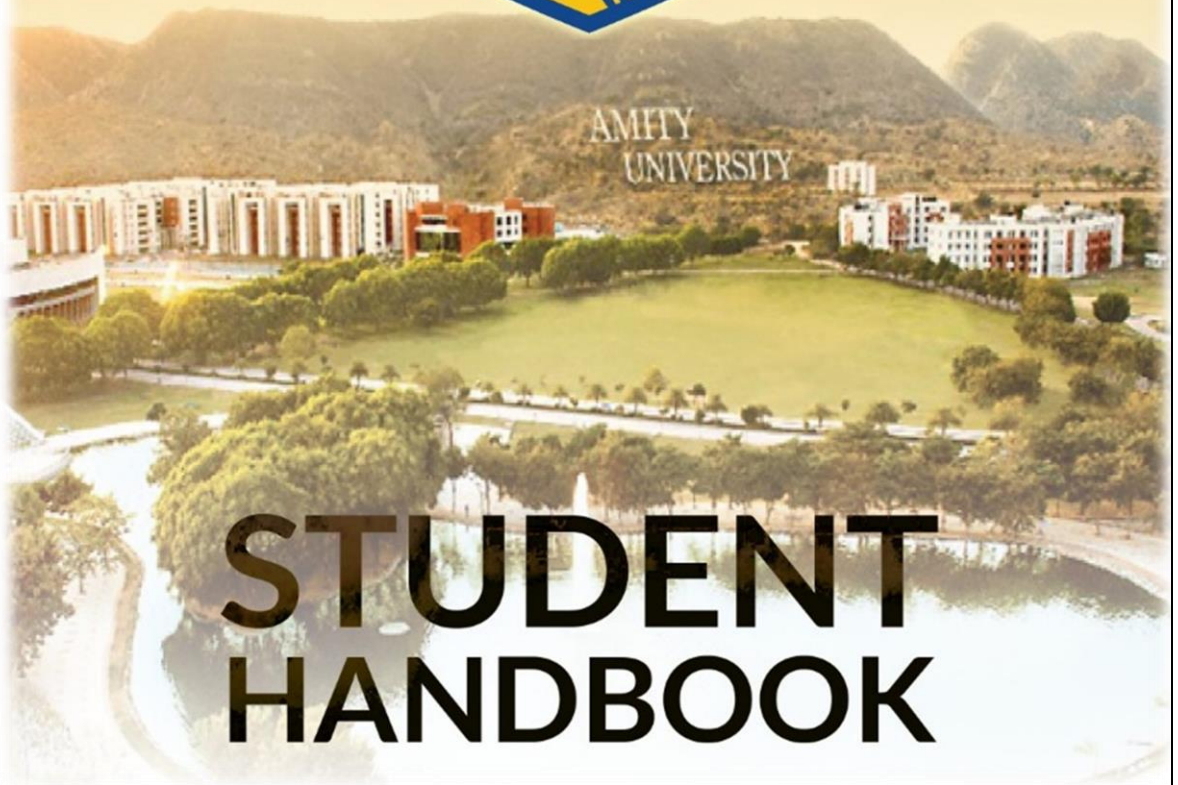
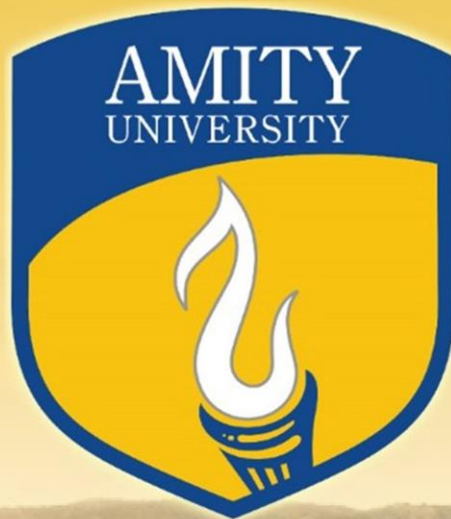


# AMITY UNIVERSITY

— RAJASTHAN —



# STUDENT HANDBOOK

# STUDENT HAND BOOK



## **Vision**

To be a leading Global University and provide value based contemporary education with thrust on innovation, research and productivity with a blend of modernity with tradition.

## **Mission**

To prepare future Global Leaders by providing an environment of excellence in academics, research, technology driven learning, cross cultural exposure, holistic development and also enabling them with a commitment to societal & environmental responsibility.



Amity University Rajasthan, Jaipur has been established by the Ritnand Balved Education Foundation (RBEF), New Delhi, which is a registered society under the Societies Registration Act 1860.

