through modern social network archives. For more details of Recruitment policy, refer to Section 6.

## 3.2. COMPENSATION AND BENEFITS

On the compensation side, the HR functions include setting compensation structures and evaluating competitive pay practices. Health care benefits are also handled by the HR department.

## 3.3. EMPLOYEE PERFORMANCE IMPROVEMENT PLANS

The HR department is often instrumental in setting up Performance Improvement Plans commonly called PIPs. In general, these are written proposals designed to help struggling employees improve their work to raise it to a certain expectation level of the organization. The PIP may include a description of the behavior or performance that needs attention, objectives to be met within a certain time period, a plan for accomplishing the improvement along with support resources and detailed consequences if the improvement does not occur.

## 3.4. EMPLOYEE RELATIONS

Another key function of the HR department is the management of employee relations. When there is a dispute or misunderstanding between or among employees or between employees and a manager, it is thehuman resource officers who are tasked to mediate and resolve the issue. Employees are free to bring in or point out such relational problems to the attention of the HR staff for resolution of misunderstandings orconflicts.

## 3.5.RECORD KEEPING

The HR office is in charge of record keeping for the AUR pertaining to all HR-related activities, including many confidential files. The HR Office keeps records regarding Personal Record of the employees, Performance Appraisal, Provident Fund, Leave Record, Annual Increment, and a summary of business transactions. The HR has moved towards the new Human Resources Management System (HRMS) solution which is a part of TCSiON and digitization of records which led to Optimization of processes and greater efficiency and speed. This modernization and digitization has made it possible for HR to bring in Automation at various levels such as:

- Automation of Leave Management
- Automation of Attendance Management
- Automation of MIS Report Formulation
- Automation of Various Report Generation

### 3.6.LEGAL SECTION

In order to provide a safe and positive workplace for all, employees are expected to comply with standards of conduct and performance while on the job. When standards are not met, progressive disciplinary measures are implemented to encourage employees in order to meet the desired standards. This section also acts as the 'Eyes & Ears' (Vigilance), coupled with inputs from various sources including Security Personnel.

This policy serves as a means to deal with problems related to poor performance or inappropriate conduct. It is to be administered equitably and consistently, with emphasis on correcting the problem rather than on punishing the employee. Indiscipline in the workplace can be disruptive to productivity and performance, so it must be identified and addressed immediately. Different types of indiscipline in the workplace are identified to help eliminate misconduct problems before they develop into lasting bad habits.

The purpose of enforcing discipline is to assist employees in changing their unwanted behavior, such as:

- Absenteeism
- Poor Performance or
- Inappropriate Behavior
- Loud and disparaging remarks (about other colleagues or supervisors)
- Late start to work often on
- Use of profane or inappropriate language
- Behaving unprofessionally with students, guardians, visitors, and guests, or
- Blatant refusal to accept reasonable orders from the superiors

Indiscipline in the workplace can be direct and noticeable, causing discomfort to managers and co-workers because of its sometimes confrontational or aggressive nature as in the above instances. However, indiscipline in the University can also be more indirect and less noticeable but still problematic. Examples of indirect indiscipline is often difficult to pinpoint but it might include working sluggishly to avoid taking on new assignments, not being available in one's seat, encouraging coworker misconduct (with laughter), or agreeing with constructive criticism but then not applying suggestions to work in improving upon quality or productivity.

There are following types of disciplinary actions available:

- Verbal counseling.
- Written warning.
- Issue of Show Cause Notice, and inquiry, if need be, leading to major and minor penalties.

## 4. MORE ABOUT THE OBJECTIVES OF HR

The primary objective of Human Resource is to ensure the availability of right staff for the right jobs so that the organizational goals are achieved effectively.

This primary objective can further be divided into the following sub-objectives:

(a) To help the organization to attain its goals effectively and efficiently by providing competent and motivated employees.

(b) To utilize the available human resources effectively.

(c) To increase to the fullest the employee's job satisfaction and self-actualization.

(d) To develop and maintain the Quality of Work Life (QWL) which makes employment in the organization a desirable personal and social situation.

(e) To help maintain ethical policies and behavior inside and outside the organization;

(f) To establish and maintain cordial relations between employees and management; and

(g) To reconcile individual/ group goals with organizational goals.

| HRM Objectives | Supporting Functions |
|---|---|
| 1. Societal Objectives | 1. Legal Compliance<br>2. Benefits<br>3. Union- management relations |
| 2. Organizational Objectives | 1. Human Resource planning<br>2. Employee Relations<br>3. Selection<br>4. Training & Development<br>5. Appraisal<br>6. Placement<br>7. Assessment |
| 3. Functional Objectives | 1. Appraisal<br>2. Placement<br>3. Assessment |
| 4. Personal Objectives | 1. Training & Development<br>2. Appraisal<br>3. Placement<br>4. Compensation<br>5. Assessment |

# 5. RECRUITMENT PROCESS

Recruitments provide opportunities to AUR Institutes and Schools to align staff skill sets to initiatives and goals, and for both departmental and individual growth. But this needs a proper planning and evaluation of the need that arises.

### 5.1. JUSTIFICATION

Recruitment is one of basic functions of any HR. When one is sure that a new position is needed, it is important to understand and take into consideration strategic goals for the University and/or department. Are there any upcoming changes that may impact this role. Similarly, when a faculty member leaves, the most logical step is to find a replacement but like any new position, here too it will be important to conduct a Job Analysis in order to tailor the position to what is currently required and to ensure proper classification. One needs to suggest if the tasks carried out by the previous employee will be the same that is expected of a recruit, or something more.

### 5.2. ELIGIBILITY CRITERIA FOR DIFFERENT POSTS:

For recruitment to various posts the qualifications and other requirements of selection shall be in accordance with the norms of concerned regulatory bodies like UGC/ AICTE/ COA/ NCTE/ RCI/ PCI etc. The same, where not prescribed under these rules, shall be prescribed by the Board of Management.

### 5.3. STAGES OF RECRUITMENT

Recruitment consists of following two stages: Pre-Recruitment actions and post-Recruitment follow up. These two processes are described as under:

#### 5.3.1. PRE – RECRUITMENT

(a) As the Interviews are generally held twice a year (i.e., in March/ April for July session and in September/ October for January session) of AUR Academic Calendar, any midsession recruitment action needs proper justification.

(b) If there is a requirement in between the session, the interview will be held in the second week of the month, depending on the availability of the Management timeslot.

(c) In the normal instance, the concerned HOIs/ HODs will share the requirement two months before the commencement in each session along with the Teaching Load, Student Ratio and also the Sanctioned Strength. In addition, a proper justification must be supplied by the Directors/ HOIs/ HODs of the respective departments.

(d) All posts are to be widely advertised in newspapers and also on social media sites with particulars of essential/ minimum and other desirable qualifications. Reasonable time shall be allowed to applicants, to submit their applications. Late applications from brilliant candidates are also to be considered.

(e) All the applicants received will be indexed post-wise and department-wise.

(f) Screening & short listing of the CVs will be done carefully.

(g) Preliminary interaction with respective HOIs/ HODs and Director HR would be desirable.

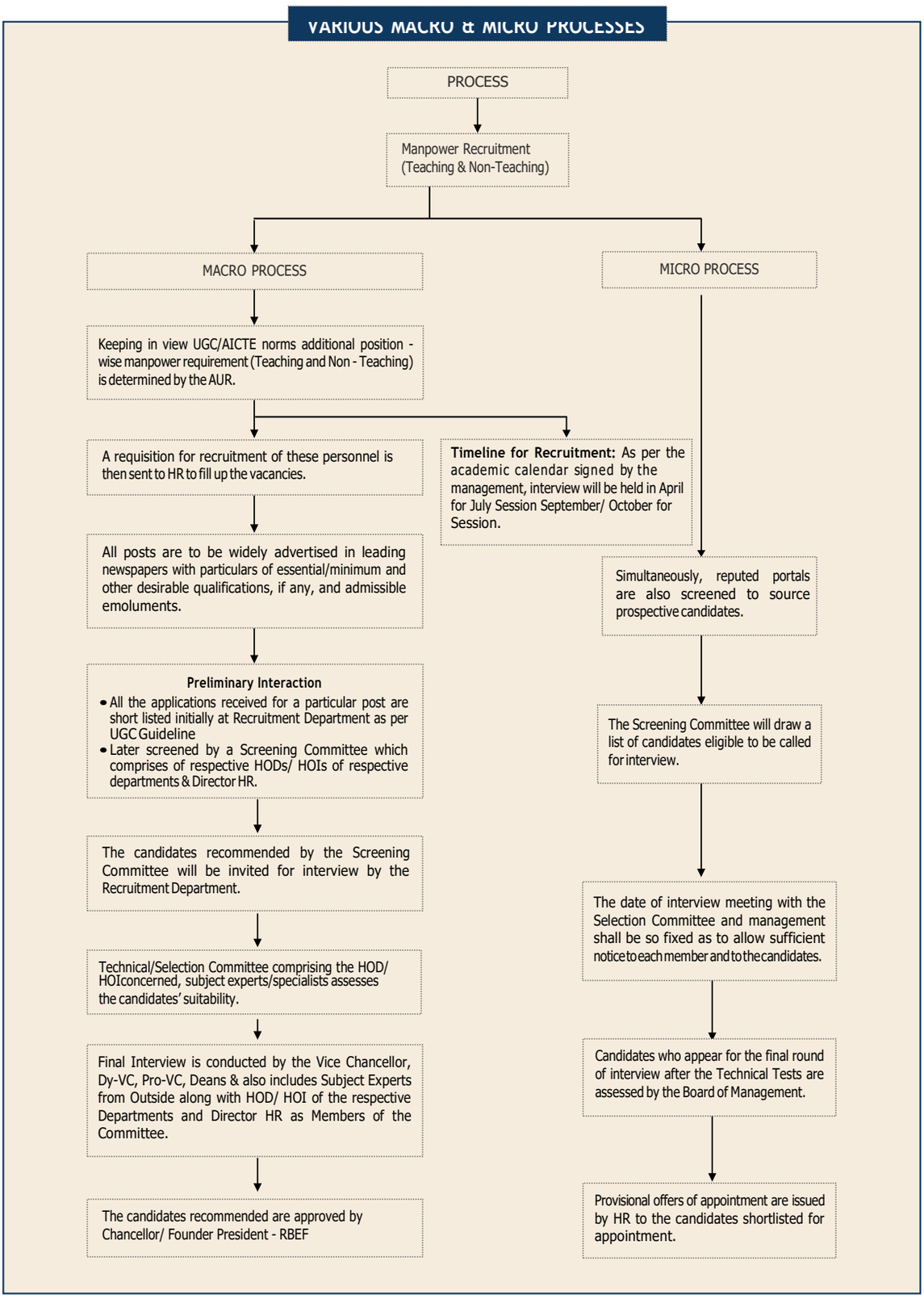
(h) Formulation of Interview Committee including Subject Matter Experts from Outside as required by UGC.

(j) Final Remarks of Selection Committee will be recorded in the proforma with confidential remarks.

(k) Recommendation will be sent up for Chancellor's Approval.

### 5.3.2. VARIOUS MACRO- AND MICRO-PROCESSES – A DIAGRAMMATIC VIEW

The Pre-Recruitment process involves various Macro & Micro Processes which could be diagrammatically described as under the following:



### 5.3.3. COMPOSITION OF SELECTION COMMITTEES

**For Teaching Staff Departments/ Institutes**

(a) The Vice Chancellor - Chairperson
(b) The Pro Vice Chancellor - Co-Chairperson
(c) Director HR - Member Secretary
(d) Director/ Head of the Department/ Institute - Member
(e) An academician (outside subject expert) nominated by the Chancellor - Member

**For Non-Teaching & Administrative staff**

(a) Registrar -Chairperson
(b) Director HR - Member Secretary
(c) Dean/ Director/ HOI of Institute/ Department - Member

### 5.3.4. POST – RECRUITMENT

After recruiting the individual, a Provisional Offer Letter will be issued, mentioning the Date of Joining, the Institution & other terms of references for the employment.

On receipt of acceptance of the Offer letter the new employee will be requested to report on the due date of joining to HR department.

On the day of joining the new employee is fully briefed by the Induction Team and is further directed to the on-boarding team who assist the candidates to complete joining formalities and later is directed to his / her respective Institution/ Department.

There will then be a requirement to generate Employee Code, issue of I-Card, Biometric Attendance, fitting up of Personal Records in hard & soft medium on Amizone/ TCS iON.

HR also provides Single and Family Accommodation as per availability at the Campus for both Faculty and Staff.

Amity also provides Bus services to all Faculty and Staff Members on nominal payment.

# 6. BEST PRACTICES FOR HIRING "RIGHT PERSON FOR THE RIGHT JOB"

## 6.1. HIRING POLICY AND PROCEDURES

**Objective:**

Amity University Rajasthan believes that hiring qualified individuals to fill positions contributes to the overall success of the university. As HR Department, our endeavor is to facilitate 'Right Person for the Right Job' in order to ensure that University/ Institute performs optimally. Each employee is hired for specific Institute to make significant contributions to the University. In hiring the most qualified and experienced candidatesfor positions, the following process are followed twice a year i.e., in March/ April for July Session and in September/ October for January session, based on the Academic Calendar (and in between on as requiredbasis).

## 6.2. HIRING PROCESS AND PROCEDURES:

### 6.2.1. DEPARTMENT REQUISITIONS

Requisitions with justification should be initiated by the HOIs/ HODs and then forwarded to the Human Resource (HR) department for assessment and sourcing of right person for the right job. Department Requisitions should indicate the following:

(i) Position Title

(ii) Number and Proper Justification for the open position

(iii) Essential Job Description and Qualifications

(iv) Workload of the Current Faculty and the New Open Position (as per the attached format).

### 6.2.2. JOB POSTINGS:

External Requirement

All posts are widely advertised in leading newspapers with particulars of essential/ minimum and other desirable qualifications, if any, and admissible emoluments.

Internal Requirement

Open Positions are also posted in specialized site like LinkedIn. There are various different other methods through which applications are sourced in HR, viz. through Amity Portal http://www.amity.edu/career_amity.aspx or through employee referrals.

All applications for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully.

### 6.2.3. INTERVIEW AND SELECTION PROCESSES

(i) TIER I: All the applications received for a particular post are shortlisted initially at the HR department by the **RS (Recruitment & Selection) Team** as per UGC Guidelines.

(ii) TIER II: Later screened by a Screening Committee which comprises of respective HOIs/ HODs of the respective department & Director HR. Technical/ Selection Committee comprising the HOIs/ HODs concerned, subject experts/ specialists assesses the candidate's suitability

(iii) TIER III: The candidates shortlisted by the Screening Committee are invited for the Final Interview by the Selection Committee.

(iv) Final Interview is conducted by the Vice Chancellor, Deputy Vice Chancellor, Pro Vice Chancellor and also includes Subject Matter Expert from outside along with HOI/ HOD of the respective Departments and Director HR as Member Secretary of the Committee.

### 6.2.4. REFERENCE CHECKS//PRE-EMPLOYMENT BACKGROUND VERIFICATION

HR conducts professional reference checks and employment verification of the candidates before the recommended candidates interview forms are send for the approval of Chancellor at Head Office to ensure the workplace safety and avoiding bad hires.

### 6.2.5. JOB OFFERS

After the approval is received from the Central Office, an offer will be made contingent on the satisfactory completion of required joining reports and background checks. Once the HR department receives satisfactory results from the **JIO (Joining & Induction/ Orientation)** Section of the HR department, who prepares the Joining Report, candidates will be provided with a final Appointment Letter during the Orientation/ Induction. If the candidate fails to accept an offer of employment within seven working days, the offer may be rescinded by the University.

### 6.2.6. PROFORMA TO BE SUBMITTED:

## FACULTY REQUIREMENT – ACADEMIC YEAR .....(EVEN/ ODD SEMESTER)
## AMITY UNIVERSITY RAJASTHAN

| INSTITUTE | COURSE | CREDIT LOAD (ODD SEM) | TEACHING LOAD (ODD SEM) | AS PER TEACHING LOAD | | | REMARKS |
|---|---|---|---|---|---|---|---|
| | | | | PRESECRIBED FACULTY STRENGTH | CURRENT DEPLOYMENT | REQUIREMENT | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

### 6.2.7 MEDICAL FITNESS

Successful applicants for employment may be required, as a condition of employment, to take a medical examination to establish their fitness to perform the jobs for which they have applied without endangering the health and safety of themselves or others. If management determines that an examination is appropriate to a particular position, all applicants for the job to whom a conditional offer of employment has been made should be examined.

### GUIDELINES AND CRITERIA FOR PHYSICAL FITNESS FOR PRE-EMPLOYMENT MEDICAL EXAMINATION

1. **AIM:-**The aim of these guidelines is to select, for a particular post, a person who must be in good physical and mental health and must be free from any physical defect or disability that is likely to interfere with efficient performance of the duties.
2. **SCOPE:**
   a. Any person seeking appointment in Amity University Gurugram shall be required to undergo medical examination.
   b. The Pre-employment medical examination shall be a part of the selection procedure of a candidate for a particular post.
3. **RELAXATION FOR PHYSICALLY CHALLENGED PERSONS:**
   a. Physically challenged persons may be selected against the identified Posts, where such persons can perform their duties with reasonable efficiency and without undue physical strain or hazard.
   b. The candidate except for the handicap must be within the normal range of all other physical standards.
   c. Any change in the nature of the job of this category will require re-medical examination for ascertaining suitability of the candidate for the job.
4. **MEDICAL FITNESS FORM (Attached as Below)**

## PRE – EMPLOYMENT
## FITNESS CERTIFICATE

**CANDIDATE**

Name: .....

Date of Birth: ..... Age: ..... Blood Group: .....

Sex: Male ☐ Female ☐

Marital Status: Married ☐ Unmarried ☐

Address: .....

.....

.....

Passport Size Photograph

**CLINICAL FINDINGS**

Any Allergy/ Serious Ailment in Past or Present: .....

.....

**CERTIFICATE**

I Dr. : .....

hereby certify that I have certified Mr./ Ms. .....

on ..... and find him/ her FIT/ UNFIT for employment.

Remarks if unfit: .....

| Signature & Seal | Reg. No. | Address / Tel. No. |
|---|---|---|
| _____ | _____ | _____ |

**DECLARATION**

misrepresentation of this declaration could lead to the termination of my offer / appointment. In case of any discrepancy arising out of my declaration, I will undergo the medical check-up by the university's suggested doctor and their findings will be fully binding on me and action thereon towards my employment will be accepted by me. I give my consent to Amity University Rajasthan to seek further information, if any, from me directly or from any appropriate doctor.

Signature of Candidate: _____ Date : _____

***To be signed by a doctor with minimum M.B.B.S. Qualification.**

# 7. INDUCTION AND ORIENTATION

## 7.1. WHAT DOES INDUCTION DO?

Induction is a process by which a new employee is assimilated into his new surroundings and introduced to practices and policies of Amity University Rajasthan.

New Recruits, after they join Amity University Rajasthan, are taken through induction program where they are briefed about the vision, mission, aims and objectives of AUR as well as its core values. The induction program is also aimed at facilitating a smooth transition from old organization to the AUR world as well as to provide an opportunity to interact with Departmental Heads, Colleagues – and eventually with the Director and Deputy Directors of the Institute as well as with the Deans of the Faculties. Overall, the program aims at giving a new joinee an understanding of what defines AUR, how AUR works and the lives AUR touches.

**The Proforma of Induction is attached as Appendix "A".**

## 7.2. NEED FOR INDUCTION PROGRAMME

(a) To intimate them about the mission, Aims, and objectives of Amity University.

(b) To give general information about the terms and conditions of employments

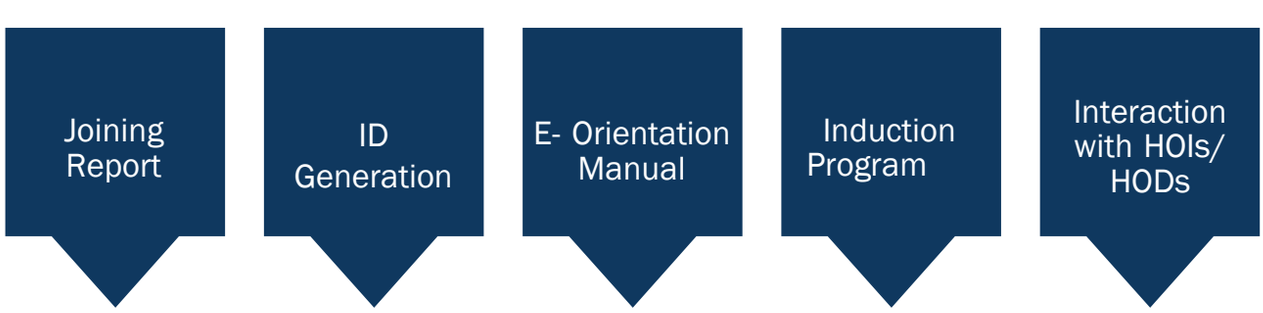
(c) To give clear understanding of their roles and responsibilities

(d) Better work performance

(e) Department interaction/Interaction with colleagues

## 7.3. A DIAGRAMMATIC VIEW OF INDUCTION

The act or process of inducting or bringing in, introduction, entrance, beginning, and commencement.




New Recruits, after they join AUR, are to fill "Joining Report" and submit all relevant documents viz. educational qualification certificates, experience certificates (if any), Adhaar card, PAN card, address proof, relieving letter from previous organization (if any), etc.

They shall be issued with the Employment ID as well as Amity E-mail ID within two working days, after completion of furnishing all documents as part of Joining Report.

New Joinees are welcome through E-Orientation Manual, which elucidates all important Admin. information about AUR.

They are then taken through **Induction Program** where they are briefed about the Vision, Mission, Aims and Objectives ofAUR as well as its Core Values.

The Induction Program is also aimed at facilitating a smooth transition from old organization to the AUR world as well as to provide an opportunity to interact with Departmental Heads, Colleagues – and eventually with the Director and Deputy Directors of the Institute as well as with the Deans of the Faculties. Overall, the program aims at giving a new joinee an understanding of what defines AUR, how AUR works and the lives AUR touches.

## 7.4. ORIENTATION

Orientation programs assist staff in understanding institutional values and culture, and as a result, encourage commitment to the institution. As an ongoing process, orientation begins during recruitment and selection, and continues as needed throughout the individual's employment. The Office of Human Resources supports this process with an orientation program for new staff members.

## 7.5. EMPLOYING UNIT RESPONSIBILITIES

(a) Provide new employees with an orientation specific to their workplace.

(b) Provide on-the-job training needed for new employees to assume their responsibilities.

(c) Provide new employees with timely and relevant benefit information.

(d) Provide the new employee with the dates and locations of the University's orientation program offered by the Office of Human Resources.

## 7.6. INCREMENTS

The management as per its policy always endeavors to reward the individuals for their professional performance and achievements. As one of the incentives, faculty members are considered for suitable Increments/ Allowances based on their assessed Performance Grade and recommendations of the HOI/ HOD.

For Teaching Staff Performance Grade/ API Ratings, API Score of PBAS will be considered.

**Timelines for Increment (Teaching and Non- Teaching Staff):**

Increment for Teaching and Non- Teaching are filled twice a year.

(a) Employees who had joined (April- September) will fall in JULY CYCLE.

(b) Employees who have joined (October- March) will fall in JANUARY CYCLE.

## 7.7. METHODOLOGY

**For Teaching – Refer PBAS Compendium**

**For Non-Teaching**

(a) Final grading = (AX4+BX2+CX4)/100=

(b) Subjective grading =

(Based on final grading score: Outstanding =4.1-5; Very good = 3.1-4; Good = 2.1-3; Average = 1.1 -2; Below average = 0-1.1)

**NOTE: If score in any of the three parameters i.e. a, b or c is less than 50%, the individual is to be warned and his/ her signatures to be taken as below:**

Two Increments are given to Faculty on completion of Ph.D.

**The Proforma of Increment for Non – Teaching Staff is attached as Appendix "B".**

**Amizone & TCSiON**

https:j/www.amizone.net/ Amizone is an Intra-net web for Amitians working/studying in Amity University Rajasthan . It can be accessed from outside the University also. Amizone is multitasking for various

1. **HRMS Module:** Amity University is using Amizone and TCSiON for managing HR functioning of the employees. Amizone is an intranet whereas iON from TCS is an IT-as-a- Service business model that delivers on- demand business capability; with an integrated suite of hardware, network, and software solutions; along with business, technical and consulting services. iON functions as an ERP hosted on the cloud. We are carrying out the HR Activities like Database management, code generation, leave & attendance.

Amity Employee can access TCS iON through their employee code and password (https: /www.tcsion.com/ dotcom/TCSSMB).

## ATTENDANCE AND WORK SCHEDULE

2. The normal working hours are from 9:00 am to 5:00 pm for teaching and non-teaching Staff including lunch break from 1:00 to 2:00 pm. The management may regulate/stagger the hours of attendance to suit the duties entrusted to an individual member. All are expected to strictly observe punctuality.
3. All employees will mark their attendance on the Bio-metric Attendance System installed in every block to record both incoming and outgoing timings. This attendance record is linked to payment of the salary and Leave records.
4. On any occasion when a member is late for office due to some unavoidable circumstances or is away from office for any reason, he/she should inform Hol / HoD immediately.
5. An employee coming after 09:30 hrs. and leaving office earlier than 16:45 hrs. or any failure to record the time of arrival and departure shall render the employees liable to disciplinary action. Further, a 10-minute window i.e., up to 9:10 hrs. has been allotted to every individual. Anyone punching beyond 9:10 AM, in the third instance, will be marked as Half Day (HD). To mitigate this, an individual employee can use their Half CL/EL/SL or one full Compensatory-Off to mark the attendance as Full Day present.
6. Unless otherwise stated specifically in terms of appointment, every employee may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays Saturday and Sundays.
7. The holidays to be observed by all employees on institution and departments during the calendar year are approved annually in advance by the management and promulgated.
8. If an employee falls sick and is not able to come to office, he/she is expected to inform their Hol / HoD at the earliest and produce medical Certificate on rejoining if sick for more than 3 days.

- For the purpose of computation of period of actual service, all periods of leave with pay, including Casual Leave as also Duty Leave and the period spent on various assignment allocated by the University should be included for the purpose of calculation of EL entitlement. The exclusion should be for the period of unauthorized absence and leave without pay for any reason whatsoever.
- Employees will be entitled to accumulate EL to a maximum of 180 days. The un-availed portion of **EL** will be allowed to be carried forward, subject to the condition that at the time of cessation of service encashment of EL will be restricted @15 days per year of service (minus the period of Leave Without Pay, or unauthorized absence, if any), or the un-availed **EL** at credit of the employee concerned, whichever is less.
- **EL** will not normally be granted for more than 30 days in one spell and not more than five times in a year. If Leave is taken in the last month of any year and it extends to the following year, then it shall be counted for the following Calendar Year also as having availed one chance. Basically, an employee can be away on EL only 5 times in a Calendar year. **EL** exceeding 30 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or portion thereof, is spent outside India.
- **EL** can be taken in combination with any other kind of leave, except CL, provided that in a case involving the employee's sickness, when no other kind of leave is due, its combination with CL may be permitted by the competent authority.
- **EL** will be granted for the calendar days involved, and any Intervening Saturday (where it is not a working day)/ Sunday or any other weekly off day applicable to the employee concerned/ University's holiday or restricted holiday will be counted towards leave. However, pre-fixing and suffixing of such non-working days to **EL** would be permissible.
- Pay during EL will be equal to pay drawn immediately before proceeding on Leave.