It has been set up under the Amity University Rajasthan Act 2008, notified by Government of Rajasthan Notification No F.2(10 ) vidhi/2.

# INDIA 2030 KNOWLEDGE SUPER POWER

'Amity's Mission, Amity's Passion, Amity's Junoon'



Nation building through Philanthropy,  
education & research

"When God pushes somebody, inspires  
somebody, leads somebody-no power  
in the world can stop such a person."

**Dr. Ashok K. Chauhan**

Founder President, Ritnand Balved Education  
Foundation (The Foundation of Amity Institutions  
and the sponsoring body of Amity Universities)  
Founder, Amity Humanity Foundation

*Our endeavour is to nurture holistic world citizens,  
who are driven by human values and equipped to excel on a global stage.*

**Dr. Aseem Chauhan**

Chancellor, Amity University  
Additional President, Ritnand Balved Education Foundation  
CEO, Amity Capital Ventures



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# ENROLMENT



## **ADMISSION**

Amity University Rajasthan offers admission in various Undergraduate, Postgraduate and Doctoral Programs as per eligibility criteria. Admission aspirants have to follow the admission microsite for the required step-by-step process.

Once students secure their admission, they receive an offer letter. Details regarding payment of fees at the time of admission, allotment of hostel and date, time and venue for commencement of the academic session will be mentioned in the admission letter.

Offer of admission will be valid only for the specific program opted by the candidate as well as for the same academic session. Admission is given provisionally as specified in the letter.

The offer of admission will automatically stand cancelled if the conditions are not fulfilled by the stipulated time. Failure to pay the fee within the specified date or failure to report for class after payment of fee, will entail cancellation of admission.

For change of programme after selection, the request should be made to the admission office via admission microsite before the last date of payment of the fee as notified in the Admission Letter. The transfer request will be processed if the minimum eligibility criteria are met. The final changes are applicable once the fee is deposited.

## **SCHOLARSHIPS**

Scholarships at Amity have been initiated to encourage young talents to fly high without bothering about the financial means to do so. Scholarships are provided as per student percentage varying from 100 % to 50% and 25% in both Undergraduate and postgraduate programmes.

For undergraduate scholarship, no year gap is permitted between Class 10<sup>th</sup> and 12<sup>th</sup>. Also, improvement cases are not considered for scholarships.

Amity undergraduate students are eligible to get 25 % scholarship in their first year for a minimum CGPA of 6.0 as on date to qualify provisionally under the 'Continuation Admission' programme. No year gap is permitted for this scholarship.

# STUDENT SUPPORT



## **AMIZONE: AMITY INTRANET ZONE**

Amizone is an interactive and user-friendly coordinating system and is an Admission, Academic and Finance Management portal for Amity University. Student can login the Amizone system using the URL- <https://www.amizone.net>. The key functionalities and facilities available on students interface are:

- Academic Registration
- Fee Payment
- Exam Form Submission
- Choice Based Credit System (CBCS): Minor Track & Open Elective
- Elective and FBL courses
- Faculty Feedback- Post Commencement & Pre-Examination
- Complaint/Suggestion Box
- Wi-Fi Registration
- Hostel Registration
- No-Dues for Security Refund

### **View Facilities And Status**

- Fee Bill details
- All Compulsory, CBCS, Elective & FBL Subjects
- Allotted Faculty, Session Plan and course material
- Attendance & Timetable of Daily Classes
- Result of All Previous Semesters & Internal Assessment of Current Semester
- Digital Library and e-Journals
- Academic Calendar
- Examination Schedule
- List of Holiday's
- Events Notices/News

# ASSESSMENT

## Academic Year and Evaluation

- In each academic year, there are two (02) semesters and the duration of each semester is six (06) months.
- At the end of each semester, End Semester Examinations (50 Marks) are conducted while ‘Mid Term Tests’ are usually conducted in the middle of each semester.
- Basic components of the ‘**examination**’ for each theory paper are:
  - A. Continuous Evaluation (50 marks)
  - B. End Semester Examinations (50 Marks)
- Continuous Evaluation (50 marks) must be completed by taking following components:
  - A. Mid Term Test (15 Marks)
  - B. Flip Class / Presentation (10 Marks)
  - C. Case Study (10 Marks)
  - D. Assignment/viva (10 Marks)
  - E. Attendance (05 Marks)

Students have to earn minimum 20 Marks to make themselves eligible to appear in end semester examinations.

## End Semester Examination

- For a class having 30 or more than 30 students, relative grading system is followed.
- For a class having less than 30 students, absolute/fixed grading system is followed.
- Semester performance of a student will be indicated as “Semester Grade Point Average (SGPA)”. The SGPA is the weighted average of Grade Points of all letter grades received by a student for all the courses (both theory and practical) in the semester.
- A student is required to secure minimum 30% marks in each paper independently in End Semester Examination to qualify for the pass grade.
- Minimum aggregate marks are 35% in UG and 40% in PG Courses to be considered as ‘PASS’.
- Students of both UG and PG programmes should also pass in each semester separately by securing a minimum Semester Grade Point

Average (SGPA) of 5 on a 10 point scale

- For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 5.0 at the end of final year of an Under Graduate programme (UG) and CGPA of 6.0 at the end of final year of Post Graduate Programme (PG).
- A student who has secured passing marks in each theory & practical subject (s), but not having mandatory SGPA in each semester which is 4.5 for UG and 5.0 for PG, shall be allowed two chances to reappear in the examination to improve his SGPA and CGPA, by repeating the Semester Examination(s) in the Course Unit(s) of his choice when these examinations are held in normal schedule or in super supplementary examination.

### **Re-Appearing**

- There is no provision for reappearing in a midterm test which is one of the components of continuous assessment.
- A student, who has failed to secure PASS MARKS in theory/practical course (s) and has been awarded 'F' grade, is required to reappear when these examinations are held on normal schedule like odd semester subjects during 'odd end courses examination' and even semester courses during 'even end course examination'.
- A student, who has failed to secure the required passing SGPA, in order to secure a passing SGPA, has the option to repeat the end term examinations also of the Course Units of the concerned semester in which he desires to improve his performance, when these examinations are held on normal schedule.
- If a student has poor performance in several courses in a particular semester, he may opt to take the academic break of one year, and re-register for both the semesters of that academic year in the next academic year.

### **Unfair Means Case**

- Students accused of UFM in any type of examination are asked to appear before Examination Disciplinary Committee (EDC) on a specified date and time.
- All physical evidence(s) like chit/photo copy of text book etc. are cross checked by subject expert to ascertain whether they are pertaining to the subject.
- Accused students are also given a chance to present their case both verbally and in writing.

### **Promotion To The Next Year /Academic Probation/Academic Break**

- At the end of each academic year i.e., after completion of two (02) semesters, the academic performance of the student is reviewed.
- If the student has obtained SGPA of minimum 4.5 in two (02) semesters of the academic year, then he/she may be registered for the next semester/year of a programme.
- If any student has SGPA between 4 and 4.5 in not more than two preceding semesters, then he/she will be promoted to the next year with a precondition that he/she will have to clear all back papers and improve his/her SGPA to minimum 4.5 of two (02) previous semesters and this is called **ACADEMIC PROBATION**.
- If a student fails to secure SGPA of 4 in any of the semester of an academic year and CGPA of 4 in an academic year, he/she will be asked to repeat the year and make-up the deficiency by re-appearing in the relevant examinations and this is called **ACADEMIC BREAK**.
- A student who has been given **ACADEMIC BREAK** may prepare for reappearing in all back papers and improve his/her SGPA as well as CGPA in two ways. During **ACADEMIC BREAK**, he/she may prepare from home or repeat all courses of previous academic year after re- registration.

## ATTENDANCE

- Students are expected to have 100% attendance in all the course units i.e., in Theory and Practical.
- Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of the Head of the Institution/Department is mandatory.
- A student whose attendance is less than 75%, **whatever may be the reason for shortfall**, will not be permitted to appear in the End Semester Examination (ESE).
- A student, whose attendance is below 75%, will not be permitted to appear in the ESE and treated as debarred student will be awarded 'F' grade in that paper.
- However, under special circumstances, Vice Chancellor may condone attendance up to 5% of a candidate in case, if it is below 75% only on the recommendation of the Head of the Institution/ Department/Centre.

## CHOICE BASED CREDIT SYSTEM (CBCS)

Departments are offering minor tracks i.e., a set of 5-6 courses" for UG and single course as open electives for PG students which are available for all university students. Students will earn 12-15 credits under CBCS which are other than their opted domain, strengthen student's progression.

## VALUE-ADDED COURSES

It is mandatory for all students to choose one foreign language during the Foreign Language Registration. They are required to study the same foreign language during the course of their programme. Presently the students can choose out of four languages- French, German, Spanish and Chinese, as per their interest. This gives them an added advantage for pursuing higher studies or job in a foreign country.

To shape students as mentally healthy and able human beings, it is mandatory for them to finish due credits for a paper of Behavioural Science.