## 9. SICK LEAVE

- SL is the leave that an employee avails when he/she is absent due to illness/doctor's appointment.
- SL can be availed only after completing at least one-year actual service from the date of joining; excluding any period of LWP availed of by the employee concerned.
- An employee will be entitled to 10 days' SL in a year to be credited to the leave account on 1stJanuary and 1stJuly@5daysforeach half-year.
- SL not availed during the calendar year cannot be carry forward or encashed. At the end of calendar year any available SL will lapse automatically.
- SL may be taken in terms of½ day, for the first or the second half of day the first half ending with the conclusion of the lunch interval and the second half beginning with the commencement of the lunch interval.
- SL application for more than 3 days in one spell, or for EL due to reason of sickness for more than 3 days in one spell, will be accompanied by a medical certificate from a registered medical practitioner, any fee payable for the medical certificate being borne by the employee concerned.
- SL can be taken in combination with any other kind of leave, except CL. Provided that in a case involving the employee's sickness, when no other kind of leave with pay is due, its combination with CL may be permitted by the competent authority.
- Pay during SL will be equal to the pay drawn immediately before proceeding on Leave.
- On return from SL (leave on medical grounds) if an employee is not found medically (physically and mentally) fit, then he/she may not be allowed to resume duty until complete recovery from sickness and on production of certificate of fitness from a certified medical practitioner acceptable to the University.

**10. MATERNITY LEAVE**

- Maximum period of maternity benefit leave entitlement - shall be 12 Weeks i.e., 4 weeks before the expected delivery date and extending up to 12 Weeks after the childbirth. One can avail 12 weeks of Maternity Leave from the date of delivery if one so wishes.
- New Proviso to extended benefit will be limited only up to two children. For third child the entitlement for 12 weeks of paid maternity leave will be admissible as per earlier rule.
- Those women employee who have already availed 12 weeks of maternity leave and rejoined back shall not be entitled to avail the extended benefit of the weeks leave.
- Medical Termination of Pregnancy **(MTP)** of 45 days is entitled for cases wherein termination of pregnancy is exercised by the doctor/ individual due to any medical reasons.

**11. STUDY LEAVE**

- Study leave shall not be granted to a teacher who is due to retire within 3 years of the date on which he/she is expected to return after the expiry of the study leave.
- Study leave without pay may be granted to an Asst. Professor/ Asstt. Librarian/ Asst; Director of Physical Education and Sports after a minimum period of two years of continuous service in the University.
- Total period of study leave will not normally exceed three years in one spell. However in the first instance it may be sanctioned for two years and may be further extended up to one more year if there is adequate progress as reported by the research guide etc.

**12. SABBATICAL LEAVE**

- Confirmed teaching staff of the University, who have completed minimum seven years of service as Associate Professor/ Professor may be granted Sabbatical leave to undertake study or research or other academic pursuit solely with the object of increasing their proficiency and usefulness to the University and higher education system.
- The duration of leave shall not exceed one year at a time, subject to a maximum of two years in the entire career of teacher.
- A teacher, who has availed himself/herself of Study Leave, would not be entitled to the Sabbatical Leave.

**13. STATION LEAVE**

Permission of the leave sanctioning Authority will be taken when the employee availing leave wants to go out of station during holidays/ weekends. In such cases, the concerned employee will also inform Phone no. and address for contact in emergency.

**14. DUTY LEAVE**

Duty Leave Up to 15 working days in a year may be allowed for:

- Attending conferences, congresses symposia and seminars on behalf of the University or with the permission of the University
- Delivering lectures in Institutions/Universities at the invitation of such Institutions/Universities Received by the University and accepted by the Vice Chancellor.
- Participating in a delegation or working on a committee appointed by the Government of India, State Government the University grants commission a sister university or any other academic body and
- Attending official meetings or conferences to which an individual has been nominated by the University
- For performing any duty for the university as authorized.
- Duty leave may be combined with **EL,** SL or Extraordinary leave
- Attending official meetings or conferences to which an individual has been nominated by the University
- For performing any duty for the university as authorized.
- Duty leave may be combined with **EL,** SL or Extraordinary leave

### 7.9. APPLYING FOR LEAVE: GUIDELINES & PROCEDURES

An employee who desires to proceed on leave shall apply on the prescribed form to the authority competent to sanction leave through proper channel and must not avail the leave before it is sanctioned.

In extraordinary cases where for reasons beyond his/ her control, it is not possible to obtain prior sanction, the employee seeks telephonic sanction from the competent authority and on resumption of duty, submitthe application on the prescribed form within 24 hours.

(a) For Earned Leave, Casual Leave and Sick Leave

**(i) The Leave Application for Director/ HOI/ HOD is attached as per Appendix "C".**

**(ii) The Leave Application for Faculty/ Staff is attached as per Appendix "D".**

**(iii) For Maternity Leave, the Application form is attached as per Appendix "E".**

**(iv) For Processing on Duty, the Leave Application form is attached as per Appendix "F".**

## 8. PROBATION AND CONFIRMATION

AUR employees would be on a probation period of minimum One Year from the date of joining. This is mandatory for all employees as defined within the scope mentioned below.

During the period of probation, the University's Competent Authority will assess employee's performance and on satisfactory completion of probation, the said appointment will be confirmed.

The University shall at its absolute discretion determine whether to confirm an employee or not. Unless an employee's extension of Probation is confirmed in writing, initial period of probation will be deemed to have been confirmed on completion of one year on its own.

Also, if during the said probation period, the University finds the employee's performance or any aspect of his/her behavior to be unsuitable, his/her services can be terminated without any notice or payment in lieu of the notice period.

Exit during Probation: If any employee wants to leave university before confirmation during the probation period, notice period as mentioned in the Appointment Letter from the University, is required to be served. In this case, employee shall not be entitled for any dues or benefits except for the salary till his/ her last working day.

Should the University find the employee's performance or any aspect of his/her behavior to be unsuitable, his/her services would be terminated without any notice or payment in lieu of notice.

## 9. ACCEPTANCE OF OUTSIDE ASSIGNMENT

During the period of an individual's employment, in case he/ she undertakes any outside assignment, direct/ indirect business – honorary or with remuneration, the same must be reported to the Management for approval. In case of any training/ consultancy, one third of the revenue generated through such activity will be shared with the University. In exceptional circumstances, it can be waived on discretion of the Management. Such an activity should in no manner interfere with the task assigned by the University. It is further clarified that teaching assignment in any mode is not permitted to be undertaken with any outside institution.

## 10. PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

(a) Every faculty member appointed in Amity University Rajasthan (AUR) will be assessed for his/ her performance based on the Academic Performance Indicator (API) score obtained in various Categories of Performance Based Appraisal System (PBAS) proforma.

(b) The PBAS proforma has been evolved as per guidelines stipulated in "UGC Regulations on Minimum Qualifications for Appointment of Teachers in Universities and Measures for the Maintenance of Standards in Higher Education-2010" no. F.3-1/2009 dated 30 June 2010, hereafter referred as UGC Regulations.

(c) The PBAS proforma will be submitted to the HR Office at campus on following occasions:

(i) Annual PBAS:- By 10th of June of every year, PBAS proforma shall have to be filled up indicating all performance achievements pertaining to the academic year immediately preceding 30 May, e.g., if it is filled up as on 01 June 2021, it will be labeled as PBAS for Academic Year 2020-21 i.e., from 1st June 2020 to 30th May 2021. All existing faculty members shall be required to fill up the Annual PBAS, once for each Academic year. All new joinees shall fill up the PBAS proforma.

(ii) Supplementary PBAS:- This shall be submitted by all faculty members who have joined Amity in the Oct-Nov-Dec (OND) quarter or Jan-Feb-Mar (JFM) quarter. This is to be done for the calendar year assessment. Following which the faculty member shall be required to fill the Annual PBAS for the academic year. This shall be a one-time exercise and shall be done to bring all faculty members into the mainstream process of filling the form once in each academic year i.e. from 1st June to 30th May. The details for the months that shall be considered for assessment are mentioned in Policy Guidelines for Performance Assessment of Faculty.

(iii) The HR Department will maintain a record of API score for each year on each faculty.

HR has initiated the process of duly filled E–PBAS Forms in the Pandemic in year 2020 and 2021.

- The PBAS Form is filled by the individual faculties in .docx format, along with all the relevant documents in PDF format.
- It is then sent to the respective HOD/ HOI for their Evaluation and Remarks.
- HR receives the form from the HODs/ HOIs and send it to the Screening Committee, headed by Prof. (Dr) G.K. Aseri.
- Every Screening Committee Member follows the PBAS Guidelines as per the Compendium in letter and spirit.
- Thereafter, the forms are being sent to the Pro Vice Chancellor and Hon'ble Vice Chancellor for their Remarks & Signatures.
- Finally, HR converts all the PBAS Forms to PDF format so that no one tampers with the data and then scans and send them to CVIO.

**The Proforma for Performance Based Appraisal System (PBAS) is attached as per Appendix "G".**

## 11. CAREER ADVANCEMENT SCHEME (CAS)/ PROMOTIONS

(a) Selection Committees are constituted to consider Promotion or Cadre Review of Faculty Members under CAS (Career Advancement Scheme).

(b) The Management, based on the recommendations of the Selection Committee, may like to promote the faculty members and their areas of responsibility may be re-defined commensurate to their new rank.

Following are the steps followed in the process of Cadre Review:

**STEP1**

- All the Faculty Members who are eligible for the Promotion as per Appendix "X" have to submit an application for Promotion along with the Cadre Review Form as attached (Appendix "Y").
- The form is forwarded for approval of the Director/ HOI/ HOD.

**STEP2**

- The Cadre Review Application and the Form is then forwarded to HR for further process of Interview.

**STEP3**

- The Cadre Interview is conducted by the Selection Committee which comprises of One External Subject Expert and One Internal Subject Expert along with the Panel (Hon'ble Vice Chancellor, Pro Vice Chancellor, HOI/ HOD, and Director HR).

**STEP4**

- The Recommended Cadre Forms are sent to the Head Office for the Final Approval of Hon'ble Chancellor. Proforma of CAS is attached as per

## 12. TRANSFER & OTHER PERSONAL MATTERS

Each employee requesting a transfer will be considered for the new position along with all other applicants.

Each transfer is judged on an individual basis, depending on the needs of both departments involved.

All final decisions regarding transfers will be made by Management, in conjunction with the Human Resources Department.

Employees who wish to apply for a transfer should discuss it first with their HOI/ HOD and the Human Resources Department so that it may be determined if their skills fit the requirements of the desired job. Employees should also feel free to discuss their career aspirations with their HOI/ HOD or the Human Resources Department at any time.

If an employee fits the basic criteria for the position, the Human Resources Department will decide to set up an exploratory interview with the other department.

**Other Personal Matters:**

There are several other Personal Matters of the Employees which is taken care by HR Department. They are laid down as under: -

(a) Permission to go out of station/ abroad for higher studies or to attend some conferences or seminars.

(b) No Objection Certificate (NOC), etc.

## 13. RETIREMENT/ AGE OF SUPERANNUATION

An employee is liable to retire on attaining the age of 65 years for Teaching, and 62 years for non-Teaching as Per UGC Norms, or earlier, if found medically unfit (as per UGC Guidelines on this matter). The University is committed to equal opportunities for all its employees and recognizes the benefits of a diverse workforce, including the skills, knowledge and experience older employees contribute to the business of the University, to the broader staff community and to the learning journey of our students. Any extension of employment beyond 65 years would be based on his/ her performance, medical state and at the discretion of the AUR.

## 14. RESIGNATION, TERMINATION & EXIT INTERVIEWS

Resignation Letter should come through HOI/ HOD after the approval from Vice Chancellor/ Pro Vice Chancellor to HR Department for necessary action.

On receipt of Resignation letter, Exit Interviews are conducted. If accepted, their relieving letters are issued soon after.

**The Proforma for Exit Interview is attached as Appendix "I".**

**The Proforma for Employee Clearance Form is attached as Appendix "J".**

During the initial or extended period of probation, the service can be terminated at any time without assigning any reason and without any notice. Cessation of service after confirmation will be by giving one month's notice or payment of salary for the unexpired notice period, if any, by either party. The employees have been engaged on the belief that the particulars furnished by them in their application are factually correct. In case it is subsequently found that the information furnished by the employee is false, or that some other relevant facts have been concealed or withheld, his/ her service will be liable to be terminated without any notice.

Abandonment & Automatic Termination: Unauthorized absence from duty for a continuous period of one week (including the period for which leave though applied has not been granted) and/ or overstay beyond sanctioned leave for a period of 8 consecutive days will render the employees to lose their lien on the service and the same shall automatically come to an end without any notice or intimation. They will be liable to pay one month's salary in lieu of notice, which shall be deducted from their salary or other dues.

Before termination, the personnel file and all relevant documents must be reviewed to ensure that the termination is appropriate and defensible in a subsequent lawsuit.

Some behavior warrants automatic dismissal, like:

(a) Violent behavior or threats of violence.

(b) Drug and alcohol use on duty.

(c) Carrying a weapon in Campus.

(d) Theft, destruction of the Campus.

(e) Insubordination.

(f) Abandonment of job.

An employee's employment with the University shall be subject to Resignation/ Discontinuation/ Separation of his/her services as mentioned herein, unless otherwise prescribed under the Resignation/ Discontinuation/ Separation of services policy of AUR for the time being in force:

14.1 During probation, his/her services can be discontinued at any time on a days' notice on account of unsatisfactory performance or otherwise and that during probation he/she can resign from the services by 1 days' notice.

14.2 After confirmation of an employee's services, his/her services can be discontinued by giving 1 months' notice and he/she can resign from the services by giving 1 months' notice.

14.3 Notice so prescribed for the purpose of resignation during probation/ after confirmation shall be subject to the following conditions: -

14.3.1 Notice of Resignation cannot be given in non- teaching period. Entire duration of notice period should fall in the teaching period only. "Non- Teaching period" is the period when no actual teaching takes place. This period starts immediately after the end of actual teaching in a particular semester/ term (six months)/ session and ends up immediately before the start of actual teaching in a subsequent semester/ term (six months)/ session.

14.3.2 Notice period will not be applicable if he/she choose to resign in non- teaching period and in such case he/she will be liable to pay two months' salary in case of probation and three months' salary in case of confirmed as compensation to AUR.

14.3.3 He/she may resign from the services by giving one months' notice, as above said subject to the condition that he/she will complete the respective academic semester/ term (six months)/ session (as case may be) i.e. up to the last teaching day in a particular semester/ term/ session, unless otherwise decided by the University.

14.3.4 Notice of Resignation as prescribed if submitted, AUR shall be entitled to relieve him/her at its discretion at any time within the notice period without compensation. Similarly, in case he/she is being served with the notice of discontinuation/ separation of his/her services by the University, He/she can also leave at any time within the notice period and in that case the employee will not be made to pay any compensation.

14.3.5 In case of unsatisfactory performance or discharge of duties or in case of any attitudinal/ disciplinary problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behavior, breach of faith and/ or any conduct on his/her part which is inconsistent with the employer – employee relationship and/ or prejudicial to the interest of AUR; the University shall be at liberty to discontinue his/her services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on his/her part.

14.3.6 The employee, before leaving this service in all cases, shall hand over the charge of all the official documents, information, and material in his/her possession to the person authorized for this purpose.

## 15. REDRESSAL OF GRIEVANCES

The Amity University Rajasthan is committed to providing a productive and conducive work environment where grievances are dealt fairly and promptly. It aims to facilitate a work culture where no grievances exist as it will help in improving the performance and productivity of the employees.

1. A grievance Cell is functioning in the Record Office of HR Department.
2. Any employee having any grievance/ suggestion can put up the same on special portal of Grievance cell which can be accessed by all employees through their personal page on TCSiON/Amizone.
3. Grievance redressed in systematic way by involving the respective Department/ person connected to that issue.
4. The Committee may hold its meeting from time to time as may be necessary.
5. HR escalates the grievances/ complaints to higher management if any case, the complaints, andgrievances could not be handled.
6. At AUR, grievances are handled in a time bound manner.
7. AUR aims on preventing of misconduct rather than controlling through punitive measures.

**Nature of Grievance could be: -**

(I) Academic Grievance
   a. Examinations related issues
   b. Subject related issues
   c. Department/ Laboratories related issues
   d. AMIZONE/ TCS iON (HRMS Module) related issues
   e. Any Other Matter related to Academics

(II) Administrative Decisions, Services or Facilities
   a. Issues related to Transport Facility
   b. Issues about Cafeterias/ Mess
   c. Issues about Other Facilities provided by the University (Water, Electricity, Maintenance, etc.)

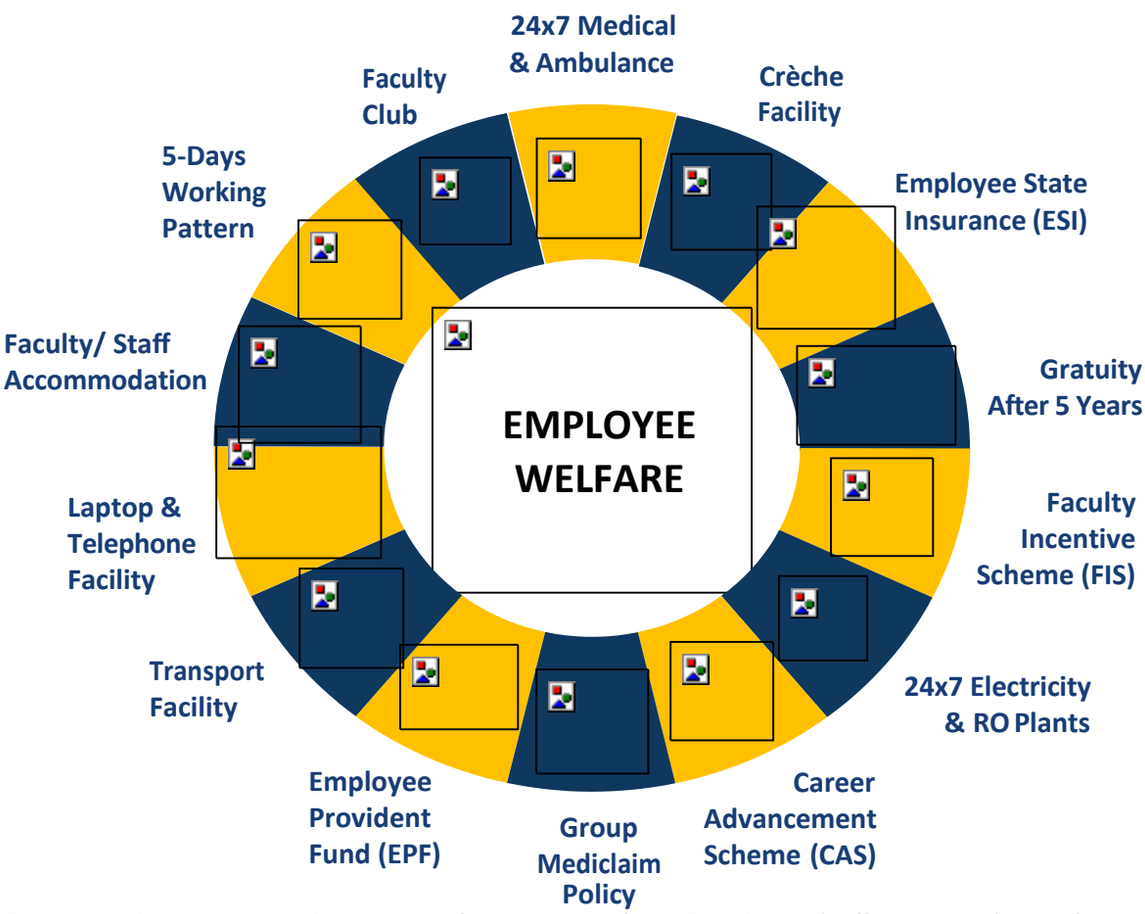
(III) Unfair Treatment
   a. Grievance about Employee's Behavior towards other employees or students
   b. Grievance about Student's Behavior towards employees

(IV) Harassment and Discrimination
   a. Issues related to Harassment (Sexual)
   b. Issues about Discrimination or Racial Treatment

**SUMMARY**

Amity University Rajasthan is committed to provide a fair and grievance- free work environment for the employees. In the formulation of the Grievance Policy, the University intends not only to handle grievances of the employees but also look at ways and means of reducing the grievances at the University.

## 16. EMPLOYEE WELFARE




The University has implemented many welfare measures for all Faculty and Staff members. Some of them are listed below.

(i) Centralized Air Condition Campus – Fully air-conditioned cubical/ cabin for Faculties, Staff and other Officials.

(ii) Faculty Accommodation – Limited Single and family accommodation is available at the campus for both faculty and staff.

(iii) Faculty Club – Initiative has been taken in this direction. Residents' welfare Association is active in the campus. 24*7 activities have been launched recently.

(iv) Laptops for Teaching Staff – All Faculty Members on joining are issued with Amity Laptops for use during the tenure with Amity. One can also opt to use his/ her own Laptop in which case a monthly sum is reimbursed to the individual. This amount at present is Rs. 750/- per month

(v) Desktop for Staff Members – Amity provides Desktop to all Staff Members.

(vi) Wi-Fi Campus – Campus is covered with Wi-Fi throughput (indoor and outdoor).

(vii) Phone Facility–Telephone and Mobile facility is provided to Employees as per job requirement.

(viii) Transport Facility – Amity provides bus service to all Faculty and Staff Members on nominal payment.

(ix) Central Library – The Central Library at Amity is like integrated knowledge Resource Centre that are stocked with books; periodicals, references, national & international journals, covering all aspects of academic studies and research material. Central Library is spread over 50,000 sq ft.

(x) On Campus Cafés and Hostel Mess – Amity has a multi- mix of Food Courts with outlets like Café Coffee Day, Nescafe, Sankalp within the Campus. Also, it has Hostel Mess and cafeterias in S.R.C. Building. A food truck is also stationed at the campus.

(xi) Parking Facility – Amity provides open parking facilities for Faculty and Staff Members.

(xii) Maintenance Services – These services are available in the Academic blocks, hostels and in the accommodation provided to faculty and staff.

(xiii) Gym Facility – Amity also has a gym equipped with most modern fitness machines.

(xiv) Free Yoga Classes – Morning & evening free yoga classes are offered to all Amitians in Campus.

(xv) Sports Facilities – A huge sports complex is created in the campus catering to Football, Cricket, Volleyball, Basketball, Badminton etc.

(xvi) Laundry Facilities – Available on the campus for both faculty and staff.

(xvii) Automated Teller Machine (ATM) – Amity has an Axis Bank ATM operating within the Campus.

(xviii) Departmental Store – Amity has a Departmental Store fulfilling daily usage need within Campus.

(xix) Crèche Facility – On Campus Crèche Facility for all the Employees.

(xx) Amity Medical Clinic – Amity Clinic headed by a Resident Doctor is located inside the Hostel, Ground Floor. The clinic is equipped to provide basic medical facilities.

(xxi) Ambulance Facility – Patients with serious medical conditions are referred to the nearest hospital. An ambulance is available 24*7.

(xxii) Management considers accommodating their children at neighboring AmityInternational Schools.

(xxiii) Refreshment – All the Senior Level Employees are provided Tea (depending on their tastes) twice a day.

(xxiv) 5 Day Working Pattern – Amity follows 5 days working pattern for their Employees.

(xxv) Salary Payment – Salaries are paid monthly preferably by bank transfer on the first day of the following month.

(xxvi) Employee Provident Fund (EPF) – All Amity Employees with salary up to Rs. 15,000/- are eligible for EPF.

(xxvii) Increments – The management consistently endeavors to reward the individuals for their professional performance and achievements. Employees are considered for suitable increments/ allowances based on their assessed performance grade and recommendations of the HOI/ HOD.

(xxviii) Promotion – Promotion is granted to the employees based on their assessed performance and recommendations of the HOI/ HOD.

(xxix) Ph.D. Increments – Faculty who acquire Ph.D. Degree while in service are entitled for additional increments.

(xxx) Gratuity – Gratuity admissible to the eligible employees in accordance with AUR Gratuity rules.

(xxxi) Mediclaim Policy – All members on regular rolls are covered under Group Mediclaim Policy (Subject to a limit of Rs. 3 lakh for Senior Management grade Rs.1.0 Lakh for officer grade, Rs. 50,000/- for support staff grade).

(xxxii) Diwali Bonuses and Gifts – Diwali Bonuses and Gifts are provided to all the Employees which fall under the policy of Bonus.

(xxxiii) Employee State Insurance (ESI) – Amity University Rajasthan provides ESI facilities to the employees as per the law and standard of the ESIC Act 1948. In Amity, the ESI is being registered for thoseemployees whose salary is Rs. 21,000/- per month or less.

(xxxiv) Faculty Incentive Scheme (FIS) – To retain talent and promote research, "Faculty Incentive Scheme" is proposed to provide incentives to Faculty for their contribution towards Intellectual Capital.

(xxxvi) 24x7 Electricity & R.O. Plants – There are 24x7 Electricity & R.O. Plants at AUR Campus for all students, faculty & staff members.

(xxxvii) Leave Benefits – Faculty & Staff Members are entitled to various leaves viz. Casual Leaves (1 per month), Earned Leaves (15 per 6 months), Sick Leaves (10 per year), Maternity Leaves (12 weeks i.e., 4 weeks before the expected delivery date and extending up to 12 weeks after the child birth. One can avail 12 weeks of ML from the date of delivery, if one so wishes), Medical Termination of Pregnancy (45 days), Study Leaves (maximum 2+1=3 years), Sabbatical Leaves (1 year at a time, maximum of 2 years in the entire career of a faculty), Duty Leaves (up to 15 working days), Extraordinary Leaves (2 months).

## 17.HARASSMENT OF FEMALE EMPLOYEES

Amity University investigates sexual harassment complaint as per the procedure laid down in the Regulations of Amity University.

Amity University does not tolerate Sexual Harassment of Faculty, Staff or Students. Individuals, who believe they are victims of Sexual Harassment and those who believe they have observed sexual harassment, are strongly urged to report such incidents promptly.

Any such incident is to be reported without any delay to HOI/ HOD or any other appropriate senior authority and strict confidentiality is to be maintained.

The present members of committee are as follows: -

| | |
|---|---|
| (Dr) Jayati Sharma | – Chairperson |
| Prof. (Dr) Preeti Yadav | – Member |
| Dr. Vigi Chaudhary | – Member |
| Dr. Aditi Dev Deol | - Member |
| Dr. Ashu Vyas | - Member |
| Ms. Sangeet Shekhawat | - Member |
| Dr. Prashant | - Member |
| Dr. Campus Medical Officer | – Member |

The committee will function as per the provisions contained in the AUR Regulations on Prevention of Sexual Harassment.

## 18. EMPLOYEE PROVIDENT FUND (EPF)

AUR provides Employee Provident Fund facilities to the employees as per the law and standard of the Employee Provident Fund & Miscellaneous Provisions Act, 1952.

In Amity, the PF is being registered for those employees whose salary is INR 15,000/- per month or less and those who have already been registered with EPFO and have their UAN no. At the time of their joining, HR department provides Form 11 to all the employees, asking their preference for PF deductions.

**PRESENT RATES OF CONTRIBUTION**

| BY | CONTRIBUTION ACCOUNTS | | | ADMINISTRATION ACCOUNTS | |
|---|---|---|---|---|---|
| | EPF | EPS | EDLI | EPF@@ | EDLI @@ |
| EMPLOYEE | 12% /10% ## | 0 | 0 | 0 | 0 |
| EMPLOYER | Difference of EE share and Pension Contribution | 8.33% ## | 0.5% ## | 0.50% !! [w.e.f. 01-06-2018] | 0 [w.e.f. 01-04-2017] |

10% rate is applicable for:

- Any establishment in which less than 20 employees are employed.
- Any sick industrial company and which has been declared as such by the Board for Industrial and Financial Reconstruction
- Any establishment which has at the end of any financial year, accumulated losses equal to or exceeding its entire net worth and
- Any establishment in following industries: -
  (a) Jute (b) Beedi (c) Brick (d) Coir and (e) Guar gum Factories.

## Contribution is rounded to the nearest rupee for each employee, for the employee share, pension contribution and EDLI contribution. The Employer Share is difference of the EE Share (payable as per statute) and Pension Contribution.

!! Monthly payable amount under EPF Administrative charges is rounded to the nearest rupee and a minimum of Rs 500/- is payable. Note: - If the establishment has no contributory member in the month, theminimum administrative charge will be Rs 75/-.

@@ In case Establishment is exempted under PF Scheme, Inspection charges @ 0.18%, minimum Rs. 5/- is payable in place of Admin charges. In case the Establishment is exempted under EDLI Scheme, Inspection charges @ 0.005%, minimum Re 1/- is payable in place of Admin charges.

**Notes:**

**UNDER EPF:**

- The contributions are payable on maximum wage ceiling of Rs. 15000/-.
- The employee can pay at a higher rate and in such case, employer is not under any obligation to pay atsuch higher rate.
- To pay contribution on higher wages, a joint request from Employee and employer is required [Para 26(6) of EPF Scheme]. In such case employer has to pay administrative charges on the higher wages (wages above 15000/-).
- For an International Worker, wage ceiling of 15000/- is not applicable.

**UNDER EPS:**

- Contribution is payable out of the employer's share of PF and no contribution is payable by employee.
- Pension contribution not to be paid:

When an employee crosses 58 years of age and is in service (EPS membership ceases on completion of 58 years). When an EPS pensioner is drawing Reduced Pension and re-joins as an employee.

In both the cases the Pension Contribution @8.33% is to be added to the Employer Share of PF. (Pension contribution is not to be diverted and total employer share goes to the PF). In case an employee, who is not existing EPF/EP member joins on or after 01-09-2014 with wages above Rs 15000/- In these cases the pension contribution part will be added to employee share, EPF.

- In all other cases Pension Contribution is payable. A member joining after 50 years age, if not a pensioner does not have choice of not getting the Pension Contribution on grounds that he will not complete 10 years of eligible service. The social security cover is applicable till he/she is a member.
- For International Worker, higher wage ceiling of 15000/- is not applicable from 11-09-2010.

Note: - In case an existing EPS member (as on 01-09-2014) whose Pension contribution was paid erstwhileEPS wage ceiling of 6500/- contribution to contribution above Rs 15000/- wage ceiling from 01-09-2014 he will have to give a fresh consent and an amount of 1.16% on wages above 15000/- will have to be contributed by him in pension Fund (A/C No 10) through the employer.

**UNDER EDLI:**

- Contribution to be paid on up to maximum wage ceiling of 15000/- even if PF is paid on higher wages.
- Each contribution is to be rounded to nearest rupee. (Example for each employee getting wages above 15000, amount will be 75/-)
- EDLI contribution to be paid even if member has crossed 58 years age and pension contribution is not payable. This is to be paid as long as the member is in service and PF is being paid.

## 19. EMPLOYEE STATE INSURANCE (ESI)

Amity University Rajasthan provides ESI facilities to the employees as per the law and standard of the ESICAct 1948.

In Amity, the ESI is being registered for those employees whose salary is Rs. 21,000/- per month or less.

As per Employees' State Insurance (Central) Amendment Rules, 2019; dated 14-06-2019, for all employees earning INR 21,000/- or less per month as wages, the employer contributes 3.25% and the employee contributes 0.75%, making total share of 4%. This fund is managed by the ESI Corporation (ESIC) according to rules and regulations stipulated there in the ESI Act 1948, which oversees the provision of medical and cash benefits to the employees and their family.

## 20. GRATUITY

Employees who serve the University for a minimum period of five years, are entitled for Gratuity. After the HR Department at AUR receives the Resignation Approval from Head Office, gratuity of an employee is prepared as per the calculation given below: -

**GRATUITY = [BASIC PAY x NO. OF YEARS OF SERVICE x 15 DAYS]/ 26 (No. of working days in a month)**

POLICY FOR EMPLOYEE(S) ELIGIBLE FOR PAYMENT OF GRATUITY

**Introduction:**

In order to bring uniformity in payment of gratuity to all permanent full-time regular on-roll employees (Teaching / Non-Teaching / Grade IV) of Amity University Rajasthan, the policy of Gratuity has been produced.

**Eligibility:**

All permanent full-time regular on-roll employees (Teaching/ Non-Teaching/ Grade IV) of Amity University shall be eligible to receive the "Payment of Gratuity" at the time of retirement or resignation or on superannuation provided the concerned employee(s) has rendered continuous service of not less than 5 years in any stage.

**Forfeiture of Gratuity:**

The Gratuity payable to an employee shall be forfeited if his/ her services have been terminated for causing damage or loss or destruction of property of Amity University Rajasthan, to the extent of the damage or loss.

The Gratuity of an employee may be wholly or partially forfeited:

- If the services of such employee have been terminated for his/ her riotous or disorderly conduct or any other act of violence on his/ her part.
- If the services of such employee have been terminated for any act involving moral turpitude (a corrupt act or practice) etc. or anything which is detrimental to the University.

The policies, regulations and procedures being mentioned herein are subject to change without prior notice, if necessary.

This policy is to be reviewed once a year. The Management reserves the full right to make exceptions, review, change rules and other requirements as it may deem fit from time to time.

## 21. MEDICAL FACILITIES

Director & Above

21,000/-) to Rs. 50000/-

- The photocopy of Amity ID card to be produced to the Hospital on network.
- The information of admission must be sent to Finance Officer through respective HoD/Hol within 24 hours of hospitalization.
- Confirmation for coverage to be issued by the respective Accounts Office to the TPA, to the individual, to the Hol / HoD for availing cashless benefit.
- Any bill over and above the covered amount as advised above will have to be paid by the patient/employee. The management, however, does not take any liability in case of rejection or deduction of claim by the Insurance Company.
- A list of hospitals on network are available on www.parkmediclaim.com.

6. Procedure For Non-Network Hospitals

- All actions as per paragraphs 5(a), (b) & (c) above.
- The claim in prescribed format (Copy Enclosed) to be submitted along with following documents to the respective Accounts Office for reimbursement from insurance company:
  - Summary of Expenses incurred
  - All Doctors Prescriptions
  - All Investigation reports including X-Rays along with prescriptions.
  - All Bills of Hospital & Medical stores
  - Discharges summary of the hospital
  - Copy of Amity ID Card
  - Copy of Registration Certificate of Hospital
- The settlement with the TPA may take some time. The management, however, does not take any liability in case of rejection or deduction of claim by the Insurance Company.

7. Additional Coverage for Students

- In case of unfortunate death of student due to accident, the Insurance Company shall pay Rs. 5, OO, OOO/ -(Rupees Five Lakhs). The documents to be submitted for such a claim are as under.
  - Copy of Amity ID-Card
  - Death Certificate
  - Copy of Postmortem Report
  - Cremation Certificate
  - Copy of FIR with the Police for the accident and death
  - Bills of the hospital, if any, towards treatment
  - The copy of Driving License of Car/Motorcycle is required
  - About the accident death should be conveyed to the Accounts Department immediately after the incident so that the Insurance Company can be informed for registration of the claim.
  - Documents as mentioned under serial number (i) to (vi) are required to be submitted in original to the Accounts Department for onward submission to the claim to the Insurance Company. These documents are to be submitted immediately, i.e., within 15 days from the death or cremation so that the claim is not rejected by the Insurance Company on account of delayed submission.

- In case of unfortunate death of Father (Bread Earner) of a student due to accident, the Insurance Company shall pay Rs. 4,00,000/- (Rupees Four Lacs) to the concerned student on submission of the claim along with all the documents as mentioned above.

**8.** Period of Coverage

- Coverage for Members of the Management, Faculty, Staff and Students will be available as stipulated in the Appointment letter and till association with amity.
- Coverage for Students will be available for the duration of the course, effective from the date of registration till the date of last semester examination.

9. Disclaimer

- The above guidelines are subject to other general conditions as applicable to General Mediclaim Policy.
- Insurance cover would not be available in case the validity of the insurance does not remain in force because of whatsoever reasons.

## 22. FACULTY INCENTIVE SCHEME (FIS)

Faculty Members are central to the sustenance of a university. To retain talent and promote research, it is proposed that we provide incentives to faculty for their contribution towards Intellectual Capital.

While performance measurement is required for any system driven organization, there is a possibility of subjectivity in evaluation that may lead to biases and avoidable comparisons. It is therefore, proposed that for extraordinary contribution, the faculty should be rewarded in terms of better career growth and monetary benefits.

The following scheme covers the areas where extraordinary research contribution of a faculty member, may be rewarded:

**Details of Incentive Scheme:**

a) Guiding research scholars for Ph.D.: - Rs. 5000/- for each Ph.D. awarded from Amity University.

b) On being granted a patent: - Rs.15000 (One Time)

c) Getting sponsored projects: - 1% (One Time) of the total project amount. {Please refer Appendix B: S.No.(a) for interpretation of payout}

d) For international travel to institutes of repute by arranging funds on their own for establishing collaboration/signing of MoUs, etc.: - Rs.10,000 (One time)

e) Publication of research papers/ articles/ case studies, etc.: -

| **Category of publication** | **Financial Incentive (Per Paper)** |
|---|---|
| International Peer Reviewed Journals (Scopus Indexed) **Impact factor of above 10** | Rs. 20,000 |
| International Peer Reviewed Journals (Scopus Indexed) **Impact factor of 5 to 10** | Rs. 10,000 |
| Category 'A' (Cabells Directory/ Journals of Science & Technology) (Scopus Indexed) **Impact factor between 3 to 5** | Rs. 7,500 |
| Category 'B' (Cabells Directory/ Journals of Science & Technology) (Scopus Indexed) **Impact factor between 1 to 3** | Rs. 5,000 |

*{Please refer Appendix B: S.No.(b), (c) & (h) for interpretation of payout}*

f) For being editor of In-house/National Journal: Rs. 5,000/- per annum
{Please refer Appendix B: S.No.(d), (e), (f), (g) & (h) for interpretation of payout}

g) For being editor of an International Journal: Rs. 10,000/- per annum
{Please refer Appendix B: S.No.(d), (e), (f), (g) & (h) for interpretation of payout}

**Appendix A: General Guidelines:**

- It is expected that the faculty will take their normal teaching load and is not expected to seek exemption from the same.
- To claim incentive against any assignment is subject to prior approval of such assignment by competent authority. The Institution/ University may not permit an assignment in case of exigencies where the normal work is likely to get adversely affected.
- Any other incentive may be added, or existing ones may be deleted at the discretion of the University.
- This policy will come into effect from the date of its approval and is subject to amendments from time to time.
- In case of interpretation of any of the provisions, the decision of the Vice Chancellor/ Chancellor will be final and binding.
- With respect to the Incentive Scheme, the HOI shall report any achievement of their respective faculty members in tune with the policy guidelines to the local HR team of the campus at the end of each Academic Year in June.
- The HR team shall process all information to arrive at the recipients of the Incentives and after being duly approved by the Pro VC and VC the same shall be forwarded to the Head Office with supporting documents for further processing and approval of C-VI Sir.
- The Incentives shall be paid out at the end of the Academic Year.

**Appendix B: Additional Guidelines for Interpretation of Provisions In The Faculty Incentive Scheme of 27th April 2017**

a) Reference Serial No. 3 of the FIS, pertaining to getting Sponsored Projects, it is to be noted that, the actual payout of the incentive of 1% of total project amount, shall be calculated on an annual basis as per actual annual accrual of project budget in that particular year.

b) Reference Serial No. 5 of the FIS, pertaining to publishing of research papers/ articles/ case studies in journals, it is to be noted that, Incentive shall be awarded for the research paper based on the following criteria:

| Category of Publications | Criteria |
|---|---|
| Impact Factor between 1 to 10 | Only First/Principal Author & Corresponding Author to be considered for one collective incentive. |
| Impact Factor above 10 | All authors to be paid incentive individually. |

c) Cases where an Amity faculty member has co-authored a paper with their associates from outside Amity, then he/she shall be eligible for an incentive if, he/she has been a principle/first author or corresponding author.

d) Reference Serial No. 6 & 7 of the FIS, pertaining to editorship of journals, it is to be noted that Incentive shall only be awarded to the Editor of those journals which are notified on the UGC List of Approved journals only.

e) A faculty member maybe the editor/reviewing editor/executive editor/chief editor etc. for multiple national/international journals. In such a case, the faculty member shall not be paid an individual incentive for each volume of which he/she maybe the editor/reviewing editor/executive editor/chief editor etc.

f) In a case as mentioned immediately above at Serial No. (f), the faculty member may only be given incentive for the highest impact factor journal of which he/she maybe the editor/reviewing editor/executive editor/chief editor etc.

g) In a case where the faculty member continues to be the editor/reviewing editor/executive editor/chief editor etc. of the same publication each year, then the incentive shall not be a recurring payout and shall be a one-time payout only.

h) As a prerequisite for becoming eligible for any incentive, publishing of papers and editorship should be taken up in high impact factor journals which are indexed by reputed indexing agencies such as Web of Science, Scopus, Indian Citation Index, Thomson Reuters, Cabells Directory, Journal of Science & Technology, Science Citation Index, Pubmed and recognized in the UGC List of Approved Journals.

# 23. POLICY GUIDELINES FOR CONDUCTING FACULTY DEVELOPMENT PROGRAMMES, COLLOQUIA, SEMINARS, CONFERENCES, WORKSHOPS AND SIMILAR EVENTS (BOTH OFFLINE & ONLINE)

**Introduction:** The 'Policy guidelines for conducting Faculty Development Programs (FDP), Colloquia, Seminars, Conferences and Workshops and similar events will apply to all institutes of Amity University Rajasthan.

Several events are organized at AUR institutions during academic sessions. These workshops, seminars, conferences, FDPs and events are essential for academic development of the faculty/ students and to create excellent collaborations. The events also bridge the gap between Academia, Governmental Agencies, PSUs, and Industry. The events provide a forum for academic and intellectual discussions in areas of scientific discoveries, innovations, skill development, patenting, technology transfer, manufacturing and other relevant fields. Such events also pave the way for future tie-ups, collaboration,and consultancies.

For the smooth conduct of these events, an annual calendar of FDPs, seminars, conferences and workshops need to be created by various institutions as part of annual academic planning.

**2. Objective:**

2.1 To formulate a procedure for conducting FDPs, Colloquia, Seminars, Conferences, Workshops, and similar events on both Offline and Online modes.

2.2 To have standardized procedure for the events in all AUR Institutes as guidelines

2.3To have an academic calendar by all institutes to avoid any clashes regarding venue and dates.

2.4 To ensure more & more Faculty Members attend the FDPs/ Colloquia/ Seminars/ Conferences etc. in order to broaden their horizon.

2.5 To optimally utilize the digital media for conducting these virtual FDPs, Colloquia, Webinars etc.

**3.0Procedure:**

Following guidelines have been formulated to standardize the procedure for the conduct of events:

3.1. Prior sanction of Vice Chancellor/ Pro Vice Chancellor for the proposed event.

3.2. The institution to send detailed proposal in the specific proforma, preferably prior commencement of each of the Academic Semester.

3.3 HOIs/ HODs should ensure all Faculty Members are nominated in rotation to attend such FDPs/ Seminars/ Conferences.

3.4 An individual should not be detailed for such conferences/ seminars for more than 15 days in a year, in order to give chance to more and more faculty to get the exposure.

3.3. Proforma may be edited from time to time but will mainly contain:

a. Name of the Event

b. Type of Event: FDPs/ Colloquia/ Seminar/Conference/Workshop/ Webinar/ Colloquia

c. Objective of the Event

d. Theme of the Event

e. Date of the Event

f. List of proposed Chief Guest, Guest of Honor, Invited Speaker, etc.

g. Venue(s)

h. Participating organizations (tentative list)

I. Participation Fee (if any)

j. Accommodation Charges (if any)

k. Arrangements required for the participants coming from outside (if any)

i. Organizing Committee

m. Faculty & Student Coordinators w.r.t various activities e.g., Registration, Publicity, Publication,Sponsorship, Logistics, Finance, Website, etc.

n. Type of platform, proposed to be used (Zoom, MS Teams, Google-Meet, Cisco-WebEx, etc.)

3.4. A detailed program schedule must be attached with the proposal.

3.5. The detailed program schedule should contain details of the program including sequencing ofevent with time, date and venue.

3.6. The organizers should refrain from organizing events in frivolous areas and focus on value addition.

3.7. The program must be authorized/ signed by the Head of the Institution

3.8. A tentative list of guests, along with their profile must be attached with the proposal.

3.9. A tentative budget should also make the part of the proposal

4.0. Use of digital mode of conducting FDPs, Colloquia, Webinars should be planned for greater benefits and larger participation, across Amity Universities.

**4.0. Budgeting:**

The budget to be attached with the proposal, shall include:

a. Details of Sponsorship for promotion, advertisement in Souvenir, Stall Booking etc.

b. Planned contribution by the students if any

c. Funds generated from other sources like Registration Fee etc.

d. Awards / Prizes to be given, including financial aspects

e. Souvenir &Saplings

f. Registration Kit

g. Badges, Coupons if any

h. Cab / Transport /Logistics

I. Proceedings, journal, brochure, poster, backdrop, banner, etc.

j. Food

k. Other miscellaneous expenditure

l. Reimbursement of fees for attending FDP will be at the discretion of the Management.

**5.0. Organizing Committees:**

For the smooth conduct of the event following committees can be formed as per the discretion of the event organizer:

a) Organizing Committee (Patron, Chair, Organizing Secretary/ Convener, Members)

b) Technical Committee (Members) – in case the conference/seminar include Research papers/ Case Study presentation

c) Advisory Board (Members) – Not mediatory if there are no Research papers/ Case Study presentation

**In addition to the above committees, following committees should also be constituted involving faculty members and students**:

d) Registration – Before the event, during the event with signatures, collection of Visiting Cards, issue of Registration kit etc. especially for offline events.

e) Disciplinary committee– During the event

f) Sponsorship – Finalizing proposal, sending proposal, meetings (if required) & follow ups, receiving sponsorship amount in advance.

g) Finance – Preparing Budget, keeping record of all income & expenditure, issue of funds, getting the invoices, making payment to speakers, and dealing with Accounts Department. etc.

h) Hospitality – Ensuring serving of tea/ coffee, snack, meals etc., as per specified time, for participants and guests.

I) Logistics – Arrangements to be made for cab/ transport, if required.

j) Publicity – Sending invites to approved list (by HOI) for Chief Guest, Guest of Honor, Speakers, delegates, media, participants from various organizations, Universities /institutions, research centers etc., Advertisement, website updations, uploading event information on Amizone, finalizing Brochure, backdrop, banner, souvenir, mailer, advertisement etc.

k) Publication – Co-ordination work w.r.t. print of Journal/ Proceedings etc., with all concerned and Printer/ Publication House.

l) Stage Management – Finalization of Master of ceremony, Students' team, IT support, Admin officer, arrangements for lamp lightening, Saraswati Vandana, Folders for speakers, Name plates, Souvenir & Sapling presentation etc.

m) IT Support – Liaise with the IT Team for supporting virtual FDPs, webinars, online lectures etc.

**6.0. Event promotion:**

a. The complete details of the event should be uploaded on institutions' website and updated from time to time.

b. Prior notification should be sent to concerned departments for uploading the brief details of the event on 'Amizone' under 'Upcoming Events' section.

c. Media Department should be informed well in advance for press coverage & photography arrangements. A press release should be uploaded on Amizone post event which may be prepared by Faculty coordinator & media department.

d. Mailer, Poster, Brochure, Backdrop, Banner etc., should be designed, printed/ circulated used as per approvals.

e. Badges for participants/ delegates, speakers, guests, media, volunteers etc., may be designed & printed as per the Budget approval.

f. Registration Kit for offline events may include Note Pad, Pen, Amity Brochure, Program Schedule, Event brochure, Upcoming Event's leaf, Sponsor's leaf, folder / bag, badge with string etc.

**7.0. Duration:**

a. The Duration of each FDP should be at least 5 working days.
b. Each Institute should plan at least two (2) FDPs in an Academic Year (one per academic semester)
c. HOIs/ HODs to ensure each and every Faculty member of their respective Institute attends at least oneFDP per year.
d. The duration of other events will be as approved by the Competent Authority.
e. The authority for the purpose of this policy is Vice Chancellor/ Pro Vice Chancellor

**8.0. Venue:**

a. The venue for On-campus event will be as per the requirement of the event and will require prior approval of the approving authority.
b. The venue should be booked in advance to avoid booking clash
c. For Online events too, attempts should be made to avoid time clashes.
d. Organizing committee will ensure that no damage is caused by the students/participants at the venue and proper discipline is maintained throughout the event.

**9.0 Financial Management:**

a. All sponsorships should be made in favor of Account designated by the Account Department of AUR. However, an account in the name of the seminar/event/workshop is to be opened, if required, in the bank by the concerned institution where all the funds collected for the Event must be deposited. In such cases, prior approval of VC/ Pro VC is required.
b. Online payment can be provided for in consultation with the Accounts Department of AUR.
c. All records of collection, sponsorships, funds generated from other sources must be maintained by organizers or Finance Committee, if any.
d. The organizers must provide full financial details to the Accounts Department of AUR after the completion of the Event
e. The endeavor of the organizers should be to manage self-financing of the events.

**Proforma for submission of proposals for organizing FDPs/ Colloquia/ Seminar/ Workshop/ Conference and Similar Events.**

**A. Institutional Details**

1. Name and address of the Institution:
2. Name of the Event :
3. Name and contact details of the Chief Organizer/ Coordinator:

**B.Seminar/ Workshop/ Webinar/ Conference details**

1. Title of Seminar/ Workshop/ Webinar/ Conference :
2. Level of event (State/ National/ International) :
3. Venue :
4. Date and duration of the event :
5. Theme of the event:
6. Objective of the event :
7. List of proposed Chief Guest, Guest of Honor, invited Speaker, etc. :
8. Participating Organizations :
9. Arrangements required for the participants coming from outside (if any) :
10. Justification/ Rationale/ Necessity for organizing the program:
11. Schedule of the program (Attach a detailed session-wise Program schedule)
12. Organizing Committee :
13. Faculty Coordinator and student Coordinator for various activities:

**Note:**

1. Please attach list of participants and guests along with their profile.
2 Give details of budget as per the above guidelines.
3. All proposals should be authenticated and forwarded by HoI.

**Amity Academic Staff College at AUR**

Continuous learning is the minimum requirement for success in any field and delivery of professional trainings in the higher education is an important practice to rejuvenate the faculty members in respect to their talents, abilities, experiences, skills and most important their character. Therefore, to enhance the professional excellence among faculty members, universities should have strong platform with focus on nurturing the talents and competencies of faculty members asper the changing demands in the teaching-learning process which should be at par with the global standards of quality and performance. To cater to this requirement, we propose to start Amity AcademicStaff College (AASC) at Amity University Rajasthan.

**VISION:**

The Amity Academic Staff College to be a world class facility to facilitate the growth of world class faculty and a university environment tuned to Quality, Relevance and academic, research and service excellence.

**MISSION:**

To prepare and enrich the faculty members and administrative officers and staff with required professional and character skills and to develop them professionals of the new age deeply committed to serve the university, society, industry, and corporates in line with national and global aspirations.

**OBJECTIVES:**

- To provide adequate opportunities for the professional development of faculty in higher education system within the framework of knowledge society to inculcate values, motivation, and the skills in theart of teaching.
- To impart training to faculty members to evolve themselves into an inspiring leader.
- To induct the newly placed teachers by providing inputs on policies, practices, and procedures ofthe university
- To create the culture of self-learning, team teaching and collaborative learning.
- To organize specially designed orientation program for in-service teachers on innovative pedagogies for effective teaching.
- To organize refresher courses for serving teachers.
- To enhance the research capabilities of teachers and research scholars by inculcating sound research methodology.
- To expose teachers to the information communication technologies (ICT) to make them effective in academic and professional delivery.
- To train non-teaching staff to improve their efficiency and effectiveness.
- To nurture leadership capabilities in teachers and officers and staff of the university.

Here, HR plays an important role in the Academic Staff College (ASC) catering to the needs of Academic and Non-Academic Staff of the university. Through ASC training academic and non-academic staff will be given an opportunity to grow and learn new things. This will help Academic & Non-Academic staff members to pursue and upgrade their professional development skills for their future endeavors and in line with the current market demand.

Amity Academic Staff College is headed by Director HR.

**APPENDIX"A"**

## Employee Satisfaction Evaluation

| This Survey is solely for the purpose of determining the level of satisfaction employees have after Induction Process.<br>Respond to each item based on how closely aligned you feel with the statement as per following definitions: | |
|---|---|
| Satisfied Not | Satisfied |

| Overall Rate of Induction Process on Following Parameters | Satisfied | Not Satisfied |
|---|---|---|
| Received my Employment offer and associated information in a timely manner | | |
| The Information Received before my arrival helped me settle in | | |
| I knew where to report, who to see and felt welcomed on my arrival | | |
| Local Workplace, Health and safety requirements are explained, and the check list completed | | |
| Clear and understandable presentations on benefits package and benefits questions were answered | | |
| The induction training is of sufficient duration | | |

**Would you change any of the following to make the Induction Program more effective?**

**Suggestions**

.....

.....

.....

Employee Name : Department:

Designation : Date:

Note: The form should be submitted to HR within a week.

**APPENDIX "B"**

CONFIDENTIAL

**AMITY UNIVERSITY RAJASTHAN**

SELF – APPRAISAL (NON – TEACHING

1. School / Institute: …… ..
2. Name of the Employee: …… .
3. Designation: ……
4. Date of Joining: ……
5. Highest Qualification: ……..…….
6. Salary at Joining: ……..……...
7. Current Salary: ……..……..
8. Major Achievement s in the past year:

……

……

9. Goals (specific measurable results) expected to accomplish during next year:

……..

……..

10. Any courses/further studies undertaken to improve qualification/performance at work:

……..

……..

11. Details of leaves availed during the Assessment period

(a) Total Leaves Taken:

E/L…….C/L……S/L……..Any other Leave……

- Leave without pay taken during the Assessment period with reasons. 12. Any suggestions for improvement in the day to day working.