To give an edge over their competitors, students at Amity are taught communication skills as a part of their curriculum by Amity Institute of Communication and Enhancement (ASCENT).

## **MENTOR-MENTEE**

A group of students is attached with a dedicated faculty member “MENTOR” to take care of their personal and academic problems. Each student is assigned a faculty mentor during the orientation programme.

- The mentor acts as a local guardian, and regularly interacts with the students to help them in academic as well as their personal domains.
- The University has Students’ Welfare Board, headed by Dean Students Welfare, which guides the students and to resolve their problems.
- For psycho-social guidance, a counselor has been appointed to provide counseling to the students. Faculty members of AIBAS are also actively involved in counseling of the students.
- Directorate of Placement and Employability and Corporate Resource Center interact with the students to provide career counseling.
- For every 20-25 students a mentor is appointed to closely monitor, guide, counsel and to support the diverse needs of the mentees (students).
- The students meet their mentors regularly, share academic and personal issues with mentor who in turn consults authorities and parents and strive to maintain harmonious and friendly relationship, thus helping the students to lead a promising and stress free stay at the university.
- In the University, the academic monitoring and mentoring is done by the Program Coordinator who interacts with the students on a regular basis to discuss and solve their academic problems.

## **RESEARCH**

Amity University Rajasthan, Jaipur, ‘A Research and Innovation Driven University’ is a world-class institution with the global standards in training and research activities backed by state-of-the-art infrastructure and the latest teaching methodologies. The university has a core faculty comprising highly accomplished research professionals from prominent institutions of India and abroad to carry out cutting edge research.

Since its establishment in 2008, Amity University Rajasthan has made rapid strides in various areas of research. Well-established research indicators, viz. publications, projects, patents and Ph.D. Students, amply demonstrate this. At AUR, within a decade, over 1400 research publications have appeared in journals of repute including Scopus and SCI journals. Especially the last 5 years have seen a rapid stride in the number of research publications.

Equally important, the AUR faculty have been able to attract funding from various Govt. funding agencies including DST, DBT, State DST, DRDO, MoES, ICMR and others including industry. Not only the Research projects, the AUR faculty has been able to receive funds from BIRAC, which works to bring innovation excellence to the biotech firms and helps to bridge the gaps in the industry academia.

Amity Innovation Incubator motivates the students to incubate their innovative ideas to advanced levels. This has amply demonstrated the strength of AUR innovations in bringing the research from “lab to field”. Consequently 43 patents have been filed. Attracted by the quality of research being pursued by the AUR faculty, the number of PhD students have rapidly risen and there are currently 503 scholars registered for PhD programmes so far and 75 has been already awarded PhD degree. The PhD scholars are carrying out cutting edge research across many disciplines including engineering, biotechnology, microbial technology, humanities, liberal arts, law and management

Amity University Rajasthan has established diverse Centers of Excellence to facilitate research

- Amity center for Nanobiotechnology & Nanomedicine
- Amity Inter Disciplinary Center for climate Research & Policy
- Amity Center for Positivism and Happiness
- Amity Centre for Ocean, Atmospheric Science and Technology (COAST)
- Yunus Social Business Center (YSBC)
- Amity Center for Mycobacterial Disease Research (ACMDR)
- Amity Center for Water Studies & Research

Translational research, innovation, sophisticated infrastructure and industry connect have together build the higher education pillars at Amity University Rajasthan which is reflected in its curricula, trainings, projects and placements in various programmes being offered.

## **INTERNATIONALIZATION**

International engagement is an integral of Amity University Rajasthan, from partnering on world-leading research, sending the AUR to Foreign Partner Universities, to welcoming international students and faculty to our campus, the University's international collaboration is embedded across the entire spectrum of AUR's activities. At Amity University Rajasthan, year-long efforts are made to establish inbound and outbound student exchange, collaborations for Joint research activities, special short-term academic programmes, scholarships, research and faculty exchange.

### **Study Abroad Program**

Study Abroad Programs (SAP), provide an opportunity of global exposure to all undergraduate and postgraduate students through Student mobility under SAP program has picked up substantially under SAP program at AUR. SAP is promoted extensively across the university. Regular interactions with students and faculty has helped improve student participation in SAP Program. Due to Pandemic SAP was put on hold, we look forward for upcoming SAP to extensively promote SAP across all the schools of AUR so that students could benefit out of it.

### **Global Study Programs/ 3 C - Global Study Program**

Global Study Programs (GSP) and 3 Continent Programme are gaining wider acceptability and are a popular choice for students to earn a foreign degree through a low cost, high value pathway study abroad. In coming years there is a possibility for increased connect activities involved - promoting GSP to let students have opportunities to study in the foreign Universities.