Date:

Signature of Employee

CONFIDENTIAL

**AMITY UNIVERSITY RAJASTHAN**

SECTION-II: PERFORMANCE ASSESSMENT BY THE HOI/ HOD

13. ASSESSMENT OF WORK OUTPUT:

| PARAMETERS | NUMERICAL GRADING BYHOI/HOD (0-10 FOR EACH) |
|---|---|
| Performance displayed while undertaking routine tasks, particularly, quality & quantum of assigned tasks performed | |
| Performance displayed while undertaking special tasks/complex tasks requiring initiative and innovation | |
| Speed of work/ meeting deadlines | |
| Accuracy/ reliability of output work | |
| Sense of ownership for assigned responsibilities | |
| TOTAL | A = |

14.ASSESSMENT OF PERSONAL ATTRIBUTES

| PARAMETERS | NUMERICAL GRADING BYHOI/HOD (0-10 FOR EACH) |
|---|---|
| Adaptability and respect for rules, regulations & system | |
| Punctuality & regularity | |
| Communication skills | |
| Interpersonal relations | |
| Loyalty to organization & dependability | |
| TOTAL | B = |

15. ASSESSMENT OF FUNCTIONAL COMPETENCY

| PARAMETERS | NUMERICAL GRADING BYHOI/HOD (0-10 FOR EACH) |
|---|---|
| Professional knowledge & general awareness | |
| Work management & planning ability | |
| Decision making | |
| Coordination ability | |
| Meeting deadliness | |
| TOTAL | C = |

16. POSSESSES REQUIRED INTEGRITY & ETHICS: YES/ NO

17. BRIEF REPORT ON HIS/HER OVERALL PERFORMA NCE DURING THE YEAR:

| |
|---|
| |

18. FINAL GRADING

Final grading = (AX4+BX2+CX4)/100= Subjective grading =

(Based on final grading score: Outstanding =4.1-5; Very good = 3.1-4; Good = 2.1-3; Average = 1.1 -2; Below average = 0-1.1)

NOTE: If score in any of the three parameters i.e. a, b or c is less than 50%, the individual is to be warned and his/ her signatures to be taken as below:

19. WARNED FOR LOW GRADE IN ASSESSMENT OF PARAMETRS A/ B/ C (TICK AS APPLICABLE).

Date: …… Signature of Appraisee……

20. RECOMMENDATIONS OF HOI/ HOD:

A) For promotion:

B) For increment:

C) Any other recommendations:

Date: …… Signature of HOI/ HOD ……..

CONFIDENTIAL

**AMITY UNIVERSITY RAJASTHAN**

SELF APPRAISAL

21. Any Additional Remarks by the Dy. Vice Chancellor/ Pro Vice Chancellor

……...……..……

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22. Rating and Remarks by the Vice Chancellor

……

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23. Directions by C-VI

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(For Office Use only)

APPENDIX "C"

**AMITY UNIVERSITY RAJASTHAN–**
**LEAVE APPLICATION FOR ALL DEANS/ DIRECTORS/ PRINCIPALS/ROIS/HODS**

Name_____Institute/ Dept._____

Designation_____Date of Joining_____

Mobile No._____Emp. Code_____Extension No._____

| Type of Leave | No. of Days | Dates | | Prefix | Suffix | Total No of Days |
|---|---|---|---|---|---|---|
| | | From | To | | | |
| Casual | | | | | | |
| Earned | | | | | | |
| Any Other | | | | | | |

Reasons for availing Leave----------

Arrangement during absence (if necessary) ---------- -

Contact No & Address during leave----------

Date---------- Signature of Applicant ----------

---

**For Office Use**

Leave Already Availed CL/ EL/ SL/ Any Other---------- Leave due as on ----------

Leave Applied for ----------days Leave Balance ----------

Signature:
Date:

---

Leave Recommended / Not Recommended

Date: Director / Head of Institution

---

Leave Approved / Not Approved

Date: (Dy. VC/ Pro VC)

Leave Sanctioned/ Not Sanctioned

Date: (Vice Chancellor)

# AMITY UNIVERSITY RAJASTHAN

## LEAVE ARRANGEMENT

For the classes of Dr./ Mr./ Ms.:.....

| Date | Period | Room No | Time | Subject | Teacher to engage the class | |
|---|---|---|---|---|---|---|
| | | | | | Name | Signature |
| | | | | | | |
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APPENDIX" D"

**AMITY UNIVERSITY RAJASTHAN**

**LEAVE APPLICATION**
**FOR FACULTY & STAFF**

Name..... Institute/ Dept. .....

Designation..... Date of Joining .....

Mobile No..... Emp. Code..... Extension No. .....

| Type of Leave | No. of Days | Dates | | Prefix | Suffix | Total No of Days |
|---|---|---|---|---|---|---|
| | | From | To | | | |
| Casual | | | | | | |
| Earned | | | | | | |
| Any Other | | | | | | |

Reasons for availing Leave ----------

Arrangement during absence (if necessary)----------

Contact No & Address during leave----------

Date---------- Signature of Applicant ----------

---

**For Office Use**

Leave Already Availed CL/EL/SL/Any Other---------- Leave due as on ----------

Leave Applied for ----------days Leave Balance ----------

Signature:
Date:

---

Leave Recommended / Not Recommended

Date: Director / Head of Institution

---

Leave Approved / Not Approved

Date: (Dy. VC/ Pro VC)

---

Leave Sanctioned / Not Sanctioned

Date: (Vice Chancellor)

# AMITY UNIVERSITY RAJASTHAN

## LEAVE ARRANGEMENT

For the classes of Dr./ Mr./ Ms.: .....

| Date | Period | Room No | Time | Subject | Teacher to engage the class | |
|---|---|---|---|---|---|---|
| | | | | | Name | Signature |
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APPENDIX "E"

**AMITY UNIVERSITY RAJASTHAN**

**APPLICATION FOR MATERNITY LEAVE**

Name:_____ Institute / Dept.:_____

Designation:_____ Date of Joining:_____ No. of living Child___

Expected Date of Delivery (EDD).....(Medical Certificate enclosed)

Maternity Leave applied for: From.....To.....No. of Days... .... ..... .

*Not more than 45 days before EDD)*

Other Type of leave applied for (in combination with Maternity Leave):

| | | |
|---|---|---|
| Earned Leave | From | .....'.To .....(No. of days) |
| Sick Leave | From | .....'.To ..... (No. of days) |
| Leave Without Pay | From | .....'.To ..... (No. of days) |

Arrangements during absence (if necessary):_____

Contact No& Address during Leav_e____

Date: __ __ __ __ __ __ __ Signature of Applicant Signature of HOI / HOD

---

**For Office Use**

Leave due as on_____(date) Earned Leave_____days, Sick Leave_____days

**Leave Recommended for Sanction**

Maternity Leave: From.....'.To... ..... .... _._ '----------days)

Earned Leave From .....To..... Balance_____days

Sick Leave From .....To ..... Balance_____days

Leave Without Pay From .....To..... - ----- da))s

---

Leave Recommended / Not Recommended

Date:.....

Dy VC / Pro VC

---

Leave Sanctioned / Not Sanctioned

Date: __ __ __ __ __ __ __ Vice Chancellor

**APPENDIX "F"**

## AMITY UNIVERITY RAJASTHAN

APPLICATIONS FOR PROCEEDING ON DUTY

Name:..... Mob No.: .....
Designation: Dept.:_____
Punching Card No: Date of Joining:_____
Nature of Duty:_____
Reference Letter:_____
From Date:_____ To Date:_____
Mode of Conveyance: Own Conveyance/ Taxi/ Official Vehicle

(Signature of Applicant)

Date:-
Arrangement for Classes (Fill Overleaf)
Recommended by: Coordinator/Director_____
Recommendation of Dy VC/ Pro VC_____
Sanctioned by Vice Chancellor_____

## AMITY UNIVERITY RAJASTHAN

**APPLICATIONS FOR PROCEEDING ON DUTY**

Name:-

Name:_____ Mob No: _____
Designation: Deptt:_____
Punching Card No: Date of Joining:_____
Nature of Duty:_____
Reference Letter:_____
From Date:_____ To Date:_____
Mode of Conveyance: Own Conveyance/Taxi/Official Vehicle

(Signature of Applicant)

Date:-
Arrangement for Classes (Fill Overleaf)
Recommended by: Coordinator/Director_____
Recommendation of Dy. VC/ Pro VC_____
Sanctioned by Vice Chancellor_____

## AMITY UNIVERSITY RAJASTHAN
### LEAVE ARRANGEMENT FOR FACUTLY

FOR THE CLASSES OF Dr./Mr./Ms :

| Date | Period | Time | Subject | Teacher to engage the classes | |
|---|---|---|---|---|---|
| | | | | Name | Signature |
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## AMIT UNIVERITY RAJASTHAN
### LEAVE ARRANGEMENT FOR FACUTLY

FORTHE CLASSES OF Dr./Mr./Ms :

| Date | Period | Time | Subject | Teacher to engage the classes | |
|---|---|---|---|---|---|
| | | | | Name | Signature |
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APPENDIX "G"

# AMITY UNIVERSITY RAJASTHAN

**Performance Based Appraisal (PBA) for Academic Year_____**

## PART A: GENERAL INFORMATION

| | | |
|---|---|---|
| 1 | Name (in Block Letters) | |
| 2 | Institute & Department | |
| 3 | Date of Joining | |
| 4 | Current Designation & Academic Grade Pay, Salary | |
| 5 | Date and amount of last increments, if any | |
| 6 | Any degree or fresh qualifications acquired during the year | |
| 7 | Highest professional qualifications | |
| 8 | Fields of Specialization in Subject / Discipline | |

### SUMMARY OF API SCORES

| Category | Criteria | APISCORE | | |
|---|---|---|---|---|
| | | Score claimed by faculty | Score awarded by HOI/ HOD | Score by validation committee |
| I | **Teaching, Learning &valuation related activities** | | | |
| II | **Co- curricular, Extension, Professional Development, Internationalization/ Accreditation etc.** | | | |
| | **Total (Categories** I + II) | | | |
| III | **Research Publication** & **Academic Contribution during the Assessment Period** | | | |
| **IV** | **Personal Attributes** & **Performance Quality** | | | |
| | **TOTAL (l+II+Ill+IV)** & **Percentage** | | | |

**Overall Grading**

| | | | | | |
|---|---|---|---|---|---|
| Outstanding (> 90%) | Excellent (81 to 90%) | Very Good (71 to 80%) | Good (61 to 70%) | Average (51 to 60%) | Below Average (< 50%) |

## PART -A: ACADEMIC PERFORMANCE INDICATORS

*(Please see detailed instructions before filling out this proforma)*

### CATEGORY- I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES
**(Maximum Total Score: 125; Minimum Score required: 75)**

**1.0 Lectures (L), Seminars (S), Tutorials (T), Practical (P), Contact Hours (C)**

*(Give semester-wiise details, where necessary)* **(Maximum Score: 50)**

| S. No. | Course/ Paper | Level | Mode of Teaching" | Hours per week allotted | % of classes taken as per documented record | API Score |
|---|---|---|---|---|---|---|
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| **A** | | API Score | | (A) | | |
| **B** | | API Score | | (B) | | |
| | **Total API Score** | | | (A+B) = | | |

*Note: (a) please refer the PBAS compendium for score calculation {(t·.e. category I, Part I, Serial No. 1, Page -3 ) }*

*(b)(Maximum score 50 for 100%performance and Proportionate up to 80% performance; below which no score may be given)*

*(c) Please fill and enclose A annex- I as a supporting document for this section*

**2.0 Teaching Load in excess of UGC norms (Maximum Score: 10)**

| S. No. | No. of hours excessed as per UGC norms | | | Remarks |
|---|---|---|---|---|
| | Course/ Paper | Program | Sem | |
| | | | | |
| | **Total API Score** | | | |

*Note: (a) please refer the PBAS compendium for score calculation (i.e. : category I, Part II, Serial No.2, Page-4)*

*(b) Please fill and enclose A nnex -II as a supporting document for this section*

**3.0 Result/Academic Performance (Maximum Score: 10)**

| S.No. | Program | Sem. | Course Code | Course Title | Total No. of students | Academic Performance | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | Pass | Fail | Debarred |
| | | | | | | | | |
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| | **Total Students** | | | | | | | |
| | **Total API Score** | | | | | | | |

*Note: (a) The total no. of students should match with the no. of students enrolled in the class as per university records.*
*(b)P/ease refer the PBAS compendium for score calculation {(i.e. Cat-I, Part III, Seial No.3, Page-4) }*

**4.0 Additional knowledge resources provided to students (Maximum Score: 10)**

| S. No. | Course / Paper | Mandatory Resources | Y/N | Additional Resource provided | **API** Score |
|---|---|---|---|---|---|
| | | Timely Uploading Session Plan on Amizone | | | |
| | | Timely Uploading Assessment Plan on Amizone | | | |
| | | Timely Uploading Course material/Lecture Notes/reading material | | | |
| | | Timely Uploading of attendance/Leave/OD on Amizone | | | |
| | | Correction of attendance on Amizone | | | |
| | | Timely Uploading of internal Assessment marks onAmizone | | | |
| | | Correction of Internal Assessment Marks | | | |
| | | Timely Uploading of Practical examination marks on Amizone | | | |
| | | Correction of Practical examination marks | | | |
| | | Timely Upload of NTCC weekly Progress report | | | |
| | | Upload of NTCC Marks | | | |
| | | Correction of NTCC marks | | | |
| | | **Total API Score** | | | |

*Note: (a) Please refer the PBAS compendium for score calculation {(i.e., Cat-I, Part IV, Serial No4-, Page-5)}*

**5.0 Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc. (Maximum Score: 20)**

| S.No. | Short Description | API Score |
|---|---|---|
| | | |
| | **Total API Score** | |

*Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-I, Part V, Serial No5, Page-6)}*

**6.0 Examination Duties Assigned and Performed (Maximum Score: 25)**

| SN o. | Type of Examination duties | Duties Assigned | Extent to which carried out (%) | API Score |
|---|---|---|---|---|
| | | | | |
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| | | | | |
| | **Total API Score** | | | |

*Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-I, Part VI, Serial No. 6, Page-7) }*

| | |
|---|---|
| **Total Score Earned for Category-I (1+2+3+4+5+6):** | |
| **Total Max. Score for Category-I (1 to 6): 125**<br>**Minimum score required : 75** | |

**CATEGORY-II: CO-CURRICULAR, EXTENSION& PROFESSIONAL DEVELOPMENT**
**(Maximum Total Score: 50; Minimum Score required: 15)**

**1.0 Extension, Co-curricular & Field based Activities (Maximum Score: 20)**
(Mentoring Activities, Club/ Committee activities)

| S. No. | Type of Activity | Average Hrs/ Week | API Score |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | **Total API Score** | | |

*Note: (a) Please refer the PBAS compendium for score calculation { (i.e. Cat-II, Serial No.1.1 to 1.14, Page-9-11) }*

**2.0 Contribution to Corporate Life and Management of the Institution (Maximum Score: 15)**
(QAE, Program Leader, Course, Placement Coordinator, etc.)

| S.No. | Type of Activity | Yearly/ Semester wise responsibility | API Score |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | **Total API Score** | |

*Note: (a) Please refer the PBAS compendium for score calculation {(i.e. C at-II, Serial N o.2.1 to 2.5, Page-12-14)}*

**3.0 Professional Development Activities (Maximum Score: 15)**

| S.No. | Type of Activity | Role | Unit (Activities) | Yearly/ Semester wise responsibility | API Score |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | **Total API Score** | | | | |

*Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-II, Serial N o.3. 1 to 3.5, Page-14-17 ) }*

| | |
|---|---|
| **Total Score Earned for Category-II (1+2+3)** : | |
| **Total Max. Score for Category-II (1+2+3)** | **50** |
| **Minimum Score required** | **15** |

## CATEGORY-III: RESEARCH, PUBLICATIONBS & ACADEMIC CONTRIBUTIONS

**1.1 : Research Papers published in Journals:**

| S.No. | Title with page number | Journal | ISSN/ ISBN No. | Whether peer reviewed. Impact factor, if any | No. of Co-authors | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | **Total API Score** | | | | | | |

*Note: (a) Please refer the PBAS compendium for score calculation { (i.e. Cat-III , Serial No. 1.1 page-17 -19 ) }*
*(b) Supporting document for research paper to be enclosed as Annexure Cat III (1. 1)*

### 1.2 Full papers in Conference Proceedings

| S. No. | Title with page number | Details of conference Publications | ISSN/ISBN No. | No. of Co-authors and Date of publication | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|
| | | | | | | |
| | **Total API Score** | | | | | |

*Note: (a) Please refer the PEAS compendium for score calculation { (i.e. Cat-III, Serial N o. 1.2 page-19-20) }*
*(b) Supporting document for research paper to be enclosed as Annexure-Cat III (1.2)*

### 1.3 Articles / Chapters published in Books

| S.No. | Title with page number | Book Title, editor & publisher | ISSN/ ISBN No. | Whether peer reviewed. | No. of Co-authors and Date of Publication | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | **Total API Score** | | | | | | |

*Note: (a) Please refer the PEAS compendium for score calculation { (i.e. Cat-III, Serial N o. 1.3 page-20)}*

### 1.4 Books published as Author or as Editor/ Translator

| S.No. | Title with page no. | Type of Book& Authorship | Publisher & ISSN/ ISBN No. | Whether Peer Reviewed | No. of Co-author & Date of Publication | Whether you are the main author | API Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | **Total API Score** | | | | | | |

*Note: (a) Please refer the PEAS compendium for score calculation {(i.e. Cat-III, Serial No. 1.4 page-21) }*

### 1.5 Chief Editor/ Guest Editor/ Editor / Associate Editor; Member, Consultant Member of Editorial/ Advisory Board of Journal and Reviewer/ Referee of a Journal

| S. No. | Refereed Journal with/ without ISBN/ISSN Numbers | Status | API score |
|---|---|---|---|
| | | | |
| | **Total API Score** | | |

*Note: (a) Please refer the PEAS compendium for score calculation {(i.e. Cat-III, Serial N o. 1.5 page-22)}*

## 2.0 Research Projects, Consultancies and Assignments

### 2.1 Sponsored Projects (Carried out/Ongoing)

| S. No. | Title | Agency | Period | Grant/ Amount Mobilized (Rs Lakhs) | API Score |
|---|---|---|---|---|---|
| | | | | | |
| | **Total API Score** | | | | |

*Note: (a) Please refer the PBAS compendium for score calculation {(i.e., Cat- III, Serial N o. 2.1 page-23)}*

### 2.2-2.3 Consultancy Projects (Carried Out/Ongoing/ Completed)

| S.No. | Title | Agency | Period | Grant/ Amount Mobilized (Rs. Lakhs) | Whether Policy Documents/ Patent as outcome | API Score |
|---|---|---|---|---|---|---|
| | | | | | | |
| | **Total API Score** | | | | | |

*Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial No. 2.2 to 2.3 page-23)}*

### 2.4 Filing & Award of Patents/ Policy Document/ Technology Transfer Process

| S. No. | Type of Patent | Filed | | Awarded | | API Score |
|---|---|---|---|---|---|---|
| | | Date | File No. | Date | Patent No. | |
| | | | | | | |
| | | | | | | |
| | **Total API Score** | | | | | |

*Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat -III, 5erial No. 2.4 page-23) }*

### 2.5 Research Assignments

| S. No. | Title/Description of Assignment | Agency | Period | Fund Amount (Rs. Lakhs) | Outcome | API Score |
|---|---|---|---|---|---|---|
| | | | | | | |
| | **Total API Score** | | | | | |

*Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat -III, Serial N o. 2.5 page-24) }*

### 3.0 Research Guidance

| S.No. | Degree | Number of Scholars Enrolled | Status | Degree Awarded | API Score |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | **Total API Score** | | | | |

*Note: (a) Please refer the PBAS compendium for score calculation {(i.e. Cat-III, Serial N o. 3 page-24)}*

**4.1 & 4.2 Training Courses, Teaching-Learning-Evaluation Technology, Faculty Development Program**

| S. No. | Program | Duration | Organized by | API Score |
|---|---|---|---|---|
| | | | | |
| | **Total API Score** | | | |

*Note: ( a) Please refer the PEAS compendium for score calculation {(i.e. Cat-III, Serial No. 4.1 and 4.2 page-25)}*

**4.3 Papers presented in Conferences, Seminars, Workshops, Symposia/Session Chaired, etc._. _**

| S. No. | Title of the paper presented | Title of Conference/ Seminar etc. | D ate(s) of the event | Organized by | No. of Co-authors | Whether you presented the Paper | Whether International/ National/ State/ Regional/ University or College Level | API Score |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | **Total API Score** | | | | | | | |

*Note:* (a) If a paper presented in Conference/ Seminar is published in the form of Proceedings (Full Paper), the points would accrue for the publication as Category III, (1.2) and not under this heading.
*(b) Please refer the PEA S compendium for score calculation { (i.e. C at-III, Serial No. 4.3 page-25) }*

**4.4 Invited Lectures (including Extension) and Chairmanships at National or international Conference/ Seminars; Office Bearer/Advisor of Registered Professional Bodies**

| S. No . | Title of Lecture/ Academic Session | Title of Conference/ Seminar etc. | Dat e(s) of the event | Organized by | Whether International/ Nation al/ State | API Score |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | **Total API Score** | | | | | |

*Note: (a) Please refer the PEA S compendium for score calculation { (i.e. C at-III, Serial No. 4.4 page-26) }*

**4.5 : Experience as Post-Doctoral Fellow / Research Associate/Visiting Professor**

| S.No. | Research Associate / Post Doctoral Fellow | Institution | Duration | Major Achievements | API Score |
|---|---|---|---|---|---|
| | | | | | |
| | **Total API Score** | | | | |

*Note: (a) Please refer the PEA S compendium for score calculation { (z·.e. C at-III, Serial No. 4.5 page-26) }*

## Total Score Earned for Category-III

## OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

| S. No. | Details (Mention Year, Value, etc., where relevant) |
|---|---|
| | |
| | |
| | |
| | |
| | |

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the newly filled **PBAS** Proforma.

Signature of the Faculty

## CATEGORY IV: BEHAVIORAL SKILLS AND VALUES

On the basis of the criterion mentioned below, kindly rate the individual on a scale from 1 to 5 (1 being least and 5 being the highest):

| | | |
|---|---|---|
| **1** | **COMMUNICATION SKILLS** | |
| | *The ability to convey ideas, feelings and intended meanings effectively, for shared understanding. Actively listens, demonstrates effectively written and oral communication skills.* | |
| **2** | **INTERPERSONAL SKILLS** | |
| | *The ability to communicate, interact and relate well with people, both individually and in groups.* | |
| 3 | **LEADERSHIP SKILLS** | |
| | *The ability to lead, guide, inspire, empower, motivate and communicate decisions to ensure proper allocation of responsibility and timely achievement of goals with trust and credibility.* | |
| **4** | **TEAM BUILDING ABILITY** | |
| | *The ability to encourage cooperation and collaboration, to build effective teams and motivate the members to increase overall performance.* | |
| **5** | **TIME MANAGEMENT SKILLS** | |
| | *The act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase efficiency, effectiveness and productivity. It encompasses punctuality and regularity.* | |
| | **DECISION MAKING ABILITY** | |
| | *The ability to take clear, consistent, transparent decisions and to choose an appropriate course of action, purposely chosen, from set of alternatives, to arrive at a solution for a given problem and achieve organizational goals.* | |
| **7** | **ABILITY TO MENTOR** | |
| | *The ability to counsel, encourage, guide, support, and nurture potential to improve the performance of the mentee.* | |
| **8** | **SELF MOTIVATION** | |
| | *The ability of an individual to work towards the laid set of goals with an internal drive and urge, which may not necessarily be attached to the materialistic benefits or appreciation, leading to perseverance for task achievement. It is the internal drive to do something rather than being externally driven to do it.* | |
| **9** | **POSITIVE ATTITUDE** | |
| | *Maintains an optimistic approach in all situations while discharging roles effectively and facing challenges constructively.* | |
| **10** | **INITIATIVE DRIVE AND RESULT ORIENTATION** | |
| | *It is a personal quality of taking responsibility to get things done proactively and commitment toward timely achievement of result with a focus on desired outcome.* | |
| **11** | **RELIABILITY AND DEPENDABILITY** | |
| | *It is the commitment towards sense of responsibility, and the quality of being trustworthy and performing the assigned tasks consistently well.* | |
| **12** | **OPENNESS TO FEEDBACK AND SELF DEVELOPMENT** | |
| | *It is a behaviour which implies ability to share ideas, feelings, experiences, and perception with others, accept feedback objectively and implement it for improvement of self and work.* | |
| **13** | **ADAPTABILITY AND RESILIENCE** | |
| | *The readiness of an individual to adjust to change, take up challenges and effectively handle adversity.* | |
| **14** | **ETHICAL ADHERENCE** | |
| | *It is the behaviour to act in an honest and trustworthy manner in all interactions, to promote values of trust, good behaviour, equity, firmness and fairness.* | |

**Description of Scale Values:**

| | | |
|---|---|---|
| **5** | **Outstanding** | Always exceeds expectations and beyond |
| 4 | **Very Good** | Consistently meets expectations |
| 3 | **Good** | Generally, meets expectations |
| 2 | **Average** | Sometimes meets expectations |
| **1** | **Below Average** | Consistently does not meet expectations |

The above-mentioned description relates to each of the 14 attributes and the level of expected behavioral and values to be exhibited.

**Additional Recommendation:**

Punctuality and regularity are finding place in the attribute of Time Management Skills in the above list. However, if required, to give additional focus, it is proposed that, the items of punctuality and regularity may be included in the top information sheet of PBAS where in data regarding attendance and number of leave days availed may be picked from Amizone database.

**NOTE:**
**Please give ratings on a 5 - point scale with:**

**5 - Outstanding, 4 - Very Good, 3 - Good, 2 - Average, 1 - Below Average**

- **Shortcoming/ Weakness pointed out, if any, and improvement shown:**

**Signature of the Reporting Officer**

**FULL NAME:** .....

**DESIGNATION:** .....

## ANNEXUREI:

**Supporting Document to CAT-I (S. No.I)**

| S.No. | Teaching Week for Odd Semester | NO. OF CLASSES | | |
|---|---|---|---|---|
| | | Max No. of Classes as per UGC/Amity Norms(A) | No. of Classes Conducted(B) | % Classes taken per Week |
| 1 | 1st Week | | | B/A*lO0 |
| 2 | 2nd Week | | | B/A*lO0 |
| 3 | 3rd Week | | | B/A*lO0 |
| 4 | 4th Week | | | B/A*lO0 |
| 5 | 5th Week | | | B/A*lO0 |
| 6 | 6th Week | | | B/A*lO0 |
| 7 | 7th Week | | | B/A*lO0 |
| 8 | 8th Week | | | B/A*lO0 |
| 9 | 9th Week | | | B/A*lO0 |
| 10 | 10th Week | | | B/A*lO0 |
| 11 | 11thWeek | | | B/A*lO0 |
| 12 | 12thWeek | | | B/A*lO0 |
| 13 | 13thWeek | | | B/A*lO0 |
| 14 | 14thWeek | | | B/A*lO0 |
| 15 | 15thWeek | | | B/A*lO0 |
| 16 | 16thWeek | | | B/A*lO0 |
| 17 | 17thWeek | | | B/A*lO0 |
| 18 | 18thWeek | | | B/A*lO0 |
| Total | | | | |

*Average Classes Conducted (Odd Semester)*

| S.No. | Teaching Week for Even Semester | NO. OF CLASSES | | |
|---|---|---|---|---|
| | | Max No. of Classes as per UGC/Amity Norms(A) | No.of Classes Conducted(B) | % Classes taken per Week |
| 1 | 1st Week | | | B/A*l00 |
| 2 | 2nd Week | | | B/A*lO0 |
| 3 | 3rd Week | | | B/A*lO0 |
| 4 | 4th Week | | | B/A*lO0 |
| 5 | 5th Week | | | B/A*lO0 |
| 6 | 6th Week | | | B/A*l00 |
| 7 | 7th Week | | | B/A*lO0 |
| 8 | 8th Week | | | B/A*l00 |
| 9 | 9th Week | | | B/A*lO0 |
| 10 | 10th Week | | | B/A*lO0 |
| 11 | 11th Week | | | B/A*lO0 |
| 12 | 12th Week | | | B/A*lO0 |
| 13 | 13th Week | | | B/A*lO0 |
| 14 | 14th Week | | | B/A*lO0 |
| 15 | 15th Week | | | B/A*l00 |
| 16 | 16th Week | | | B/A*lO0 |
| 17 | 17th Week | | | B/A*l00 |
| 18 | 18th Week | | | B/A*lO0 |
| **Total** | | | | |

*Average Classes Conducted (Even Semester)*

*Total Classes Conducted (Academic Year):*
*Average Classes Conducted in% (Academic Year):*

**Signature of Faculty** **Verified by Hol/HoD**

## ANNEXURE II:

### Supporting Document to CAT-I (S.No. 2)

1) = Average Teaching Load per Week* No. of weeks
P = Maximum load per week as per UGC/ Amity norms*No.of weeks

0-P = Y (i.e. No. of hours taught in excess of UGC norms)

**1** extra hour (Over & above average load per week as per UGC norms) = 2 API Points

**Signature of Faculty** **Verified by Hol/HoD**

*This should be calculated for both the semesters (even & odd) and average of the same be considered as 0/P.

Summary of Performance Based Appraisal

Name of the Institution:
Name of Faculty Member:
Designation:

| S. No. | Category | API Claimed by Faculty **Member** | API Score by HOI | Reason for Disagreement | **OBSERVATIONS** (to be filled Centrally) |
|---|---|---|---|---|---|
| | Category-I: TEACHING, LEARNING, AND **EVALUATION RELATED ACTIVITIES** | | | | |
| | 1.0 Lectures (L), Seminars (S), Tutorials (T), Practical (P), Contact Hours O | | | | |
| | 2.0 Teaching Load in excess of UGC norms | | | | |
| | 3.0 Result/ Academic Performance | | | | |
| | 4.0 Additional knowledge resources provided to students | | | | |
| | 5.0 Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course improvement etc. | | | | |
| | 6*.I) Examination Duties Assigned and Performed | | | | |
| | Total (Category-I) | | | | |
| 2 | **Category-II: CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT** | | | | |
| | 1.0 Extension, co-curricular & Field-based Activities | | | | |
| | 2.0 Contribution to Corporate Life and Management of the Institution | | | | |
| | 3.0 Professional Development Activities | | | | |
| | Total (Category-II) | | | | |
| | Category-III: RESEARCH, PUBLICATION & ACADEMIC CONTRIBUTIONS | | | | |
| | 1.1 Research Papers published in Journals | | | | |
| | 1.2 Full papers in Conference Proceedings | | | | " |
| | 1.3 Articles/ Chapters published in Books | | | | |

| | | | | | |
|---|---|---|---|---|---|
| | 1.4 Books published as Author or as Editor/ Translator | | | | |
| | 1.5 Chief Editor/ Guest Editor/ Editor/ Associate Editor; Member, Consultant Member of Editorial/ Advisory Board of Journal and Reviewer/ Referee of a Journal | | | | |
| | 2.0 Research Projects, Consultancies and Assignments | | | | |
| | 2.1 Sponsored Projects (Carried Out/ Ongoing) | | | | |
| | 2.2-2.3 Consultancy Projects (Carried Out/ 0ngoing/ Completed) | | | | |
| | 2.4 Filing & Award of Patents/ Policy Document/ Technology Transfer Process | | | | |
| | 2.5 Overseas Assignments | | | | |
| | 3.0 Research Guidance | | | | |
| | 4.1-4.2 Training Courses, Teaching-Learning-Evaluation Technology, Faculty Development Program | | | | |
| | 4.3 Papers presented in Conferences, Seminars, Workshops, Symposia/ Session Chaired, etc. | | | | |
| | 4.4 Invited Lectures (Including Extension) and Chairmanships at National or International Conference/ Seminars; Office Bearer/ Advisor of Registered Professional Bodies | | | | |
| | 4.S Experience as Post- Doctoral Fellow/ Research Associate/ Visiting Professor | | | | |
| | Total (Category-III) | | | | |
| 4 | Total (Category-IV: Behavioral Skill and Values) | | | | |
| 5 | Total (Category-V: Student Feedback and Quality of Teaching) | | | | |
| Total (I+II+III+IV+V) | | | | | |

HOI Signature

**Date**

**HEAD**
**Internal Assessment Committee**

Note: To be filled in soft copy, get print **and provide with PBAS** form **of faculty members as top** sheet.

**APPENDIX-II:**



# Performance Based Appraisal System

# COMPENDIUM OF SCORING METHODOLOGY

**Performance Based Appraisal System**

**COMPENDIUM OF SCORING METHODOLOGY**

**Introduction**

- Academic Performance Indicators (API) Scores are developed by UGC for adoption of Performance Based Appraisal System(PBAS) for Career Advancement Scheme(CAS)
- It is mandatory requirement for Universities to select and promote faculty members.
- PBAS is an effective tool for the assessment of Annual Performance and determination of Annual Increment

**Criteria**

- The performance is assessed on various factors, broadly classified as:

1. y I: Teaching, Learning And Evaluation Related Activities
2. y II: Co-Curricular, Extension and Professional Development Related Activities.
3. y III: Research Publications & Academic Contribution
4. y IV: Behavioral Skills And Values

**Category - I: Teaching, Learning and Evaluation Related Activities**

- Maximum Scores Allocated 125
- Minimum API Score Required 75

**Elements of Category** - I

1 Semester wise details of contact hour and Weekly teaching load per semester
2. Teaching load in excess ofUGC norm
3 Result/academic performances
4. Resources provided to students
5. Use of innovative teaching-learning approaches
6. Exam duties assigned and performed

## Performance Based Appraisal System

## COMPENDIUM OF SCORING METHODOLOGY

### Introduction

- Academic Performance Indicators (API) Scores are developed by UGC for adoption of Performance Based Appraisal System (PBAS) for Career Advancement Scheme(CAS)
- It is mandatory requirement for universities to select and promote faculty members.
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### Criteria

- The performance is assessed on various factors, broadly classified as:

1. Category I: Teaching, Learning And Evaluation Related Activities
2. Category II: Co-Curricular, Extension and Professional Development Related Activities.
3. Category III: Research Publications & Academic Contribution
4. Category IV: Behavioral Skills And Values



### Category - I: Teaching, Learning and Evaluation Related Activities

- Maximum Scores Allocated 125
- Minimum API Score Required 75

**Elements of Category** - I

1 Semester wise details of contact hour and Weekly teaching load per semester
2.Teaching load in excess of UGC norm
3 Result/academic performances
4. Resources provided to students
5. Use of innovative teaching-learning approaches
6. Exam duties assigned and performed

**Category** I, **Part** - I

**1. SEMESTERWISE DETAILS OF CONTACT HOURS (max marks- 50)**

| Mode | Course code | Course Title | Credit Units | Level (UG/PG/Ph.D) | Mode of Teaching (L/T/P/ NTCC) | No. of Sections | Teaching load per section per semester | Average Teaching Load per week | % of classes taken as per documented records | APT |
|---|---|---|---|---|---|---|---|---|---|---|

**Weekly Teaching Load**

| | |
|---|---|
| Assistant Professor (I, II, III) | 16 - 18 hours (L/T=1 hr=1 load; P=1hr=1/2 load) |
| Professor/ Associate Professor | 14 hours |
| Hol/HoD | 2 hours less than the prescribed cadre load |

The calculation of API score for Weekly **Teaching Load** should be done as per the procedure: -

A) Out of total 50 points for teaching load, score for 25 points, shall be calculated as:
(average teaching hours per week per semester/ prescribed load as per UGC norms) x25=

B) For the remaining 25 points, the score shall be based on percentage of assigned classes conducted as per table given below: -

**Calculation of API Score**

| % of assigned Classes taken | API Score |
|---|---|
| 100 | 25 |
| 90-99 | 20 |
| 80 - 89 | 15 |
| Less than 80 | 0 |
| | **Max. Score A+ B: 50** |

**Note**

Lectures, seminars, tutorials, practical, contact classes should be based on verifiable records.

- No score assigned if a teacher has taken less than 80% of the assigned classes.
- Maximum score of 50 if teacher has taken 100% of the assigned classes as well as the teaching load prescribed by the statutory bodies

**Category** I, **Part** - II

| **2. TEACHING LOAD IN EXCESS OF UGC NORM (max marks-10)** | | |
|---|---|---|
| **S.No** | **Number of extra teaching hours** | **API Points** |
| | 1 extra hour | 2 |
| | 2 extra hours | 4 |
| | 3 extra hours | 6 |
| | 4 extra hours | 8 |
| | More than 4 extra hours | 10 |



**Note**

- If **a teacher has taken classes exceeding UGC norms, then two points to be assigned for each extra hour of classes/credit**
- **Maximum Score allotted for excess teaching load is 10**

**Category** - I, **Part** - III: **Format**

| **3. RESULT/ACADEMIC PERFORMANCE (max marks-10)** | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| S.no | Mode | Programme | Semester | Course Code | Course Title | Credit Units | Total Students | Academic Performance | Result |
| | | | | | | | | | |

**Allocation of score**

| Result | | | |
|---|---|---|---|
| Regular | API Score | Back papers (guided self-study course) | API Score |
| 100% | 10 | 100% | 5 |
| 90-99% | 8 | 90-99% | 4 |
| 80-89% | 6 | 80-89% | 3 |
| 70-79% | 4 | 70-79% | 2 |
| 60-69% | 2 | 60-69% | 1 |
| <60% | 0 | <60% | 0 |
| | | | **Max. Score: 10** |

NOTE: Fail & debarred shall be equally considered.

**Category** - I, **Part** - **IV: Resources Provided To Students**

**4. RESOURCES PROVIDED TO STUDENTS (max scores- 10)**

| S.No. | Course Title | Mandatory | *YIN* | API Scores (if yes) | Additional Resources provided |
|---|---|---|---|---|---|
| | | 1. Timely Uploading Session Plan on Amizone | | 2 | |
| | | 2. Timely Uploading Assessment Plan on Amizone | | 1 | |
| | | 3. Timely Uploading Course material/Lecture notes/ reading material | | 2 | |
| | | 4. Timely uploading of attendance/ Leave/OD on Amizone | | 1 | |
| | | 5. Correction of attendance on Amizone | | -1 | |
| | | 6. Timely uploading of internal Assessment marks on Amizone | | 1 | |
| | | 7. Correction of internal assessment marks | | -1 | |
| | | 8. Timely uploading of Practical examination marks on Amizone | | 1 | |
| | | 9.Correction of Practical examination marks | | -1 | |
| | | 10. Timely upload of NTCC weekly progress report | | 1 | |
| | | 11. Upload of NTCC marks | | 1 | |
| | | 12. Correction of NTCC marks | | -1 | |
| | | Total | | 10 | |

- **The category contains negative marking for:**
    1. **Correction of attendance on Amizone**
    2. **Correction of internal assessment marks**
    3. **Correction of Practical examination marks**
    4. **Correction of NTCC marks**

**Category I, Part - V**

| S.No.5 | **Approaches** | **Innovative Teaching Learning methodologies used** |
|---|---|---|
| | 1. Lectures | 1. Blended Learning |
| | 2. Tutorials | 2. Case Based Learning |
| | 3.Practicals | 3. Cooperative Learning |
| | | 4. Field Based Learning |
| | | 5. Inquiry Based Learning |
| | | 6. Lab Based Learning |
| | | 7. Problem Based Learning |
| | | 8. Community Service Learning |
| | | 9. Just in time teaching |
| | | 10. Role Plays |
| | | 11. ICT based teaching/ Web based Learning |
| | | 12. Popularization programs |
| | | 13. Conduction of Workshop/ Seminars |
| | | 14. Developing and imparting Remedial/Bridge Courses and Counseling modules |
| | | 15. Developing and imparting soft skills/communications kills/personality developmentcourses/module |
| | | 16 Developing and imparting specialized teaching-learning programs in physical education, library ; innovative compositions and creations in music, performing and visual arts and other traditional areas |
| | | 17. Any other, Specify |

**Calculation of API Score**

**Maximum score for this category** **20**

- **Lecture-Tutorials-Practical (LTP)** **10**
- **LTP+ any one method** **13**
- **LTP+ any two methods** **16**
- **LTP+ any three or more methods** **20**

**Category I, Part - VI: Format**

| **6. EXAM DUTIES ASSIGNED AND PERFORMED (Max. score-25)** | | | |
|---|---|---|---|
| S.No. | Type of examination | Duties Assigned | API Scores |
| | | | |

**Criteria of allocation of Scores**

| **Duty** | **Criteria** | **API** |
|---|---|---|
| 1. Paper Setting | 1a. Ques. Paper up to 2 courses | 1 |
| | 1b. Ques. Paper more than 2 courses | 2 |
| 2. Paper Moderation | 2a. Ques. Paper up to 2 courses | 1 |
| | 2b. Ques. Paper more than 2 courses | 2 |
| 3. Evaluation of Answer Books | 3a. Up to 300 copies | 2 |
| | 3b. 300-400 copies | 3 |
| | 3c. (>) 400 copies | 4 |
| 4.Viva Voce of students for NTCC | 4a. Up to 10 students | 2 |
| | 4b. 11-20 students | 3 |

| | | |
|---|---|---|
| 5. Internal examiner for practicals | 4c. (>) 20 students | 4 |
| | 5a. Up to 2 shift | 2 |
| | 15b. 2-4 shift | 3 |
| | 5c. (>) 4 shift | 4 |
| 6. Invigilator | 6a. Up to 5 duties | 1 |
| | 6b. 6-10 duties | 2 |
| | 6c. 11-15 duties | 3 |
| | 6d. (>) 15 duties | 4 |
| 6.1 Centre Superintendent | 6.la. Up to 1000 students | 5 |
| | 6.lb. 1001- 2500 students | 7 |
| | 6.lc. 2501-4000 students | 9 |
| | 6.ld. (>) 4000 | 10 |
| 6.2 Asst. Superintendent | 6.la. Up to 1000 students | 3 |
| | 6.lb. 1001- 2500 students | 4 |
| | 6.lc. 2501-4000 students | 5 |
| | 6.ld. (>) 4000 | 6 |
| 6.3 Flying Squad | 6.3a. 1-2 duties | 1 |
| | 6.3b 3-5 duties | 2 |
| | 6.3c. 6-8 duties | 3 |
| | (>) 8 duties | 4 |
| 6.4Faculty Coordinator (exams) | 6.4a. Up to 1000 students | 1 |
| | 6.4b. 1001- 2500 students | 2 |
| | 6.4c. 2501-4000 students | 3 |
| | 6.4d. (>) 4000 | 4 |

**Category II: Co-Curricular, Extension and Professional Development Related Activities.**

- **Maximum Scores Allocated 50**
- **Minimum API Score Required 15**

| **Category - II: Co-Curricular, Extension and Professional Development Related Activities (Max score: 50)** | | | | | |
|---|---|---|---|---|---|
| **1. Co-Curricular, Extension and Professional Development Related Activities (max. score:20)** | | | | | |
| **1.1** | **Institutional Co-Curricular activities for students (Max: 10)** | | | | |
| **S.No.** | **Name of Activity** | **Role** | **Unit** (students/ companies/ places) | **Max API Score** | **Short Description/ Evidence** |
| 1.1.1 | Industry visit | | 1 point per company | 5 | Company Name |
| 1.1.2 | Industry internship Guidance | | 1 point per 5 students | 5 | No. of students |
| 1.1.3 | Field Studies/ Educational Tours | | 1 point per tour | 5 | Company Name |
| 1.1.4 | Placement related activities: | | | | |
| | 1. Brochure designing & student profile verification | | 0.5 points up to 30 profile verification | 5 | No. of students |
| | 2. Company Database development/ verification/ update | | 0.5 points Up to 30 companies | 5 | No. of companies |
| | 3. Helping students in resume writing/GD/PI | | 0.5 points Up to 30students | 5 | No. of students |
| | 4. Number of companies confirmed for placement | | 0.5 points Up to 2 companies | | Name of companies |
| | 5. Coordinating with placement cell/CRC/ IIC etc as faculty host | | 1 point Up to 5companies | 5 | No. of companies |
| | 6. Number of students placed | | 1 point Up to 5students | 5 | Name and program of students |

| | | | | | |
|---|---|---|---|---|---|
| **1.2** **Positions held/ Leadership role played linked with extension work (Max: 10)** | | | | | |
| | **Name of activities** | **Role** | **Unit** (meetings/ activities/ visits) | **Max API Score** | **Short Description/ Evidence** |
| 1.2.1 | Mentoring | | 1.25 / meeting | 5 | Date and no. of meetings |
| 1.2.2 | Military training (UG/PG)/ ACC | | 2 per Camp | 5 | Date and no. of camps |
| 1.2.3 | Human Values quarter | | 2 per activity | 5 | Date and no. of activities |
| 1.2.5 | Club activities/ Committee activities (for e.g. Dance, Music, Photography, Dramatic clubs or Cultural Committee, Sports Committee, Legal Aid Clinic, Environment Committee, Research Committee etc) (To be taken from Amizone) | | 1 per activity | 5 | Number of activities |
| **1.3** | **Students and staff related activities** | | | **Max. Score [ 10** | |
| | | | | | |
| **1.3.1** | **Socio cultural or Sports activities organized or prepared team (Sangathan, . Youth Festival)** | **Role** | **Unit** (events) | **Max API Score** | **Short Description/ Evidence** |
| | 1 Inter Amity Institutions/ Campuses | | 1 point per Event | 5 | Name and date of the Event, university / Institution |
| | 2 . Inter University | | 2.5 point per Event | 5 | Name and date of the Event & Name of Universities |
| | 3. Corporate competitions | | 2.5 point per Event | 5 | Name and date of the Event & Name of Companies |
| **1.3.2** | **Campus Publications (Max: 5)** | | **Unit** (publication) | | |
| | 1. Institutional Journal | | 2.5 point each | 5 | Name, frequency and date of publication |

| | | | | |
|---|---|---|---|---|
| 2. Institutional Newsletter | | 1.25 point each | 5 | Name, frequency and date of publication |
| 3. University Newsletter | | 1.25 point each | 5 | Name, frequency and date of publication |
| 4. Institutional Annual Report | | 2.5 point each | 2.5 | Date of publication |
| 5. University Annual Report | | 2.5 point each | 2.5 | Date of publication |
| 6 Sangathan Souvenir | | 2.5 point each | 2.5 | Date of publication |
| 7. Youth Festival Souvenir | | 2.5 point each | 2.5 | Date of publication |
| 8. Annual Human Values quarter Souvenir | | 2.5 point each | 2.5 | Date of publication |
| | | | **Max Score** | **10** |

| 1.4 | **Community Work** | | **Unit** (activity) | **Max API Score** | **Short Description/ Evidence** |
|---|---|---|---|---|---|
| 1 | Values of National Integration | | 2.5 point each activity | 5 | Name of the activity |
| 2 | Environmental Education/ Awareness Program | | 2.5 point each activity | 5 | Name of the program |
| 3 | Blood donation Camps | | 2.5 point each activity | 5 | Date of the camp |
| 4 | Human Rights (eg. International Women's day etc) | | 2.5 point each activity | 5 | Name of the activity & Date |
| 5 | Scientific Popularization among school children/ Community) | | 2.5 point each activity | 5 | Name of the activity & Date |
| 6 | Flood or drought relief | | 2.5 point each activity | 5 | Name of the activity & Date |
| 7 | Any Other, Please Specify | | 2.5 point each activity | 5 | Name of the activity & Date |
| | | | | **Max Score** | **10** |
| | | | | **Max. Aggregate Limit:** | **20** |

**2. Contribution to corporate life & Management of Institution (max score:15)**

| 2.1 | **Contribution to corporate life (Max points: 10)** | **Role** | **Unit** (committee/ Lecture/ Workshop) | **Max API Score** | **Short Description/ Evidence** |
|---|---|---|---|---|---|
| 2.1.1 | Members of corporate/ academic committee outside Amity | | 2.5 point per committee | 5 | Name of Committee and Membership Period |
| 2.1.2 | Members of professional body outside Amity | | 1 point per committee | 5 | Name of organization and Membership Period |
| 2.1.3 | Organizing Guest lectures | | 1 point per Lecture | 5 | Name of organization |
| 2.1.4 | Subject related events/ Workshops organized | | 1 point per Workshop | 5 | Name, date and place of the event |
| 2.2 | **Governance responsibilities (Max points: 10)** | | | | |
| 2.2.1 | Dean/ Director/ROI/Head of Department | | | 5 | |
| 2.2.2 | Member of Academic council/ Court/ Executive council/ URC | | | 5 | |
| 2.2.3 | Member of DRC/ BOS | | | 5 | |
| 2.2.4 | Member of UDC/ EDC/ Anti Ragging Monitoring Cell | | | 5 | |
| 2.2.5 | Member of Examination committee/Examination Disciplinary committee | | | 5 | |
| 2.2.6 | Dean/ Dy. Dean/ Asst. Dean of student welfare committee | | | 5 | |
| 2.2.7 | Proctor/ Dy. Proctor/ Asst. Proctor | | | 5 | |
| 2.2.8 | Programme Leader/ Programme Coordinator/ Course coordinator/ Lab Incharge/ Studio Incharge/ Library Coordinator | | | 5 | |
| 2.2.9 | Warden/ Asst. Warden | | | 3 | |

| | | | | | |
|---|---|---|---|---|---|
| **2.3** | **Participation in University/ Institutional committees (Max points: 10)** | **Role** | **Unit** (Board /committee) | **Max API Score** | **Short Description/ Evidence** |
| 2.3.1 | Member of Accreditation committee/ Ranking/IQAC | | 0.5 per committee | **5** | Name of Committee and Membership Period |
| 2.3.2 | Admission Board | | 2.0 per Board | **5** | Name of Board and Membership Period |
| 2.3.3 | Anti- Ragging Cell | | 1.5 per committee | **5** | Name of Committee and Membership Period |
| 2.3.4 | Any other please specify | | 1.5 per committee | **5** | Name of Committee and Membership Period |
| **2.4** | **Responsibility or participation in: (Max points: 10)** | | **Unit** (activity) | | |
| 2.4.1 | Institutional Student welfare activities | | 2 points per Activity | 5 | Details of activities |
| 2.4.2 | Institutional Counseling activities | | 2 points per Activity | 5 | Details of activities |
| 2.4.3 | Institutional Discipline related activities | | 2 points per Activity | 5 | Details of activities |
| **2.5** | **Organization of Conference/ Seminar/ Workshop (Max points: 10)** | | **Units** (Conference / Seminar / Workshop) | **Max API Score** | **Short Description/ Evidence** |
| 2.5.1 | Institutional (< 10 participants from outside) | | 2 per conference/ Seminar/ workshop | 5 | Title & date |
| 2.5.2 | Regional (> 50 Participants from outside) | Chairperson | 3 per conference/ Seminar/ workshop | 5 | Name of conference, Date and number of participants |
| | | Member Secretary/ Treasurer | 2 per conference/ Seminar/ workshop | 5 | |
| | | Member | 1 per conference/ | 5 | |

| | | | | | |
|---|---|---|---|---|---|
| 2.5.3 | National (> 100 participants from across the country) | Chairperson | 5 per conference/ Seminar/ workshop | 5 | Name of conference, Date and number of participants |
| | | Member Secretary/ Treasurer | 4 per conference/ Seminar/ workshop | 5 | |
| | | Member | 3 per conference/ Seminar/ workshop | 5 | |
| 2.5.4 | International Conference (> 25 International participants) | Chairperson | 10 per conference/ Seminar/ workshop | 10 | Name of conference, Date and number of participants |
| | | Member Secretary /Treasurer | 8 per conference/ Seminar/ workshop | 10 | |
| | | Member | 6 per conference/ Seminar/ workshop | 10 | |
| | | | **Maximum Aggregate Limit:** | **50** | |

**3. Professional Development related Activities (max score:15)**

3.1 Membership in Profession related activities/organization committee of Seminar/ conferences/ Student Chapters outside Amity **(Max points: 10)**

| S.No. | Name of activity/ Seminars/ Conferences | Level | Role | Unit (Activities) | Max. API Score | Short Description/ Evidence |
|---|---|---|---|---|---|---|
| 3.1.1 | | At International level | Chairman | 5 per Activity | 5 | Name and date of activity |
| | | | Member Secretary | 4 per Activity | 5 | Name and date of activity |
| | | | Member of committee | 3 per Activity | 5 | Name and date of activity |
| 3.1.2 | | At National level | Chairman | 4 per Activity | 5 | Name and date of activity |
| | | | Member Secretary | 3 per Activity | 5 | Name and date of activity |
| | | | Member of committee | 2 per Activity | 5 | Name and date of activity |
| 3.1.3 | | At state level | Chairman | 3 per Activity | 5 | Name and date of activity |
| | | | Member Secretary | 2 per Activity | 5 | Name and date of activity |
| | | | Member of committee | 1 per Activity | 5 | Name and date of activity |

| | | | | | | |
|---|---|---|---|---|---|---|
| 3.1.4 | | Student Chapters:<br>1. CSI | Chairman | 5 per Activity | 5 | Type of activity |
| | | 2.ASSOCHAM<br>3. FICCI<br>4. TIE<br>5. CII<br>6. AIMA | Member Secretary | | | |
| | | 7. NHRD Network | | 4 per Activity | 5 | |
| | | 8. SAE<br>9. ABET | | | | |
| | | 10. IET<br>11. NEN<br>12. ICAI<br>13. ICSI<br>14. ICWAI<br>15. Any other, specify | Member of committee | 3 per Activity | 5 | |

| 3.2 | Participation in Subject association/ Conferences/ Seminars without paper presentation outside Amity **(Max points: 10):** | | | | | |
|---|---|---|---|---|---|---|
| | **Type of activity** | **Level** | **Role** | **Unit (participation, Conference/Seminar)** | **Max.AP!** | **Short Description/ Evidence** |
| 3.2.1 | Subject association | | [ Chairman<br>Member/ Subject Expert | [ 3 points per participation<br>2 points per participation | [ 5<br>5 | Name and date of participation |
| 3.2.2 | Conferences/ Seminars without paper presentation | | Chairman | 3 points per conference/ Seminar | I | Name and date of Conferences/ Seminars |
| | | | Attended | 2 points per conference/ Seminar | | |

3.3 Participation in short term training courses **(Max points: 10)** :

| | **Type of activity** | | | **Unit** (activity) | **Max. API** | **Short Description/ Evidence** |
|---|---|---|---|---|---|---|
| 3.3.1 | Refresher Courses | | | 3 points each | 5 | Title & duration of the course and organizer |
| 3.3.2 | Faculty development program | | | 3 points each | 5 | Title & date of FDP and organizer |
| 3.3.3 | Pedagogical workshops | | | 3 points each | 5 | Title & date of workshop organizer |
| 3.3.4 | Corporate Training Program | | | 3 points each | 5 | Title & date of Program and organizer |