### **International student recruitment**

The objective is to increase Foreign Students within the Institutions through articulation, India immersion & Student Exchange Programmes. At Amity University Rajasthan, yearlong efforts are being made to establish inbound and outbound student exchange under different study periods. Also, credit arrangements are discussed with respective departments. Collaborations for Joint research activities, special short-term academic programmes, scholarships, research and faculty exchange are also discussed. AUR is laying emphasis on organizing and facilitating the Immersion and Students Exchange Programmes.

## TRAINING AND PLACEMENTS

Corporate Interface and Relations stand high on the agenda of AUR. The corporate resource center at AUR tries to bridge the gap between industry requirements and skills of students.

The CRC maintains regular interaction with the corporate houses through Orientation Programs, Guest Lectures, Industry visits, forums, Corporate get-togethers and Alumni Interaction etc. It helps students by counseling them to choose an appropriate career depending on their aptitude and interest. The center also takes the responsibility of conducting events like MDPs, Personality Development Programs for the students, Conferences & Seminars and Education & Career Fairs.

The placement activities can be broadly categorized in the following-

- Final Placements
- Pre-placement talks
- Summer Training Placement
- Guest Lectures, Conferences and Seminars
- Industry Visits & Interface (Domestic and International)

### Placement Guidelines and Rules

- It is the responsibility of the student to make him/ herself familiar with all the placement rules, regulations and guidelines. If there is any doubt or clarification required by any student, it is his/ her duty to get the same resolved by the placement office.
- It is the students' responsibility to keep a close watch on all notices sent via portal/email/CRs/Notice Board, to the students regarding placement opportunities & processes and follow the deadlines/ instructions. Generally, individual notifications shall not be sent.
- The CRC will follow a single offer policy. Once a student gets an offer, he/ she is considered out of the placement process and the student will not be allowed to appear for further job openings. However, students selected in non-core branch will be given one additional job opportunity in their core domain.
- Each student will be allowed **8 opportunities** for getting an offer. If a student is unable to convert these into an offer, he/ she may be considered out of the placement process at the discretion of AUR &/or respective School/ Institute.

- Every student (especially graduating batch) is required to attend the Guest lectures, pre-placement talks, and personality enhancement and interview preparation sessions organized by the University. A student can be exempted only in extreme circumstances for which he/ she has to take prior approval from placement authorities. If a student abstains from these activities regularly, he/ she will be considered 'not interested' and may be put out of the placement process.
- All the students are required to strictly adhere to a formal dress code and should be well groomed, have a decent hair style and wear polished shoes, especially so at the time of Campus Recruitment Drive for him/her, Guest Lecture, Interview (on/off campus).
- In the event of a job opening, a mail/ notice would be sent out along with the Job Description (JD), Cost to Company (CTC), location and job profile, etc. as received from the organization. Students will be asked to Sign-up their interest in pursuing the opportunity. Once a student signs up for the organization's said opportunity, s/he is deemed to be OK with the job profile, company profile and CTC. Thereafter No Show/ Under-Performance/ Rejecting an offer - will render the student summarily out of placement process.
- Any student having CGPA below **5 in case of UG and 6 in case of PG**, will not be eligible for Campus Placements.
- Students having more than two back papers are not eligible for the placement process.
- Any student who accepts an offer but does not join the company will not be allowed to participate in the placement process further. **Students are discouraged from taking such action as it not only reflects poorly on AUR Placement Process but also on their ethical standards**
- Any student wishing to opt out of Campus Placement or Internship Support process should inform the CRC in writing and in advance. If s/he has not done so earlier and is shortlisted/offered position by an organization through the campus recruitment process (process initiated/conducted earlier), s/he will be liable to accept the offer. In event of any conflicts, final decision will rest with the placement committee which will act under the guidance of Dean/Registrar/VC of the University

## **GENDER CELL**

The Gender cell since its inception is actively working towards creating an environment for the female students, staff and faculty members of Amity University, Rajasthan, that ensures them to stay and work with respect and dignity in Amity University. The cell ensures that female members of Amity family work under no gender discrimination. The objectives of the Gender Cell are:

1. To ensure the safety of female members of Amity University at their workplace and their stay in campus.
2. To encourage gender equality and sensitivity during work and behavior and discourage any element of gender discrimination.
3. Minimize gender related violence and quick and empathetic redressal of grievances.
4. To conduct training sessions, conferences, research, and guest lectures at university level to sensitize all the members towards gender sensitive issues and promote women empowerment.

Some of the activities conducted by this cell are:

- \* Save the girl child poster competition
- \* OK/Not OK behavior for girls and boys (resolving that behavior that are OK or Not OK are common to both girls and boys)

Disagreeing and breaking of social cultures and traditions that are gender-biased

## **EXTRA-CURRICULAR**

### **Entrepreneurship Cell: Amity Innovation Incubator**

E-Cell is a “non-profit” student organization to help become a student from a job seeker to a job maker. Its aim is to inspire the students, to hone up their entrepreneurship perception and to seed in an idea to innovate and impact the world.

The E-Cell intends to establish a network of mentors consisting of industrialists, venture capitalists, technical specialists and managers. The mentors at E-Cell strive hard to

provide guidance and ways to convert an idea into reality. To enlarge the purview and functioning of the E-Cell, it seeks tie-ups with non-profit entrepreneurial organizations connecting E-Cell to global network of entrepreneurs.

Also, to bridge the gap between the industry and the academia, the E-Cell accelerates industrial development by increasing the supply of entrepreneurs. E-Cell recruits new interns annually to incorporate new talent and to prepare a new wave of youngsters who are willing to absorb themselves into the realm of entrepreneurship.

## **Clubs**

The following hobby clubs are functional at the Campus:

- Dramatics Club
- Singing & Music Club
- Yoga & Meditation Club
- Photography Club
- Rifle/Pistol Shooting Club
- Hiking & Cycling Club
- Fine Arts and Painting Club
- Horse Riding Club
- Golf Club
- Sports Club (Combination of all games)
- Cyber Club
- Environment Protection Club
- Debate, Knowledge-sharing and Litro-Cultural Club
- Rock Climbing and Rappelling Club
- Litro-Cultural Club
- Martial Arts Club

Every student is encouraged to join at least one club. Membership of more than one club is optional. One faculty member having aptitude for that particular field is nominated as 'Club Leader' of the club. Certain Clubs which require high expenditure, like Riding, Golf and Billiards etc., charge monthly subscriptions from its members.

Collection of funds for any type of event from students is not permitted without prior approval of the competent authority. Collection from members will be permitted if the requirement cannot be met by AUR.

### **Freshers' and Farewell Party**

A large number of new students join the AUR Campus as a part of Students fraternity. Once the new batch settles down, there is a tradition of giving a welcome party to the newcomers by their seniors. At the end of academic year, the juniors reciprocate by giving a farewell to the seniors of passing out batch.

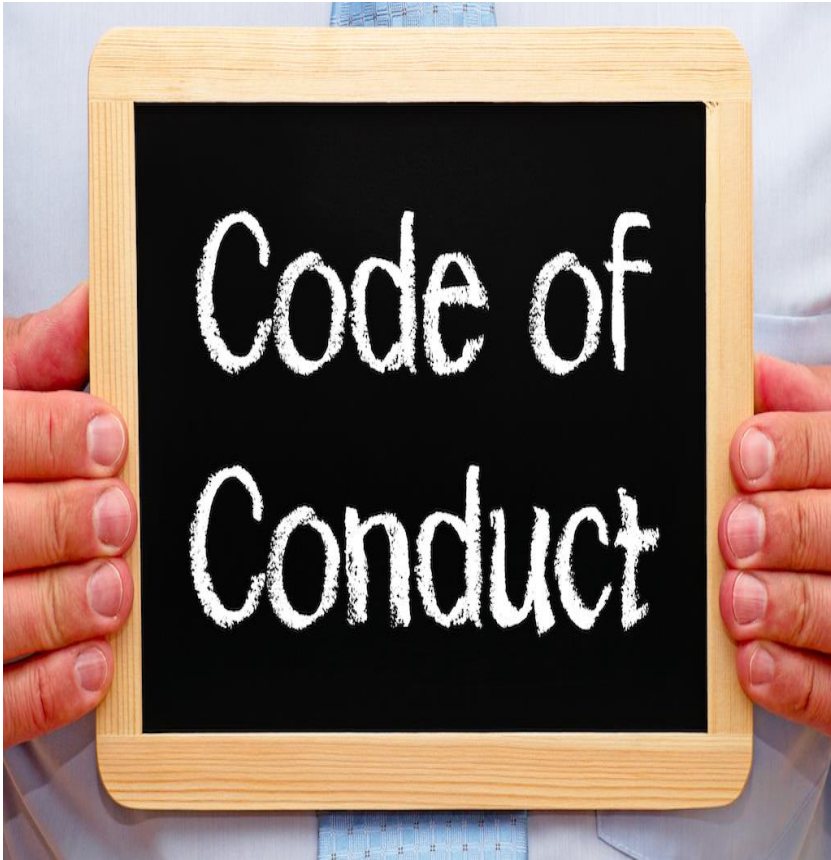
The aim of fresher's party is primarily to fraternize in a non- academic social interaction and strengthen the bonds of fraternity.