3.4 Membership/participation outside Amity **(Max points: 10):**

| | **Type of Committee** | | **Role** | **Unit** (No. of Membership) | **Max. API** | **Short Description/ Evidence** |
|---|---|---|---|---|---|---|
| 3.4.1 | State/Central bodies/committees on education | | Chairman | 5 points each | 5 | Organization name, Committee name & Duration |
| 3.4.2 | State/Central bodies/committees on Research and National development | | Member Secretary/ Trainer | 3 points each | 5 | organization name, Committee name& Duration |
| 3.4.3 | Court/ Executive council/Senate/ Academic council/ Board/ of Studies/ URC/ Examination Committee, Selection Board etc. | | Member | 2 points each | 5 | organization name, Committee name& Duration |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | Chief Editor | *S* points each | | |
| 3.4.4 | Editorial Committees of Journals/proceedings etc | | Dy Editor/ sub editor | 3 points each | 5 | Name of journal/ proceedings & Duration |
| | | | Member | 2 points each | | |
| 3.5 | Publication (not covered in category III) **(max-10)** | | | | | |
| | **Type of Publications** | | | **No. of publications** | **Max. API** | **Short Description/ Evidence** |
| 3.5.1 | Articles in newspapers | | | 1 point each | 5 | Name& Date of publication |
| 3.5.2 | Magazines or other publications | | | 1 point each | 5 | Name& Date of publication |
| 3.5.3 | Speaker/ subject expert in Television program | | | 1 point each | 5 | Name of program & Date of telecast |
| 3.5.4 | Radio talks | | | 1 point each | 5 | Name & Date of talk |
| 3.5.5 | Any other, please specify | | | 1 point each | 5 | Name & Date |
| | | | | | **Maximum Aggregate Limit** | **15** |

**Category III: Research Publications & Academic Contribution**

**Format**

1.1 Research Papers Published in Journals

| S.No | Title with page number | Journal | Published year | ISBN/ ISSN No., whether Indexed or not? | Whether Peer Reviewed. Impact Factor, if any | No. of Co-Authors | Whether you are mam author | Level (National/ International) | API Score |
|---|---|---|---|---|---|---|---|---|---|

**Calculation of API**

**Basic Score**

| Type of Journal | Author Role | Basic Score |
|---|---|---|
| • Refereed Journal with ISBN/ ISSN no. and indexed by reputed indexing agencies like Scopus, Thomson Reuters. | Sole author (100%) | **20/publication** |
| | First author/ Principal author/ Corresponding author (60%) | |
| | No. of Co- authors (n) (40%/ n) | |
| • Refereed Journal with ISBN/ ISSN numbers but not indexed<br>• Non-refereed but recognized and reputable journals and periodicals, having ISBN/ ISSN numbers | Sole author | **10/publication** |
| | First author/ Principal author/ Corresponding author | |
| | No. of Co- authors (n) | |
| • Paid, non-indexed and non-refereed journals with or without ISBN / ISSN numbers | | **0** |

1. **Final Score (including Impact Factor)** :

| Type of Journal | Impact Factor | Final Score (Engineering/Agriculture / Veterinary Science/ Sciences/ Medical Sciences) | Final Score (Faculties of Languages/ Arts / Humanities/Social Sciences/ Library/ Physical Education/ Management) |
|---|---|---|---|
| Refereed and Indexed Journal with ISBN/ ISSN no. | Below 1 | Basic Score + 5 | **Basic Score + 10** |
| | 1-2 | Basic Score + 10 | **Basic Score + 15** |
| | 2-5 | Basic Score + 15 | **Basic Score +25** |
| | More than 5 | Basic Score +25 | **Basic Score +30** |

If only 3 authors

API score per author= Final Score
3

(This is done to avoid more giving more weightage to co-author in the scenario of 3 authors, wherein, one author is the First/Principal Author, second author is the Corresponding Author and third author is the Co-author)

If more than 3 authors

1. API score of First author/ Principal author/ Corresponding author = 60% of the Final score
2. API score of Co - Authors = 40% of Final score, Where N is the Number of co-authors
N



**i 1.2 Full Papers in Conference Proceedings (Excluding Abstracts)**

| S.No | Title with page no. | Name of the Organizer | Level (National/ International) | ISSN / ISBNNo | Type of event (Internal/ External) | Date of Publication | No. of Co-Authors | Whether you are main author | API Score |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

(Division of API score for individual authors for publications should be after augmenting the basic score of the publication with impact factor)

1. API Score :
   a. Sole Author = 10/Publication
   b. If only 3 authors API score per author = Total score / 3

   (This is done to avoid more giving more weightage to co-author in the scenario of 3 authors, wherein, one author is the First/Principal Author, second author is the Corresponding Author and third author is the Co-author)

c. If more than 3 authors

- First author/ Principal author/ Corresponding author = 60% of total score per Publication
- Co- authors = $\frac{\text{40\% of total score per Publication}}{N}$, Where N is the Number of co-authors

**1.3 Articles/chapters published in books (Max. 50)**

| S.No. | Title with page no. | Name of publisher | ISSN/ ISBN No. | No. of Co-authors | Whether you are main author | API Score |
|---|---|---|---|---|---|---|
| | Text or Reference Books published by International Publishers with an established peer review system | | | | If yes | IO/chapter |
| | | | | | If no | 5/chapter |
| | Course books by National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers. | | | | If yes | 5/chapter |
| | | | | | If no | 3/chapter |
| | Course Books by Other local publishers with ISBN/ ISSN numbers | | | | If yes | 3/chapter |
| | | | | | If no | 2/chapter |
| | Chapters contributed to edited knowledge based volumes published by International Publishers. | | | | If yes | IO/chapter |
| | | | | | If no | 5/chapter |
| | Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ ISSN no. and with no. of national and International directories | | | | If yes | 5/chapter |
| | | | | | If no | 3/chapter |

| 1.4 Books published as single author, editor/translator (Max: 50) | | | | | | |
|---|---|---|---|---|---|---|
| S.No. | Title of book | Type of Book&. Authorship | ISSN/ISBN no | reviewed | API Score Sole Author | Sole Editor/ translator |
| | Text or Reference Books published by International Publishers with an established peer review system | | | | 50 points/ book | 25 points/ Editor/translator |
| | Course books by National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers. | | | | 25 points/ book | 12.5 points/ Editor/translator |
| | Revision of Books | | | | 10 points / book | 5 points/ book |
| | Course Books by Other local publishers with ISBN/ ISSN numbers | | | | 15 points/ book | 7.5 points/ Editor/translator |
| | Course Books by Other local publishers without ISBN/ ISSN numbers | | | | 10 points/ book | 5 points/ Editor/translator |
| | Review of Book proposed to be published by reputed publishers | | | | 5 points / book reviewed | |
| **NOTE** : If **there are more than one author/ Editor/ Translator/ Reviewer, points will be divided equally** | | | | | | |

| 1.5 **Chief Editor/Guest Editor/ Editor/ Associate Editor; Member, Consultant Member of Editorial/ Advisory board of journal and Reviewer/ Refree of a Journal** | | | | |
|---|---|---|---|---|
| **S.No.** | **Title of Journal** | **Whether Peer Reviewed. Impact Factor if any** | **API Score** | |
| | | | **Chief Editor/ Guest Editor/ Associate Editor** | **Member, Consultant Member of Editorial/ Advisory board of journal and Reviewer/ Referee (Max. points not to exceed 30)** |
| | Refereed Indexed Journals by reputed indexing agencies with ISBN/ ISSN no. | | 15 Points/ journal during the year | 10 Points/ Journal during the year |
| | Refereed Journal with ISBN/ ISSN no. but not indexed by reputed indexing agencies | | 10 Points/ Journal during the year | 5 Points/ Journal during the year |
| | Referred Journal without ISBN / ISSN no. | | 5 Points/ Journal during the year | 5 Points/ Journal during the year |
| | Non-refereed but recognized and reputable journals and periodicals | | 5 Points/ Journal during the year | 3 Points/ Journal during the year |
| | Paid, non-indexed and non-refereed journals with or without ISBN / ISSN no | | 0 | 0 |

| S.No. | Project | Title | Agency | Period | Domain | Grant/ Amount Mobilized | API Score |
|---|---|---|---|---|---|---|---|
| **2. Research Projects, Consultancies and Assignments** | | | | | | | |
| 2.1 | Sponsored Projects carried out/ ongoing | | | | Engineering/ Agriculture/Applied Sciences/ Life Sciences/ Pharmacy &Medical Sciences/ Bio- technology/ Nano Technology | 50,000 - 5 lakhs | 10/ Project |
| | | | | | | 5 lakhs-30 lakhs | 15/ Project |
| | | | | | | Above 30 lakhs | 20/ Project |
| | | | | | Languages /Arts/Humanities /Social Sciences / Physical Education/ Management/ law | 25,000 - 3 lakhs | 10/ Project |
| | | | | | | 3 lakhs-5 lakhs | 15/ Project |
| | | | | | | Above 5 lakhs | 20/ Project |
| 2.2 | Consultancy Projects carried out /ongoing | | | | Engineering/ Agriculture/Applied Sciences/ Life Sciences/ Pharmacy &Medical Sciences/ Bio- technology/ Nano Technology | Minimum 5 lakhs | 5 points for each 5 lakhs |
| | | | | | Languages /Arts/Humanities /Social Sciences / Physical Education/ Management/ law | Minimum 1 lakhs | 5 points for each 1 lakh |
| 2.3 | Completed projects : Quality Evaluation | | | | | Acceptance from funding agency | 20/Major project<br>IO/Minor project |
| 2.4 | Patent/ Technology transfer/ process/ Policy document | | | | Engineering/ Agriculture/Applied Sciences/ Life Sciences/ Pharmacy &Medical Sciences/ Bio- technology/ Nano Technology | Patent/ Technology transfer/ process | •Filed: 20 / patent<br>• Granted: 30/patent at national level & 50 at international level<br>• Technology transfer process: 50/patent |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | Languages /Arts/Humanities/Social Sciences / Physical Education/ Management/ law | Major Policy document of Govt. Bodies at Central and State level | 30/document |
| **2.5** | Overseas Assignment funded by a public agency/ International Agency | | | | | Overseas Assignment | 25/assignment (more than 1 year) |
| | | | | | | | 20/assignment (3- 12 months) |
| | | | | | | | 15/assignment (Less than 3 months) |

**Note: The points for patent/ consultancy/ projects shall be distributed in the same manner as for Research papers published in Journals**

**3.0 Research Guidance**

| S.No. | Degree | No. of scholars enrolled | Status | API Score |
|---|---|---|---|---|
| | UG Major project/ Dissertation and M.Sc. Project | | Dissertation completed | 0.5 point/ scholar |
| | M.Phil./M.E/MTech/ LLM or Equivalent | | Dissertation completed | 3 point/ scholar |
| | Ph.D. or Equivalent | | Degree Awarded | 10 point/ scholar |
| | Ph.D. or Equivalent | | Thesis submitted | 7 point/ scholar |
| | Ph.D. / M/Phil Thesis evaluation | | | 5 /3 points / thesis |

| 4.1 & 4.2 Training Courses, Teaching-Learning-Evaluation Technology Program, Faculty Development Program (not less than one week duration) **(Max: 50 points)** | | | | | | |
|---|---|---|---|---|---|---|
| **S.no.** | **Program** | **Title of the training program** | **Role (President/Chairman/ Convener/Coordinator/ Director/Secretary)** | **Organized by** | **Duration** | **API Score** |
| | Organizer of Faculty Development Program | | | | Less than one week duration | 10 points each |
| | Organizer of Corporate Training Programs | | | | One week duration | 20 points each |
| | Organizer of seminar | | | | | |
| | Organizer of Refresher course(s) | | | | More than one week duration | 30 points each |
| | Organizer of Pedagogical workshop(s) | | | | | |
| **Note** : If **there are more than one organizer, points will be shared equally by all** | | | | | | |

| 4.3 Papers presented in Conference, Seminars, Workshops, Symposia Proceedings **(Excluding papers published in form of proceedings as it is already covered in 1.2)** | | | | | | |
|---|---|---|---|---|---|---|
| S.No. | Name of the Organizer | No. of Co-Authors | Whether you presented the paper | Level | | API Score |
| | | | | International level | | 10 Points each |
| | | | | National level | | 7.5 Points each |
| | | | | Regional/ State level | | 5 Points each |
| | | | | University/ Institute level | | 3 Points each |
| **Note: 100% marks for sole presenter** | | | | | | |
| **If more than one participant, 60% for the presenter and 40% will be divided equally among co- authors** | | | | | | |

| 4.4 Invited Lectures and Chairmanships at national or international conference/seminar/ Advisor of registered professional bodies | | | | | | |
|---|---|---|---|---|---|---|
| S. No | **Title of Lecture/Academic session** | **Title of Conference /Seminar etc** | **Organized by** | **Role (Session chair/ Resource person/ invited speakers/ Advisor of registered professional bodies** | **Level** | **API Score** |
| | | | | | International | 10 Points each |
| | | | | | National | 5 Points each |

| 4.5 Experience as Visiting Professor/ Post-Doctoral Fellow/ Research Associate **(Max : 10)** | | | | | |
|---|---|---|---|---|---|
| **S.No.** | **Experience as:** | **Institution** | **Duration** | **Major achievements** | **API Score** |
| | Research Associate | | | | 5 points each year |
| | Post-Doctoral Fellow | | | | 5 points each year |
| | Visiting Professor | | | | 10 points each year |

The API score claim of each of the sub-categories in the Category-III (Research and Publications and Academic Contributions) will have the following cap to calculate the total API score claim, as per UGC Notification No. F.1-2/ 2009 (EC/PS) V (i) Vol.-II dated 13.06.2013:-

| **Sub-Category** | **Cap as % of API cumulative score in application** |
|---|---|
| III (1.1-1.2: Research Papers (Journals etc.) | 30% |
| III (1.3-1.5) Research Publications (Books etc.) | 25% |
| III (2.0-2.5) Research Projects / Patents | 20% |
| III (3.0) Research Guidance | 10% |
| III (4.1-4.4) Training Courses and Conference / Seminars, etc. | 15% |

## CATEGORY IV: BEHAVIORAL SKILLS AND VALUES

On the basis of the criterion mentioned below, kindly rate the individual on a scale from 1 to 5 (1 being least and 5 being the highest):

| | | |
|---|---|---|
| **1** | **COMMUNICATION SKILLS** | |
| **2** | **INTERPERSONALSKILLS** | |
| **3** | **LEADERSHIP SKILLS** | |
| 4 | **TEAM BUILDING ABILITY** | |
| **5** | **TIME MANAGEMENT SKILLS** | |
| **6** | **DECISION MAKING ABILITY** | |
| 7 | **ABILITY TO MENTOR** | |
| **8** | **SELFMOTIVATION** | |
| **9** | **POSITIVE ATTITUDE** | |
| **10** | **INITIATIVE DRIVE AND RESULT ORIENTATION** | |
| **11** | **RELIABILITY AND DEPENDABILITY** | |
| **12** | **OPENNESS TO FEEDBACK AND SELF DEVELOPMENT** | |
| **13** | **ADAPTABILITY AND RESILIENCE** | |
| **14** | **ETHICAL ADHERENCE** | |

### Allocation of Scale Values:

| | | |
|---|---|---|
| 5 | **Outstanding** | Always exceeds expectations and beyond |
| 4 | **Very Good** | Consistently meets expectations |
| 3 | **Good** | Generally, meets expectations |
| 2 | **Average** | Sometimes meets expectations |
| **1** | **Below Average** | Consistently does not meet expectations |

The above-mentioned description relates to each of the 14 attributes and the level of expectedbehavioral and values to be exhibited.

**NOTE: - Shortcoming/ Weakness must be pointed out, if any, and improvement shown.**

## APPENDIX - IV: TIMELINES FOR FILLING UP PBAS w.r.t. NEW JOINEES

| S.No. | Joining Quarter | Increment Due Date | Experience in Amity | Timelines for filling PBAS Form for a New Joinee | Illustration |
|---|---|---|---|---|---|
| | Jul y-Aug-Sep (JAS) | 1st July | 11 + Months/ 10+ Months/ 9+ Months | PBAS Form is to filled for a period of 12 months of which 11+ months' / I0+ months' / 9+ months' assessment shall be of Amity Balance I + months '/ 2+ months'/ 3+ months' assessment (as the case may be) for Category - lll can be considered for these months based on the publications made during this period. For Categories 1, 11, lll, IV & V assessment for the 11+ months / 10+ months / 9+ months spent at Amity shall only be considered. | Faculty member joined on 1st Sep'18 shall fill up the PBAS form for the period of9 months he has spent at Amity w.r.t. assessment for Categories 1, 11, lll, IV & V. Additionally, for assessment of category - lll, the publications of balance months i.e. July'18 & Aug' 18 can be considered for assessment. |
| 2 | Oct-Nov-Dec (OND)* | 1st Jan | 14+ Months 13+ Months 12 + Months | PBAS Form is to be filled for a period of 12 months only. 3+ months / 2+ months/ I + month over and above 12 months shall not be considered for assessment for Categories 1, 11, lll, IV & V as PBAS is to be filled maximum for a period of 12 months only. | Faculty member joined on 1st Oct' 18 shall fill up the PBAS form for the calendar year 1st Jan' 19 to 31st Dec'19. The three additional months i.e. Oct' l8, Nov' l8 and Dec'l8 shall not be considered for assessment. |
| 3 | Jan-Feb-Mar (JFM)* | 1st Jan | 11 + Months 10+ Months 9+ Months | PBAS Form is to be filled for a period of 12 months of which 11 + months' / 1 0+ month s'/ 9+ months' assessment shall be of Amity. Balance l+ month s' / 2+ months' / 3+ month s' assessment (as the case may be) for Category- Ill can be considered for these months based on the publications made during this period. For Categories I, II, IV & V assessment for the I I + months / IO + months / 9+ months spent at Amity shall only be considered. | Faculty member joined on 1St Mar'18 shall fill up the PBAS Form for the period of9 months he has spent at Amity w.r.t. assessment for Categories I, II, III, IV & V. Additionally, for assessment of Category - Ill, the publications of balance months i.e., Jan'18 & Feb'18 can be considered for assessment. |
| 4 | Apr-May-Jun (AMJ) | 1st July | 14+ Months 13 + Months 12 + Months | PBAS Form is to be filled for a period of 12 months only. 3+ months/ 2+ months/ 1+ month over and above 12 months shall not be considered for assessment for Categories I, II, III, IV & V as PBAS is to be filled maximum for a period of 12 months only. | Faculty member joined on 1St Apr'18 shall fill up the PBAS Form for the academic year 1st July '18 to 30th June' l9. The three additional months i.e. Apr'18, May'18 and Jun e'18 shall not be considered for assessment. |

**Note*:** From the following year all new Faculty members (covered in S. No. 2 & 3) shall fill up the PBAS Form in the next May-Jun e (after 5-6 months of the last filled PBAS form). For this, the cases of increment due for Jan shall fill up the PBAS Form in May-June of the following year (after 6 monthsof the PBAS form filled by them during December of the previous year), in order to bring them into the mainstream process of filling the form once in an academic year i.e. from 1st July to 30th June.

**Illustration:** PBAS Form filled during Dec' l8 is for calendar year (Jan-Dec' l8). The following year in May-June 2019 the PBAS form shall be filled again by the same faculty member for the academic year (July 2018 to June 2019) and during this process, publications/ research papers etc. Of July'18 shall be part of this PBAS Form but publications f Jan'18 to June'18 shall not be part of the PBAS form as PBAS should be for a maximum period of 12 months only.

**Appendix-V**

## API score and Faculty Performance Grade/API Rating

1. API scores of categories I to IV are used to work out **Faculty Performance Grade (FPG)** in respect of each Faculty using tables as explained in succeeding paragraphs.

2. Scores obtained in Cat-I and Cat-II are added and points earned, denoted as **'A'** are derived from the Table 1 below. These points denote the **Teaching Quality** of the Faculty. The table is designed to ensure that the individual gets maximum 5 points if he/she has earned maximum required API score of 160-175.

**Table -1**

| **TQ: CAT-I+ CAT-II** | |
|---|---|
| **Score: Cat.** I + **Cat.** II | **Points Earned (A)** |
| 160 -175 | 5 |
| 145 -159 | 4 |
| 130 -144 | 3 |
| 115 -129 | **2** |
| 100 -114 | **1** |
| Less than 100 | 0 |

3. Score obtained in Cat-III is given weightage as per the Table - 2 below. The weightage factor has been worked out in the table below considering the minimum per year CAT-III score as stipulated in the Appendix - III Table - II (A) of UGC Regulations. For Example, an AP-I is expected to achieve at least 10 per year in CAT III. Similarly, AP-II, AP-III Associate Professor & Professor are required obtain 20,30, 40 & 50 scores, respectively. Anyone who has scored this minimum required score is given a weightage of '1' point as can be seen in the second last line of the table below. Maximum weightage of '5' points is awarded to the Faculty, who works harder and achieves the total score expected for the entire assessment period applicable for the respective grades. The point earned as per this table-2 are denoted as **'B'** and denote the **Research Quality** of the faculty.

**Table-2**

| **RQ: CAT-III** | | | | | |
|---|---|---|---|---|---|
| **Cat.** III **API Score** | | | | | |
| **AP-I** | **AP-II** | **AP-III** | **Assoc. Prof.** | **Professor** | **Points Earned (B)** |
| 50and More | 90 & above | 100 & above | 120& above | 150 & above | 5 |
| 40-49 | 75-89 | 80-99 | 100-119 | 110 -149 | **4** |
| 30-39 | 60-74 | 60-79 | 80-99 | 90 - 109 | **3** |
| 20-29 | 40-59 | 45-59 | 60-79 | 70-89 | **2** |
| 10-19 | 20-39 | 30-44 | 40-59 | 50-69 | **1** |
| Less than 10 | Less than 20 | Less than 30 | Less than 40 | Less than 50 | **0** |

4. Scores obtained in Cat-IV and Cat-V are added and points earned, denoted as **'C'** are derived from the Table 4 below. These points draw focus on the **Feedback** the faculty has obtained from his/her superiors and students. The table is designed to ensure that the individual gets maximum 5 points if he/ she has earned maximum required API score of 73-80.

Table -3

| **FB: CAT- IV+ CAT-V** | |
|---|---|
| **Score: Cat. IV + Cat. V** | **Points Earned (C)** |
| 73 to 80 | 5 |
| 66 to 72 | 4 |
| 59 to 65 | 3 |
| 52 to 58 | **2** |
| 45 to 51 | 1 |
| Below 45 | 0 |

4. Thereafter the Points Earned in' **A'** (from total of Cat-I +Cat-II) **,'B'** (from Cat-III) and **'C'** (from Cat-IV+ Cat V) are used in the formula as shown against each designation as in Table-4 below and overall **Faculty Performance Grade (FPG)** points are calculated. The formulae have been devised keeping in view that AP-I is expected to do more of teaching than research but as one grows senior, he/ she is expected to devote more time on the Research. The multiplication factors in the formulae, as shown in Table-4 below, is given for different designations:

Table -4

| **Faculty Performance Grade (FPG)** | |
|---|---|
| AP-I | **1.0A+0.5B+0.5C= FPG** |
| AP-II | **1.0A+0.5B+0.5C= FPG** |
| AP-III | **0.8A+0.7B+0.5C= FPG** |
| Associate Prof. | **0.7A+0.8B+0.5C=FPG** |
| Professor | **0.6A+0.9B+0.5C= FPG** |

5. Finally, as per the **FPG** calculated as per Table-4 above, API Rating of Faculty Performance Grade is decided as per table - 5 below: -

Table -5

| S.No. | Category Cut-Off Status | Annual Faculty Performance Grading (AFPG) | API Rating |
|---|---|---|---|
| 1 | All categories cleared | 9.5 -10.0 | Excellent **(A+)** |
| 2 | All categories cleared | 7.0 - 9.4 | Very Good **(A)** |
| | a) **One CAT CNM** but all other categories cleared | | **A-** |
| 3 | All categories cleared | 5.0 - 6.9 | Good **(B)** |
| | a) **One CAT CNM** but all other categories cleared | | **B-** |
| 4 | All categories cleared | 3.0 -4.9 | Satisfactory **(C)** |
| | a) **One CAT CNM** but all other categories cleared | | **C–** |
| 5 | **Two or more CAT CNM** but all other categories cleared | Any AFPG | **C--** |
| | | 0.0 - 2.9 | Poor **(D)** |

6. Assessment by the superior Officer /HoD/Hol will also be given due weightage while making final recommendation for Promotion/Increment.

# Appendix III: Amity Guidelines for Career Advancement- Existing Faculty/Direct Selection (Prof/Asso Prof)

| SNo. | Cadre Designation | Ph.O (Mandatory) | NET/SLET/Ph.O | Experience | Performance Scores/Research Requirement | Featured Designation | Remark |
|---|---|---|---|---|---|---|---|
| A | Associate Professor to PROFESSOR | Yes** | Ph.D (as per UGC Regulation 2009). OR NET/SLET/M.Phil (where NET is exempted) & Ph.D | 15yrs (Teaching•Higher Education), Out of which Syrs should be at the level of Assa Prof. | Last 3yrs of API Scores. Review should be done as per UGC Promotion of teachers under Career Advancement Scheme (CAS). Document attached. | PROFESSOR | Refer Policy Guidelines for Performance Assessment of Faculty & Promotion/Increments |
| | PROFESSOR (Direct Selection) (For candidates from Academics/ Academic Research- Post Ph.D. Research in Academic Institute) | Yes** | | 12yrs Teaching-Higher Education, out of which Syrs should be at the level of Asso Prof. For candidates involved in Academic Research, Syrs should be at the level of Assa Prof or its equivalent in Research in an Academic Institute & 7yrs at the level of Asst Prof or its equivalent in Research in an Academic Institute . In addition a min of 5 yrs. of full time Teaching experience can be considered. | The candidate should actively engaged in research with evidence of published work with minimum of 10 publications as books and/or research/policy paper. Candidate should possess 10 years of Research/Corporate/Teaching experience post Ph.d. | | |
| | PROFESSOR (Direct Selection) (For candidates from Industry/Corporate/Research Org.) | | | 17yrs (Industry and/or post doctoral Research), Out of which Syrs should be at the level of Asso Prof or its equivalent in Industry /Research Org & 12yrs at the level of Asst Prof (Lecturer) or its equivalent in Industry/Research Org. | | | |
| B | AP3 to ASSOCIATE PROFESSOR | Yes** | Ph.D (as per UGC Regulation 2009). OR NET/SLET /M.Phil (where NET is exempted) & Ph.D | 12yrs (Teaching-Higher Education), Out of which 3yrs should be at the level of AP3. | Last 3yrs of AP] Scores.Review should be done as per UGC Promotion of teachers under Career Advancement Scheme (CAS). Document attached. | ASSOCIATE PROFESSOR | |
| | ASSOCIATE PROFESSOR (Direct Selection) (For candidates from Academics/Academic Research- Post Ph.D. Research in Academic Institute) | Yes** | | 1Oyrs Teaching- Higher Education, out of which 3yrs should be at the level of AP3. For candidates involved in Academic Research, 3yrs should be at the level of AP3or its equivalent in Research in an Academic Institute & 7yrs at the level of AP1/AP2 or its equivalent in Research in an Academic Institute. In addition a min of 3 yrs. of full time Teaching experience can be considered. | The candidate should actively engaged in research with evidence of published work with minimum of 5 publications as books and/or research/ policy paper. Candidate should possess 8 years of Research/Corporate/Teaching experience post Ph.d. | | |
| | ASSOCIATE PROFESSOR (Direct Selection) (For candidates from Industry/ Corporate/ Research Org.) | | | 12yrs (Industry and/or post doctoral Research), Out of which 3yrs should be at the level of AP3 or its equivalent in Industry /Research Org & 9yrs at the level of AP2/APl or its equivalent in Industry /Research Org | | | |
| C | AP2 toAP3 | No | NET/SLET / M.Phill (where NET is exempted) or Ph.D (as per UGC Regulation 2009) | If, NET/SLET or Ph.D(as per regulation 2009- 9yrs or if, M. Phil (if NET is exemted).:1Oyrs | Last Syrs of AP! Scores. Review should be as per UGC Promotion Guidelines. Review should be done as per UGC Promotion of teachers under Career Advancement Scheme (CAS). Document attached. | AP3 | Refer Policy Guidelines for Performance Assessment of Faculty & Promotion/Increments |
| | | No | PG Degree in technical Courses where NET/SLET is not compulsory as per UGC Guidelines | 11yrs | | | |
| 0 | AP! to **AP2** | No | NET/SLET / M.Phill (where NET is exempted) or Ph.D (as per UGC Regulation 2009) | If, NET/SLET or Ph.D (as per regulation £1!!2)4yrs or M.Phil (if NET is exempted) Syrs | Last 4yrs of AP! Scores. Review should be as per UGC Promotion Guidelines. Review should be done as per UGC Promotion of teachers under Career Advancement Scheme (CAS). Document attached. | AP2 | |
| | | No | PG Degree in technical Courses where NET/SLET is not compulsory as per UGC Guidelines | 6yrs | | | |
| | AP!/AP2/AP3 to **ASSOCIATE PROFESSOR/PROFESSOR** | Faculty having relevant Research (post doctoral) experience or industry experience, working as APL AP2, AP3 can be considered for the post of Associate Professor/Professor based on criteria laid down for Asso Prof (Direct Selection)/Prof (Direct Selection). | | | | | |
| | Removal of Star(*) | If any facuty/candidate qualifies norms of UGC and years of experience are as per Amity Norms (total years on post held/last post) then star(*) may be removed and cases may be send with clear remarks by campus head for approval of *C-VI*. Document of Cadre Review is attached for reference. | | | | | Career Advancerrent VhPm>ff'A<:l.anld<br>Cadre Review, 1May2014.doc |

** For Architecture discipline, Ph.D. is not mandaotory, however it is desirable.
Note: Internal candidates who are very bright can apply for Direct Selection to Asso Prof/Prof as and when the position is advertised/open and their candidature shall be processed along with other external candidates as per the above guidelines.

1.

a) ----
b) ----
c)
d) ----
e) ----

**Composition of Committees:**

2.

a) **llor** .....
b) **Pro Vice Chancellor**..... Member
c) **The Dean** of concerned Faculty
d)
e) **One Subject Expert** in the concerned subject nominated by the Vice Chancellor from the University panel of experts.

The **quorum** for the committee shall be **five** including one Subject Expert from University, who need to be present.

3.

a) **llor** .....
b) **Pro Vice Chancellor**..... Member
c) **Three Experts** in concerned subject nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the University.
d) **Dean**, wherever applicable
e) **HoD/ HoI**
f)
g)

SC/ ST/ OBC/ Minority/ Women/ Differently- abled categories to be nominated by the Vice Chancellor.

.

**Procedure to be followed by Committees:**

4. **Screening cum Evaluation Committee. For CAS promotions from AP-1 to** II **and AP-II to** III, the **SE committee will proceed as follows:**

a) The SE-Committee will verify the API score as filled up by the candidate through deliberations on each of the three sections of the PBAS Proforma during the interview of the candidate and satisfy that the API scores are authentic and meet the eligibility criteria.

b) During the Interview the SE will also assess the candidate on his / her capacity to use latest technology in teaching and research.

c) Each member of the SE Committee will give recommendations in writing to the Chairperson as per **Appendix - VII.**

5. **Selection Committee for CAS promotion from AP-III to Associate Professor and Associate Professor to Professor**

a) The Selection Committee will verify the API Score as filled up by the candidate though deliberations on each of the three sections of the PBAS Proforma during the interview of the candidate and satisfy itself that the API Scores are authentic and meet the eligibility criteria.

b) During the Interview the Selection Committee will also assess the candidate on his/ her capacity to use latest technology in teaching and research.

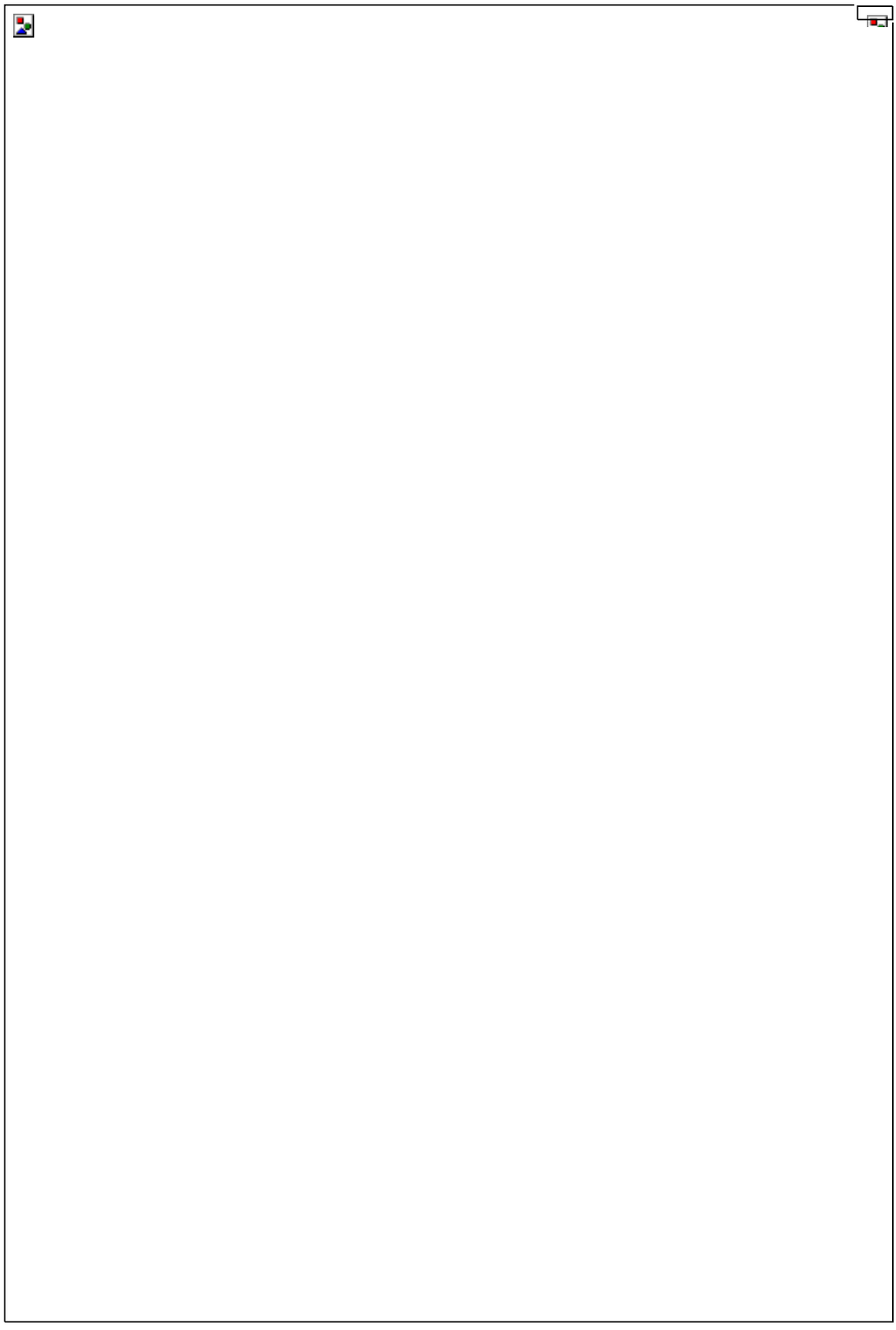
c) Each member of the Selection Committee will give marks to the candidate out of 100 as per following distribution:

| **Assessment Parameters** | **Asst. Prof. Grade** III to **Associate Professor** | **Associate Professor to Professor** |
|---|---|---|
| Contribution to Research | 30% | 50% |
| Assessment of domain Knowledge and teaching practices | 50% | 30% |
| Interview Performance | 20% | 20% |

d) Anyone scoring 50% or less will have to re-appear after a minimum period of one year.

e) Each member will endorse an independent report on the candidate as per **Appendix - VII.**

f) The Chairperson will at end of all interviews, study the reports from individual members and make final recommendations to the Board of Management in writing and will attach all the reports from the members.



## Assessment by the Promotion Committee Member

| Assessment Parameters | Maximum Marks Allotted | | | | Marks Awarded |
|---|---|---|---|---|---|
| | AP I to AP II | AP II to AP III | AP III to Asso. Prof. | Asso. Prof. to Prof. | |
| Contribution to Research | 10 | 20 | 30 | 50 | |
| Assessment of domain knowledge and teaching practices | 70 | 60 | 50 | 30 | |
| Interview Performance | 20 | 20 | 20 | 20 | |
| TOTAL | 100 | 100 | 100 | 100 | |

**Remarks of the Member**

**Date:** _____ **Name & Designation of Member**

**(Signature of member)**

**Remarks of the Chairperson** _____

**Date:** _____ **(Signature of Chairperson)**

Appendix-IX:

# 4-Step Performance Reviewing & Monitoring System

**APPENDIX " I "**

# EXIT INTERVIEW FORM

| | | |
|---|---|---|
| **Personal Details** | | |
| Employee Name : | | |
| Designation : | | |
| Institution : | | |
| Name of Current HOD : | | |
| Date of Joining : | | |
| Date of Resignation : | | |
| Total Duration at Amity : | | |
| Reasons For Job Switch (All applicable reasons with remarks can be mentioned) | | |
| Better Profile : | | |
| Better Emoluments : | | |
| Personal Reason : | | |
| Any Other Reason : | | |
| Name Of Organization Joining : | | |
| What triggered you to look for change : | | |
| Good/Enjoyable experiences with Amity | | |
| | | |
| | | |
| | | |
| Difficult/upsetting experiences with Amity | | |
| | | |
| | | |
| | | |
| **Please complete Responses (Unsatisfactory; Satisfactory; Good; Excellent)** | | |
| **Questions** | **Response** | **Remarks** |
| Overall rating of Amity as an organization | | |
| The performance measurement and the feedback system | | |
| The communication within the organization | | |
| Recruitment and Induction procedures in Amity | | |
| Willingness of superiors to listen and help in solving problems | | |
| The salary structure | | |
| The working environment | | |
| Growth opportunities | | |
| Effectiveness of Appraisal process | | |
| Any Other Comments | | |
| Contact No : | | |
| Alternate Contact No : | | |
| Personal Email ID : | | |
| Mailing Address for Future Correspondence | | |
| Director-HR | | |

**AMITY UNIVERSITY**
**RAJASTHAN**

**APPENDIX "J"**

## Employee Clearance Form

| | | | | | |
|---|---|---|---|---|---|
| **Part I - To be completed by Employee** | | | | | |
| Employee Name | | | | Designation | |
| Employee Code | | | | Institution/ Department | |
| Date of Joining | | | | Date of Resignation | |
| Personal E Mail/ Contact No | | | | LWD | Signature |
| **Part II - To be Completed by HOD** | | | | | |
| Brief of Responsibilities Handed Over To | | | | | |
| **Items Held (R: Returned; NR - Not Returned; NA- Not Applicable)** | | | | | |
| Departmental Library Clearance | R | NR | NA | | Signature of Librarian:- |
| Central Library Clearance | R | NR | NA | | Signature of Librarian: - |
| **Pending** Issues (If Any) | | | | | |
| Remarks (If Any) | | | | | |
| Signatures of HOD: | | | | Date : | |

| | | | |
|---|---|---|---|
| Part III - To be Completed by **IT** Department | | | |
| Date of Deactivation of Mail **ID** | | | |
| **Items Held** | **Status (R/NR/NA)** | Date | Signature |
| PC/ Laptop | | | |
| Others (Please Specify) | | | |
| Signature of IT Representative | | Date: | |
| Signature offIT Head | | Date : | |

| | | | | |
|---|---|---|---|---|
| **Part IV - To be Completed by Admin Department/Maintenance Department** | | | | |
| **Items Held** | **Status (R/NR/NA)** | **Date** | | **Signature** |
| Office Furniture & Keys | | | Admin Supervisor | |
| Admin Store Items | | | Store In-charge | |
| Accommodation Single/ Family | | | Mgr. Admin | |
| Electricity Bill | | | DD Maintenance. | |
| Remarks | | | Dir Admin | |

| | | | | |
|---|---|---|---|---|
| Part V - To be Completed by **HR** Department | | | | |
| **Issues To Be Settled** | Status | | **Date** | **Signature** |
| ID Card/ Access Card | R/ NR/ NA | **Executive** | | |
| Notice Period d Served | | **Executive** | | |
| Salary of Notice Period Recoverable (No of Days) | | **Executive** | | |
| Medical Insurance Cards | | **Executive** | | |
| EL Closing Balance | | | | |
| EL Amount Payable | | **Executive** | | |
| Exit Interview Completed | | AM/ BM Head | | |
| Remarks | | Director HR | | |

| | | | | |
|---|---|---|---|---|
| Part VI -To be Completed by Accounts Department | | | | |
| **Claims** | Status(SL-Settled NS-Not Settled, A) | | Date | Signature |
| Reimbursement Balance | | **Executive** | | |
| Outstanding Advances | | Sr. Accountant | | |
| LTA Balance | | Payroll In c. | | |
| TDS Recovery | | | | |
| Others (Please Specify) | | | | |
| Signatures of Accounts Representative | | Signature of CF & AO | | |

Stay Connected on social media: / / /

AMITY UNIVERSITY
RAJASTHAN

Kant Kalwar, NH-11C,
Jaipur (Rajasthan) 303002
Tel: 01426-405678
Fax: 01426-405679

# Creches Policy

**16.09.2021**

## Aim

Crèches are designed to provide group care to children, usually up to 6 years of age, who need care, guidance and supervision away from their home during the day.To provide day-care facilities for children (6 months to 6 years) of working mothers in the community.

AUR is committed to providing quality work life balance to its employees. With that objective a Crèche facility has been setup inside the campus to enable working parents to leave their young children under the care of trained staff while they can perform their official duties.

The objective of this policy is to define the guidelines, process, rules, and regulations of Crèche facility offered at AUR.

**SCOPE**

The Crèche facility covers children of all full-time faculty and staff members of AUR. It also covers all full-time, contractual faculty and staff members. Crèche facility is meant for children in the age group of 6 months to 6 years. Crèche facility is also available to children of part time employees, adjunct faculty & to children of single female faculty & staff (age relaxation in case of a girl child), on special approval.

**ENROLLMENT & RELIEVING**

To enroll in the crèche, prospective parents should make a request to HR in writing by filling the form, giving their details and details about their child.

1. The information in the form is necessary to ensure that the crèche can provide appropriate care to the child. Applicants need to make sure the form is filled out completely and correctly before submission to HR. With every application for Crèche, a copy of Birth Certificate of the child.

2. Children between the age of 6 months to 6 years are eligible for admission.

3. If there are more than one eligible child to a parent, one application per child is should be submitted.

4. Any child with communicable disease shall not be admitted.

5. Admission to crèche is offered on first cum first served basis subject to child meeting the eligibility criteria and availability of seat in the crèche.

6. Once the capacity is reached, the next request will be kept in waiting list until a seat falls vacant. Preference will be given to commuting parents.

7. Any admitted child, on attaining 6 years of age, will be automatically relieved from the Crèche on the last date of the same month. We expect the parent to keep track of the child's age. There will not be any notice sent to the parent.

8. A member may withdraw their child at any time by giving one week notice in writing to HR. The charges paid will not be refunded. A child once withdrawn will not be readmitted to the crèche.

9. It is the decision of the parents to admit their child to the Crèche. Amity University will do utmost to provide the best care to the child. However, should any untoward incident take place beyond reasonable control of AUR, the University shall not be held responsible.

AMITY UNIVERSITY
RAJASTHAN

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Jaipur (Rajasthan) 303002
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Fax: 01426-405679

**GENERAL RULES**

The crèche shall function from Monday to Friday from 8:30am to 5:30pm except university holidays and weekends.

1. The crèche is run by Trained and Experienced staff for taking care of children.

2. Parents must pick up and drop off their child on their own. The child shall be handed over by the Crèche in-charge only to said person. Any exceptions shall have to be pre-authorized by the parent in writing to the Crèche. Parent of the child must sign the "Drop and Pick up Register" which is maintained by the in charge of Crèche as and when the child is dropped and picked up.

3. If parents are visiting their child during the day for any reason (feeding / medication etc.), they are required to make an entry (in time & out time) in the register kept at the Crèche. The parents cannot stay at the Crèche for more than 30 minutes per visit, either of the parent (2 visits).

4. In case of emergency like, child is not well etc. parent can visit based on requirement. Taking the leave of absence from work for visiting crèche is the responsibility of the employee.

5. The Creche is within walking distance from the workplace in the campus. The University does not provide transport to commute between crèche and workplace.

6. Parents are required to follow the normal Crèche timing for drop off and pick up. Early pickup or/and late drop off should be communicated to the Crèche by the parent at least one AUR working day in advance. Without proper intimation, early pickup or/and late drop off will not be allowed.

7. In case of absence, parent should intimate the Crèche at least one working day in advance. Showing up late beyond 30 minutes from the start time of the crèche, or not showing up at all, will be considered absence unless pre informed before. Such repeated incidences of absenteeism may lead to cancellation of Crèche admission and the same will be offered to the next child on waiting list.

8. Amity University Rajasthan reserves the right to not offer admission to a child without assigning any reason. In any ambiguities and clarifications, the decision of President AUR will be considered as final and binding in all cases.

**AMENDMENTS OF CRÈCHE POLICY** AUR may, at any time, modify, change, or amend the policy.

A 2 B.H.K. apartment with 2 Female Crèche staff and 3 support staff is provided to take care of young children. The apartment is equipped with all the support equipment for children's activities.

**Akshat Shrivastava**
**Director HR**

AMITY UNIVERSITY
RAJASTHAN

# ***Event Report***

**Name of the Institute:** **The Gender Cell (ICC) AUR**

**Event Category:** **Training and Workshop for Female Members of AUR**

**Title of the Event:** **Training Program on Financial Fitness for Women**

**Date and Time:** **March 9, 2022; 2:30-4:30 PM**

**Coordinator of the Event**: **Dr. Vigi Choudhary**

**Number of Participants**: **42**

**Details of the Event:**

Financial independence is one of the major factors towards women social safety and freedom. A financial independent woman can lead her life with dignity. With the purpose to apprise the female members of Amity University Rajasthan towards the importance of safe and secured financial planning; the Gender Cell of Amity University Rajasthan organized a training session on "The Financial Fitness for Women as a part of its week-long celebration to mark the International Women's Day 2022. The session was delivered by Financial Expert Milan Pandya from UTI Swatantra.

The session majorly focused on the importance of small and big savings and investments keeping in view the different income groups. Major areas that were discussed during the training program includes- why financial fitness is important and how to look at it? What are various traditional and advance ways of investments? Things to remember while planning for an investment; and factors that may affect the investment in long run.

The online session was attended by the female staff and faculty members of Amity University Rajasthan. In the beginning Dr. Vigi Choudhary, Secretary- Gender Cell (ICC), AUR delivered the welcome note and introduced the resource person. Vote of thanks was delivered by Dr. Jayati Sharma, Chairperson- Gender Cell (ICC).

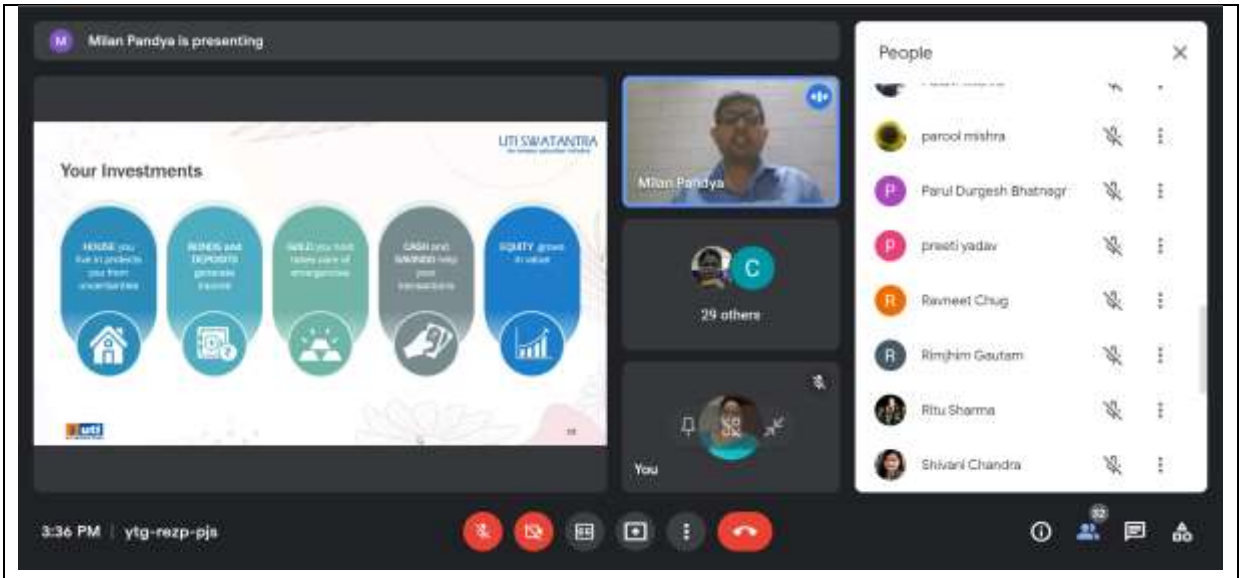
**Future Scope of the Event:**

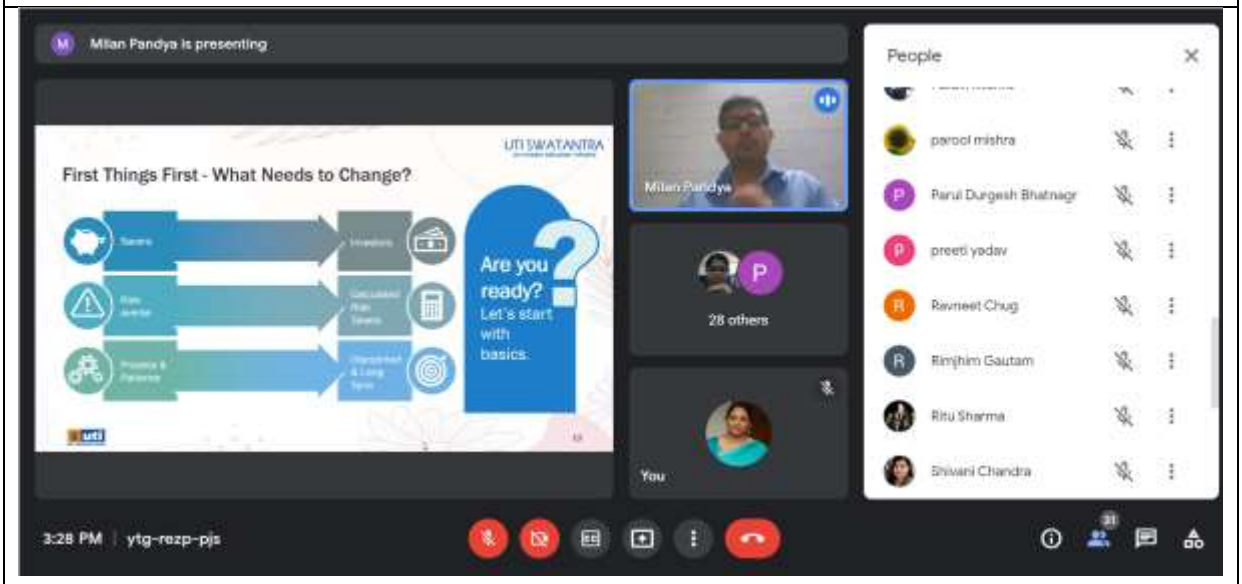
Similar programs may be organized at a regular interval. Events specifically focusing on the tax and investment planning can also be organized.

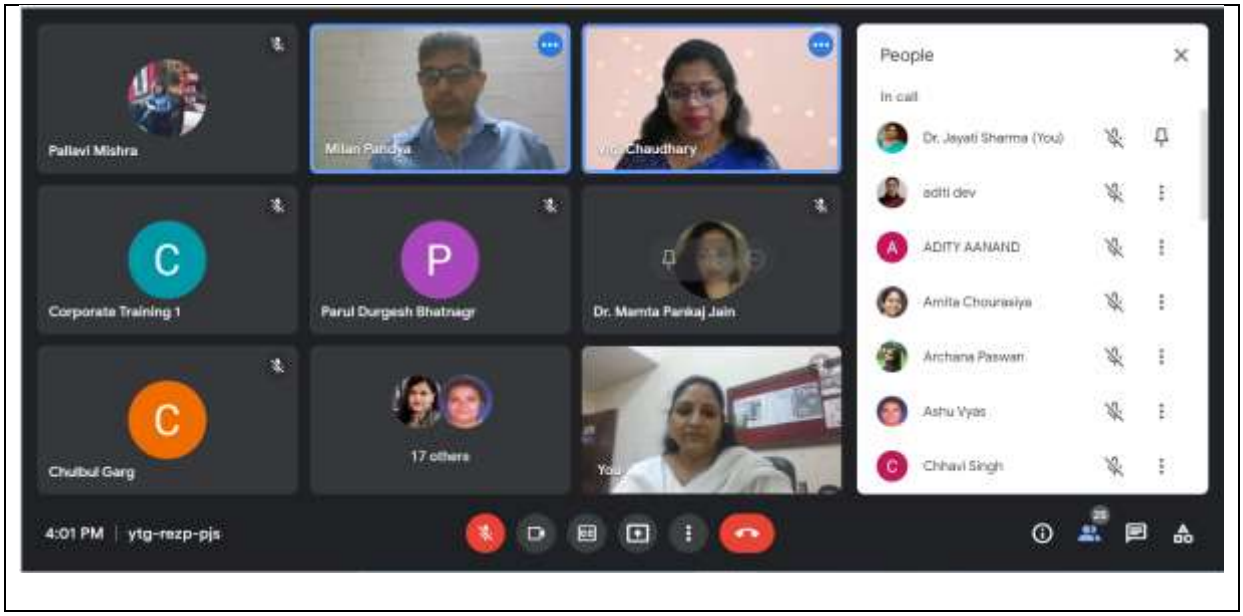
**Outcome Attained**:

During the session participants were introduced to various patterns of investments and the reason to opt for a specific type of saving or investment plant. The participants gained knowledge about the current trends with regards to financial planning and fitness.