### **Odyssey**

Amity University, Rajasthan hosts its Annual Techno-Cultural Fest, Odyssey every year. This grand 3-day Fest usually witnesses the participation of 5000+ students from 100+ colleges. The participants compete among themselves in 50+ events to par excellence.

Odyssey with its diverse events guarantees to manifest the hidden talents from the souls of its participants. Under the prestigious patronage of Amity University Rajasthan, this Fest focuses on the holistic development of participants, by encouraging his/her abilities which allows the individual to perform in fields they did not explore earlier. This is guaranteed to be an awe-inspiring event whose grandeur can be found pulsating in the grey matter of its beholders.





## **OBJECTIVES AND INTRODUCTION**

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

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

The AUR Code of Conduct for students and guidelines are intended to ensure that the students learn and adopt the values and ethics engrained in the Amity University education system whereby the students are expected to follow the code of conduct and ethics statement in order to maintain perfect ambience in the campus, radiating spirit of “AMITIAN” in their attitude, demeanor and approach to life and studies.

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

Non-conformance to conduct and ethics statement may lead to disciplinary actions pursuant to these Guidelines. The students are advised to strictly follow discipline in the campus during their academic pursuit and student life in the hostels, for their smooth and healthy progression and professional development.

## **ETHICS AND CODE OF CONDUCT**

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

- Students should conduct themselves in an orderly manner in their academic and recreational activities while they attend the University, engage in any University activity in hostels, university campus and/or outside the campus during their visits for training, excursion, sports, and project work etc.
- Students should respect the rights and privacy of other members of the University at all times.
- Students pursuing programs leading to a professional qualification are also required to conduct themselves in a manner appropriate to that profession. Amity University is dedicated to the following goals while promoting ethics and code of conduct amongst its students:
  - Fostering professional excellence.
  - Promoting a life of values and ethics.

- Creating responsible and informed leaders and professionals.
- Inculcating a spirit of dedication to the service of others and towards nation building.

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

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

The students are advised to strictly follow discipline in the campus during their academic pursuit and student life in the hostels, for their smooth and healthy progression and professional development.

- The Student Code of Conduct specified in this student handbook is to be followed by all AUR students including hostel residents.
- All sections/instructions covered under AUR Disciplinary regulations will also be applicable to all students.
- All sections/instructions covered under AUR Hostel Regulations will also be applicable to the hostel residents.
- Students are required to wear their valid Identity Card issued to them by AUR around their neck. Students without ID card may be denied entry to the campus/hostel;
- Students are duty bound to report to the HoI/ Proctor/Director Hostel/Warden/Asst. Warden/ DSW in case they notice any unwanted or undesirable activity or violation of code of conduct in the campus or in the hostel;
- Students staying in Paying Guest/Rented accommodation are required to provide the correct address details to their Institution.
- Students are required to inform and ensure updation in the record(s) of the University about any change in their or their parents - permanent/ correspondence/PG address or Telephone no./Mobile No. / E-mail etc. at any point of time.
- Ragging is a criminal and nonbailable offence. Ragging or abetment to ragging in any form is totally banned within the premises of the

University, its Hostels /Departments/ Institutions/Schools/ Colleges/Constituent Units/Centres/Campus grounds and any part of Amity University system as well as on public transport system Paying Guest/Rented Accommodation. Any violation will be dealt with as per the regulations/directives/guidelines in this context –

- Supreme Court Guidelines
- UGC Regulations, 2009
- AUR Regulations on Ragging

All students, including hostellers, are required to sign an Anti-Ragging Undertaking, are required to note the details provided in AUR Anti-Ragging Booklet (available on Amizone) and in the anti-ragging leaflet.