**Glimpses of the event:**





## Women Financial Fitness Workshop

Workshop Content:

(1) Need of Financial Planning for women
(2) Women should know Financial Fitness
(3) Money Management by women & Bad Money Habits by women
(4) Wealth Creation strategies for women
(5) Asset Allocation by women
(6) Investment Products like Equities, Bonds, Mutual funds etc
(7) Tax Planning strategies for women
(8) Common Investment mistakes done by women and how to overcome the same.
(9) Factors that women should consider while investment
(10) Different Types of Investment products
(11) Goal-based planning (age-based timeline)
(12) Crisis Management (Family Issues)

AMITY UNIVERSITY
UTTAR PRADESH

# AMITY WOMEN HELP DESK

**Two Days International Conference**

**on**

## "Strategies for Aatmanirbhar Bharat through SDGs and Gender Equality"

**8-9 March 2022**

**Virtual Mode**

**Website:** www.amity.edu/iwdcon2022

## Inaugural Ceremony

## Tuesday 8th March , 2022

| Time | Programme Details<br>URL to Join: https://amityuni.live/Inaugural--IWDC |
|---|---|
| 09:45 am | Participants and Distinguished Guests to login |
| 10:00am | Emcee welcomes all the dignitaries |
| 10:05am -10:07am | Invocation and lighting of the lamp |
| 10:08am -10:09am | Tulsi Sapling Presentation |
| 10:10am -10:12am | Welcome address by **Prof. (Dr.) Nirupama Prakash** , Conference Chair and Director, Amity Institute of Social Sciences (AISS) |
| 10:13am -10:20am | Address by **Prof. (Dr.) Balvinder Shukla**, Vice Chancellor, Amity University Uttar Pradesh (AUUP) |
| 10:21am -10:31am | Address by **Prof. Barbara Wejnert** Professor of Global Gender and Sexuality Studies, College of Arts & Sciences, University at Buffalo, SUNY, USA and President World Centre for Women Studies |
| 10:32 am -10:42am | Address by **Shri Ajay Chitnis,** Gender Bias Documentary Film Maker |
| 10:43am -10:53am | Address by **Dr. (Mrs.) Atya Kapley** Chief Scientist & Head, Environmental Biotechnology and Genomics Division CSIR-NEERI, India |
| 10:53 am -11:00 am | **Visionary thoughts by Dr. (Mrs.) Amita Chauhan, Respected Chairperson, Amity International Schools** |
| 11:00 am | Vote of Thanks by **Prof. (Dr.) Shefali Raizada** Co -Chair and Addl. Director ALS |

| | Track -1 | Track -2 | Track -3 | Track -4 | Track -5 |
|---|---|---|---|---|---|
| | https://amityuni.live/Track -1--IWDC | https://amityuni.live/Track - 2--IWDC | https://amityuni.live/Track -3--IWDC | https://amityuni.live/ Track-4--IWDC | https://amityuni.live/ T rack-5--IWDC |
| | **1.1** | **2.1** | **3.1** | **4.1** | **5.1** |
| | **Arts , Humanities & Social Sciences** | **Management** | **Education** | **Rehabilitation** | **Forensic Science** |
| | In charge: Dr. Ranjana Bhatia & Ms. Tamanna Saxena | In charge: Dr. H. Gujral & Dr. Bagla | In charge: Dr. Harish, Dr. Alka & Dr. Mala Tandon | In charge: Dr. Jayanti Pujari | In charge: Dr. Amarnath Mishra |
| 11:45 am – 1:45 pm | **Theme** : Empowered Women empower women- Road Ahead to Gender Equality | **Theme:** Women Business Leaders and Entrepreneurs setting new benchmarks of success | **Theme**: "Empower women, Educate the world." | **Theme:** Equity, Equality and Empowerment: Respecting Ability of Women with Disabilities. | **Theme** : Role of Forensic Science in safety of women |
| | **1.2** | **2.2** | **3.2** | **4.2** | **5.2** |
| 2.00 pm - 3:30 pm | **Engineering & Tech** | **Media & Mass Communication** | **Fine Arts & Fashion** | **Banking , Insurance & Finance** | **Law** |
| | In charge: Dr.K.M Soni | In charge: Dr. Mehak Jonjua | In charge: Ms. Sugandha Sahni & Dr. Khushboo Chaturvedi | In charge: Dr. A.P Singh | In charge : Dr. Shefali Raizada |

| | | | | | |
|---|---|---|---|---|---|
| | **Theme** : Pioneering Women Engineers in Atmanirbhar Bharat | **Theme:** Changing role of Women in Media | **Theme**: Opportunities & Challenges for Women Entrepreneurs in Fashion and Fine Arts | **Theme:** "BFSI: A Pathway to Women's Empowerment". | **Theme**: Gender Mainstreaming through the Lens of the Contemporary |
| 3:45 pm - 5:15 pm | **1.3** | **2.3** | **3.3** | **4.3** | **5.3** |
| | **Design , Architecture & Planning** | **Arts , Humanities & Social Sciences** | **LAW** | | |
| | In charge: Dr. Amit Hajela | In charge: Dr. Nagalaxmi & Brig. AK Tewari | In charge : Dr. Shefali Raizada | | |
| | **Theme:** Gen X - Millennial Women in Design | Theme: Role of Women in Civil Administration | **Theme**: Gender and Social equilibrium: Balance or Imbalance | **Theme**: Choose to challenge: Feminazi and Toxic Masculinity | **Theme**: Gender Disparity: A Home-brewed Poison |
| **Day -2** | | | **Wednesday, 9th March 22** | | |
| 10: 00 am - 11:30 am | **1.4** | **2.4** | **3.4** | **4.4** | |
| | **Science & Technology** | **Hospitality ,Travel & Tourism** | **Yog & Sport Sciences** | **Environment** | |
| | In charge: Dr. Sunita Rattan & Dr. OP Sinha | In charge: Dr. Ankit Chadha & Dr. Aruditya Jasrotia | In charge: Dr. J. Goswami | In charge: Dr. Renu Dhupper | |
| | **Theme** : Changing Global Scenario: Role of Women Scientists | **Theme:** Entrepreneurial Opportunities and Challenges for Women in the Hospitality & Tourism Industry | **Theme:** Unfolding the untapped women potential in sports | **Theme** : Education, Equity and Empowerment- Our rights for Sustainabilit y | |
| 11:45 pm - 1:15 pm | **1.5** | **2.5** | **3.5** | **4.5** | |
| | **Health & Pharma** | **Film , Drama & Performing Arts** | **Agriculture** | **Life Sciences & Biotechnology** | |
| | In charge: Dr. Tanveer Naved | In charge: Dr. Somnath Sen | In charge: Dr. Naleeni Ramawat | In charge: Dr. Nidhee Chaudhary | |

| | **Theme :** Empowerment of Women Entrepreneurs in Healthcare Sector | **Theme**: " Women Leaders – the way forward " | **Theme**: Women in Agriculture: Gender Equality for Sustainable Development . | **Theme** :• Women Empowerment and Bioentrepreneurship : Key to Sustainable Development towards Aatmanirbhar Bharat |
|---|---|---|---|---|

| **Time** | **Valedictory Programme Details**<br>URL to Join : https://amityuni.live/Valedictory--IWDC |
|---|---|
| 2:00 pm | Participants and Distinguished Guests to login |
| 2:10 pm | Emcee welcomes all the dignitaries |
| 2:15 pm – 2:17 pm | Invocation and lighting of the lamp |
| 2:18 pm – 2:20pm | Tulsi Sapling Presentation |
| 2:21 pm – 2:24 pm | Welcome address by **Prof. (Dr.) Nirupama Prakash,** Conference Chair and Director, Amity Institute of Social Sciences (AISS) |
| 2:25 pm – 2:28 pm | Report on Institutional Activities by **Ms. Vandana Sharma**, Organising Secretary and Sr. Program Officer AUUP |
| 2:29 pm – 2:30 pm | Book Release |
| 2:31 pm – 2:40pm | Address by **Prof. (Dr.) Balvinder Shukla**, Vice Chancellor, Amity University Uttar Pradesh (AUUP) |
| 2:40 pm – 3:10pm | **Award Presentation** and 3 minutes Acceptance address by each awardee<br>Ms Smriti Bhatia, Founder Smriti's Choco House & SIABAZ<br>Ms. Meghna Ghai Puri President Whistling Woods International<br>Dr. Vibha Gupta, Chairperson Magan Sangrahalaya Samiti (MSS)<br>Dr. Deepa Malik Padmashri, Khel Ratna and Arjuna Awardee |
| 3:10 pm – 3:20pm | **Special Address by Ms. Pooja Chauhan Chairperson, Amity Humanity Foundation** |
| 3:20 pm – 3:35 pm | Address by Guest of Honour **Ms Anju Choudhry** Vice President State Women Commission, U.P |
| 3:35pm – 3:45 pm | **Visionary thoughts by Dr. (Mrs.) Amita Chauhan, Respected Chairperson, Amity International Schools** |
| 3:45 pm | Vote of Thanks by **Prof. (Dr.) Naleeni Ramawat** Member AWHD and Director AIOA |

## State Analysis Report : Paid Students

Campus : **Jaipur** | Admission Year : **2021** | State : **All**

| SNO | Course | Boys | Girls | Total |
|---|---|---|---|---|
| | **ABSJ** | | | |
| 1 | B.Com. (H) | 25 | 12 | 37 |
| 2 | BBA | 67 | 39 | 106 |
| 3 | MBA | 28 | 19 | 47 |
| 4 | Ph.D in Commerce (Jan) | 0 | 1 | 1 |
| 5 | Ph.D in Commerce (Jul) | 0 | 1 | 1 |
| 6 | Ph.D in Commerce (Part Time) (Jul) | 1 | 0 | 1 |
| 7 | Ph.D in Management (Jul) | 1 | 1 | 2 |
| 8 | Ph.D in Management (Part Time) (Jan) | 5 | 7 | 12 |
| 9 | Ph.D in Management (Part Time) (Jul) | 3 | 1 | 4 |
| | **AIBASJ** | | | |
| 10 | B.A. (H) App. Psy. | 7 | 21 | 28 |
| 11 | M.A. (Psychology) | 4 | 21 | 25 |
| 12 | Ph.D in Psychology (Part Time) (Jan) | 0 | 1 | 1 |
| 13 | Ph.D. (Cli Psy) (Jan) | 0 | 1 | 1 |
| 14 | Ph.D. (Cli Psy) (Jul) | 0 | 2 | 2 |
| 15 | Ph.D. (Cli Psy) - PT (Jan) | 0 | 2 | 2 |
| 16 | Ph.D. in Psychology (Jan) | 0 | 1 | 1 |
| 17 | Ph.D. in Psychology (Jul) | 0 | 1 | 1 |
| | **AIBJ** | | | |
| 18 | B.Sc. (H)-BT | 7 | 10 | 17 |
| 19 | B.Tech (BI) | 2 | 4 | 6 |
| 20 | B.Tech (BT) | 10 | 18 | 28 |
| 21 | B.Tech (FT) | 5 | 6 | 11 |
| 22 | M.Sc. (BT) | 1 | 6 | 7 |
| 23 | M.Sc. (FT) | 9 | 30 | 39 |
| 24 | M.Tech (BT) | 2 | 5 | 7 |
| 25 | Ph.D in Food Technology (Part Time) (Jul) | 1 | 1 | 2 |
| 26 | Ph.D in Food Technology(Jan) | 0 | 1 | 1 |
| 27 | Ph.D in Nanoscience and Nanotechnology (Part Time) (Jan) | 0 | 2 | 2 |
| 28 | Ph.D. in Biotechnology (Jan) | 1 | 0 | 1 |
| 29 | Ph.D. in Biotechnology (Jul) | 1 | 1 | 2 |
| 30 | Ph.D. in Biotechnology (Part Time) (Jul) | 1 | 1 | 2 |
| | **AICPJ** | | | |
| 31 | M. Phil (Cll Psy)(A) | 0 | 10 | 10 |
| | **AIITJ** | | | |
| 32 | B.Sc. (IT) | 6 | 4 | 10 |
| 33 | BCA | 34 | 10 | 44 |
| 34 | M.C.A. | 8 | 3 | 11 |
| 35 | M.Sc. (Cyber Sec.) | 41 | 20 | 61 |
| 36 | M.Sc. (DS) | 2 | 6 | 8 |
| 37 | Ph.D in Information Technology - Part Time (Jan) | 3 | 0 | 3 |
| 38 | Ph.D in Information Technology - Part Time (Jul) | 0 | 2 | 2 |
| 39 | Ph.D. in Software Engineering (Part Time) (Jan) | 0 | 1 | 1 |

## State Analysis Report : Paid Students

Campus : **Jaipur** | Admission Year : **2021** | State : **All**

| SNO | Course | Boys | Girls | Total |
|---|---|---|---|---|
| | **AIMTJ** | | | |
| 40 | B.Sc. (H) - MB | 9 | 9 | 18 |
| 41 | M.Sc. (IM) | 2 | 4 | 6 |
| 42 | Ph.D. in Microbiology (Jan) | 0 | 1 | 1 |
| 43 | Ph.D. in Microbiology (Jul) | 0 | 3 | 3 |
| 44 | Ph.D. in Microbiology (Part Time) (Jan) | 4 | 2 | 6 |
| | **ALSJ** | | | |
| 45 | B.A.,LL.B (H) | 48 | 31 | 79 |
| 46 | B.Com. LL.B. (H) | 2 | 5 | 7 |
| 47 | BBA LL.B. (H) | 21 | 18 | 39 |
| 48 | LLM (CL) | 17 | 26 | 43 |
| 49 | LLM (Corp.L) | 42 | 59 | 101 |
| 50 | LLM (Crim. L) | 26 | 37 | 63 |
| 51 | Ph.D. in Law (Jul) | 1 | 1 | 2 |
| 52 | Ph.D. in Law (Part Time) (Jan) | 1 | 1 | 2 |
| 53 | Ph.D. in Law (Part Time) (Jul) | 0 | 2 | 2 |
| | **ASAPJ** | | | |
| 54 | B.Arch. | 3 | 3 | 6 |
| 55 | B.I.D. | 5 | 23 | 28 |
| 56 | Ph.D. in Architecture (Part Time) (Jan) | 1 | 4 | 5 |
| | **ASASJ** | | | |
| 57 | B.Sc. (Pass) | 1 | 1 | 2 |
| 58 | M.Sc (AC) | 0 | 7 | 7 |
| 59 | M.Sc (AM) | 1 | 2 | 3 |
| 60 | M.Sc (AP) | 5 | 3 | 8 |
| 61 | M.Sc. (A & ES) | 0 | 1 | 1 |
| 62 | Ph.D in Chemistry (Part Time) (Jan) | 0 | 1 | 1 |
| 63 | Ph.D in Chemistry (Part Time) (Jul) | 0 | 1 | 1 |
| 64 | Ph.D in Environmental Sciences (Jan) | 0 | 1 | 1 |
| 65 | Ph.D in Mathematics (Part Time) (Jan) | 1 | 0 | 1 |
| 66 | Ph.D in Mathematics (Part Time) (Jul) | 0 | 1 | 1 |
| 67 | Ph.D in Physics (Part Time) (Jul) | 0 | 1 | 1 |
| 68 | Ph.D. in Ocean & Atmospheric Sciences (Part Time) (Jan) | 1 | 0 | 1 |
| 69 | Ph.D. in Ocean & Atmospheric Sciences (Part Time) (Jul) | 1 | 0 | 1 |
| 70 | Ph.D. in Statistics (Part Time) (Jul) | 2 | 0 | 2 |
| | **ASCOJ** | | | |
| 71 | B.Sc. - A&VG | 30 | 11 | 41 |
| 72 | BA (F&TP) | 3 | 2 | 5 |
| 73 | BA (J&MC) | 11 | 22 | 33 |
| 74 | M.Sc. (G&A) | 4 | 3 | 7 |
| 75 | MA (J&MC) | 4 | 10 | 14 |
| 76 | Ph.D in Mass Communication (Jan) | 0 | 1 | 1 |
| 77 | Ph.D in Mass Communication (Jul) | 0 | 1 | 1 |
| 78 | Ph.D in Mass Communication - (Part Time) (Jan) | 3 | 0 | 3 |
| 79 | Ph.D in Mass Communication - (Part Time) (Jul) | 1 | 1 | 2 |

## State Analysis Report : Paid Students

Campus : **Jaipur** | Admission Year : **2021** | State : **All**

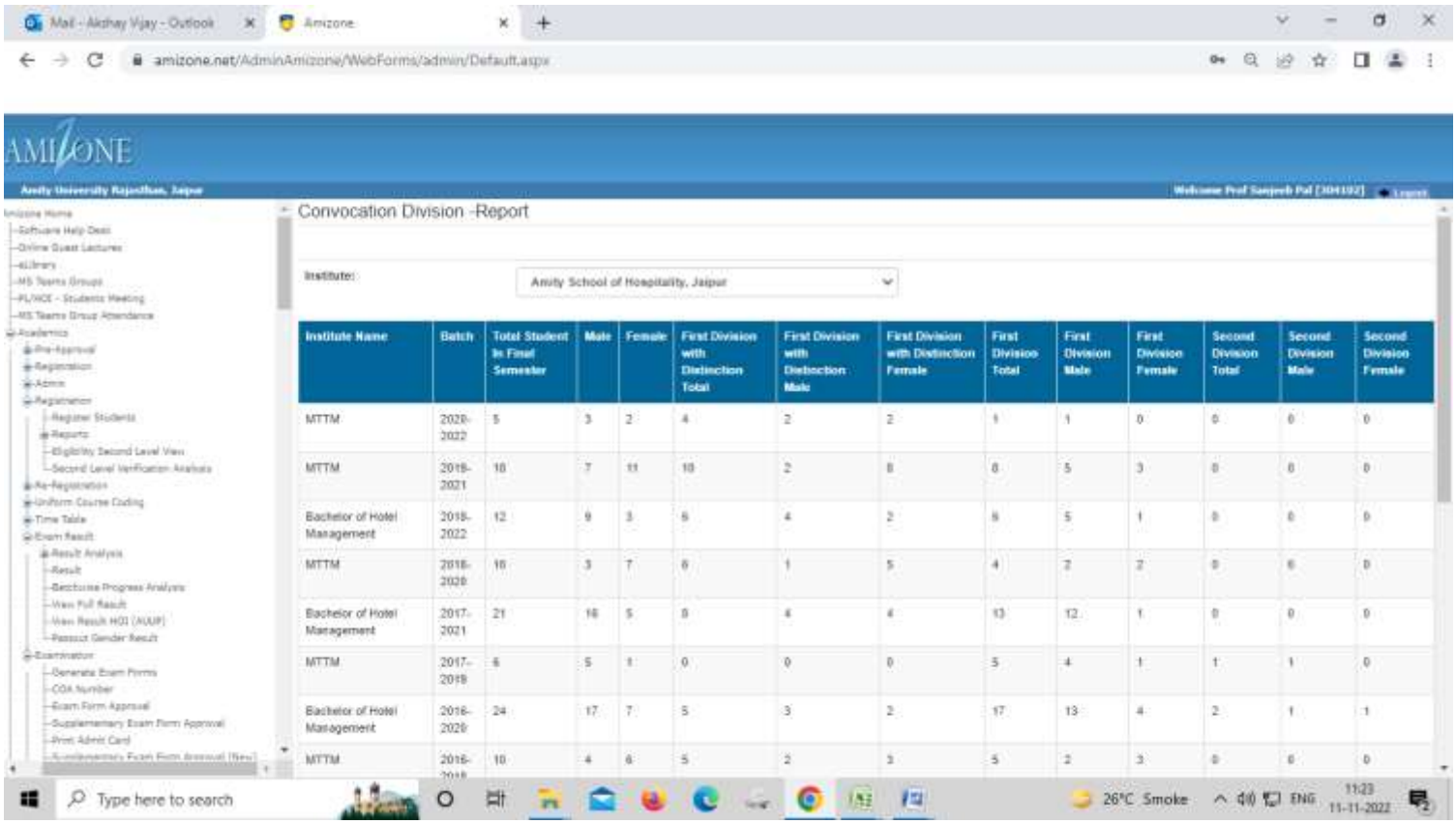
| SNO | Course | Boys | Girls | Total |
|---|---|---|---|---|
| | **ASETJ** | | | |
| 80 | B.Tech (CE) | 6 | 0 | 6 |
| 81 | B.Tech (Chem Eng) | 5 | 1 | 6 |
| 82 | B.Tech (CSE) | 183 | 36 | 219 |
| 83 | B.Tech (Data Sc) | 5 | 2 | 7 |
| 84 | B.Tech (ECE) | 5 | 2 | 7 |
| 85 | B.Tech (EEE) | 1 | 0 | 1 |
| 86 | B.Tech (IT) | 3 | 1 | 4 |
| 87 | B.Tech (ME) | 6 | 0 | 6 |
| 88 | B.Tech(CSE-Intl) | 1 | 0 | 1 |
| 89 | B.Tech+M.Tech (CSE) Dual | 1 | 1 | 2 |
| 90 | B.Tech.(Mechatronics) | 0 | 1 | 1 |
| 91 | M.Tech. (CS&E) | 0 | 1 | 1 |
| 92 | Ph.D in Engineering (Jan) | 1 | 0 | 1 |
| 93 | Ph.D in Engineering (Part Time) (Jan) | 7 | 8 | 15 |
| | **ASFAJ** | | | |
| 94 | BFA | 8 | 9 | 17 |
| 95 | MFA | 0 | 2 | 2 |
| | **ASFTJ** | | | |
| 96 | B. Des. (FD) | 3 | 25 | 28 |
| 97 | M. Des. (Design) | 0 | 5 | 5 |
| | **ASHJ** | | | |
| 98 | Bachelor of Hotel Management | 8 | 7 | 15 |
| 99 | MTTM | 6 | 6 | 12 |
| 100 | Ph.D in Hospitality (Part Time) (Jan) | 1 | 3 | 4 |
| 101 | Ph.D in Hospitality (Part Time) (Jul) | 3 | 0 | 3 |
| | **ASLAJ** | | | |
| 102 | B.A. (H) - Political Science | 7 | 9 | 16 |
| 103 | B.A. (Hons.) - Philosophy | 1 | 0 | 1 |
| 104 | B.A.(H) - Eco | 5 | 6 | 11 |
| 105 | B.A.(H) His. | 1 | 0 | 1 |
| 106 | Ph.D. (History) (Jan) | 1 | 0 | 1 |
| 107 | Ph.D. (History) (Jan)(OLD) | 1 | 1 | 2 |
| 108 | Ph.D. (History) (Jul) | 1 | 0 | 1 |
| 109 | Ph.D. (History) - PT (Jul) | 0 | 1 | 1 |
| 110 | Ph.D. in Political Science (Part Time) (Jan) | 0 | 1 | 1 |
| | **ASLJ** | | | |
| 111 | B.A. (H) - English | 4 | 6 | 10 |
| 112 | B.A. (H) - French | 4 | 2 | 6 |
| 113 | M.A. (English) | 2 | 6 | 8 |
| 114 | Ph.D in English (Jan) | 0 | 2 | 2 |
| 115 | Ph.D in English (Jul) | 0 | 2 | 2 |
| 116 | Ph.D in English (Part Time) (Jan) | 1 | 1 | 2 |
| 117 | Ph.D in English (Part Time) (Jul) | 0 | 1 | 1 |
| 118 | Ph.D in French (Jan) | 0 | 1 | 1 |
| 119 | Ph.D in French (Jul) | 0 | 1 | 1 |
| 120 | Ph.D in French (Part Time) (Jul) | 1 | 1 | 2 |
| 121 | Ph.D. (Spanish) - PT (Jan) | 0 | 1 | 1 |
| | **Total** | **807** | **723** | **1530** |

# AMITY UNIVERSITY
## RAJASTHAN

**At Amity University Rajasthan, result analysis is done at the end of each semester to identify**

**(1) Slow Learners**

**(2) Graduating Female students**




| Institute Name | Batch | Total Student In Final Semester | Male | Female | First Division with Distinction Total | First Division with Distinction Male | First Division with Distinction Female | First Division Total | First Division Male | First Division Female | Second Division Total | Second Division Male | Second Division Female |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| MTTM | 2020-2022 | 5 | 3 | 2 | 4 | 2 | 2 | 1 | 1 | 0 | 0 | 0 | 0 |
| MTTM | 2019-2021 | 10 | 7 | 11 | 10 | 2 | 8 | 0 | 5 | 3 | 0 | 0 | 0 |
| Bachelor of Hotel Management | 2018-2022 | 12 | 9 | 3 | 6 | 4 | 2 | 6 | 5 | 1 | 0 | 0 | 0 |
| MTTM | 2018-2020 | 10 | 3 | 7 | 6 | 1 | 5 | 4 | 2 | 2 | 0 | 0 | 0 |
| Bachelor of Hotel Management | 2017-2021 | 21 | 16 | 5 | 8 | 4 | 4 | 13 | 12 | 1 | 0 | 0 | 0 |
| MTTM | 2017-2019 | 6 | 5 | 1 | 0 | 0 | 0 | 5 | 4 | 1 | 1 | 1 | 0 |
| Bachelor of Hotel Management | 2016-2020 | 24 | 17 | 7 | 5 | 3 | 2 | 17 | 13 | 4 | 2 | 1 | 1 |
| MTTM | 2016-2018 | 10 | 4 | 6 | 5 | 2 | 3 | 5 | 2 | 3 | 0 | 0 | 0 |

Special classes are arranged for slow learners .

AMITY UNIVERSITY
RAJASTHAN

Kant Kalwar, NH-11-C,
Jaipur (Rajasthan) 303002
Tel: 01426-405678,
Fax: 01426-405679

No. : AUR/REG/5726 (a)

Date : 06/10/2021

**Committee**
**University Grievance Redressal Cell (UGRC)**
**[ For Employees ]**

Grievance is a sign of discontentment of any employee of the University's functioning or relationship with others in the University. Grievance generally arises out of the day-to-day activities in the University/institute/school. The effective way of handling grievance is to have an "open door" policy i.e. an aggrieved person is allowed to put up his/ her grievances in writing to the person heading the institute/school/department (Director/ HoI of the Institute/ HoD).

Only if grievance of faculty/staff is not resolved satisfactorily within one week or if the grievance is against these very persons, he/she may approach the 'University Grievance Redressal Cell (UGRC)' and if the grievance is still not resolved satisfactorily within two weeks, he/she may approach the Vice Chancellor.

The 'University Grievance Redressal Cell (UGRC)' of Amity University Rajasthan, Jaipur is hereby constituted, as under, to address and effectively resolve grievances of all related matters of employees :

| S.No. | Name | Designation | | |
|---|---|---|---|---|
| 1. | **Prof. Amit Jain** | **Pro-Vice Chancellor** | : | **Chairperson** |
| 2. | Prof. G. K. Aseri | Provost | : | Member |
| 3 | Dr. Nitin Bhardwaj | Registrar | : | Member |
| 4. | Mr. Akshat Shrivastava | Director - HR | : | Member |

Any employee o the university may lodge a complaint first with the respective HoI. If, unsatisfied with the decision of concerned HoI, complaint may be forwarded to Director-HR who will call the meeting of 'Grievance Redressal Cell (GRC)'.

The committee after investigating the causes of the grievance and after ascertaining various alternatives available to solve the issue(s), will forward their findings and recommendations to the office of Registrar, for perusal of the Vice Chancellor. The action taken should be communicated to all the parties involved in the issues leading to the grievance.

UNIVERSITY RAJASTHAN JAIPUR

**Dr. Nitin Bhardwaj**
**Registrar**