Students are advised not to indulge in any of the undermentioned violations and violations/offences. Anyone found doing so will be liable for punishment, including expulsion from University &/or hostel, withdrawal of privileges like scholarships, appearing for campus placement, etc. :

- Gross misconduct, involving any act of intimidation, brawl/fight or violence or drunken or riotous behaviour, including behaving in rowdy, intemperate or disorderly manner or encouraging or inciting any other person to do so;
- Dishonesty, whether by act of omission, including but not limited to cheating, plagiarism, knowingly furnishing false information to AUR, and forgery or alteration;
- Screening of pirated / unauthorized /unlicensed movies in their computers &/or common rooms;
- Possession &/or consumption of Cigarettes, Hookah, other smoking devices, alcoholic drinks, narcotics/ drugs or encouraging or inciting any other person to do so (Please note that Narcotic Drugs & Psychotropic Substances Act views drug offences very seriously and punishments are stiff even for small quantities);
- Possession &/or consumption of Chewing tobacco, paan, gutka, etc, or encouraging or inciting any other person to do so;
- Destruction/Damage/Defacement of University property, including records or the property of others;
- Misbehavior, rude, unmannerly, impolite acts/use of abusive or offensive language, verbal or written/email/ on social networking sites, gestures, remarks or inciting others to do so (including discriminatory

on grounds of religion, caste, creed, language, place of origin, gender, social or cultural background) etc.;

- Public display, individually or in congregation, for religious activities or religious preaching within the campus or being absent from classes for religious rituals as individual/group;
- Any form of Public Display of Affection (PDA) or wearing promiscuous are in the campus/hostel;
- Violation of administrative rules or regulations where safety to self/other personnel or property is endangered;
- Employing unauthorized persons for any personal work in the hostel premises/University campus;
- Hosting/harboring an outsider/offender in the campus &/or in hostel;
- Hosting/harboring a day scholar in the hostel;
- Indulging in any undesirable activities;
- Physical assault on any student/staff/faculty/guest;
- Keeping firearms/weapons of any kind anywhere in AUR campus & /or in hostel premises;
- Theft of property, including AUR's or other students/staff/faculty;
- Participating in anti-national/anti-social activities or in activities against the interest of AUR or in activities which also involves discrimination against the fellow students on grounds of caste, creed, religion, place of origin, social or cultural background or encouraging or inciting any other person to do so in or outside the Campus/Hostel;
- Unauthorized presence in a hostel/room;
- Unauthorized Parties of all kinds, including 'Birthday Parties' in the Campus/Hostel rooms (Students/ Hostel residents can ask for advance permission from HoI/Director Hostel to celebrate a personal party in a common area);
- Violation of Hostel Timings;
  - a) Hostel Residents are not permitted to leave the campus any time of the day without permission and out-pass.
  - b) All Hostel residents are to return to their rooms by 9 pm and should mark their attendance in the designated register.

- c) Hostel Residents must follow the prescribed hostel timings at all times.
- Entering certain areas individually or in a group within the campus, including in the hostels, which are notified verbally or in writing as ‘out of bound.’
  - Having Electrical appliances such as immersion heaters, electric stove/heaters/electric iron etc. in the hostel rooms;
  - Undertaking Private cooking of food in the hostel room;
  - Impersonation - assuming the identity of another person or having another person assume one’s own identity;
  - Disrupting or obstructing teaching, research, administration and/or disciplinary proceedings;

# CAMPUS LIFE



## ACCOMODATION

The premises are a home away from home for many students with their modish architecture and amenities which includes salons and 24 X 7 functioning medical rooms. The hostels are a snug place to stay in and can accommodate around 3100 students.

### Leave from Hostel

- Out Pass is not a matter of right. Generally, students are permitted to go on out pass but subject to the security, safety and sensitivity issues prevailing at that time, to be decided solely by the Competent Authority.
- Hostellers will be permitted to leave the Campus only after verification of his/her (University Identity Card) and an Absence Form duly issued by concerned Department/Out Pass duly issued by concerned Warden/Asst. Warden and entries to this effect will be made in Register kept with the Warden as well as at the Main Gate. **While proceeding on out pass, a student must always carry his/her identity card.**

### Day Out Pass

- **On Working Days:** Out Pass on working days will be strictly restricted on need basis only. Any student including hosteller desirous of going out of Campus during working day will obtain "Absence Form" duly signed and stamped (Institute/School Stamp only) by the Mentor/HOD/HOI with parents' consent and their Mobile Number endorsed on it. Absence Form along with Identity Card will thereafter be shown to Security Staff at Main Gate and entry made at the out-gate Register kept for the purpose



before leaving the Campus. Timings will be mentioned on “Absence Form”.

- **On Holiday/Saturday and Sunday:** Day Out Pass will be issued by respective Wardens/Assistant Wardens only, as may be applicable.

- Day Out Pass Timings

(i)	On working Days	:	10:00 AM to 07:00 PM
(ii)	On non-working Days	:	08:00 AM to 08:00 PM

- **Transport Timings on Day Out Pass (Non-Working Days):** Administration normally provides sufficient buses as per requirement and timings as mentioned above.

### **Night Out Pass**

- The night Out Pass on all working days will only be issued in exceptional cases like marriage of close relative/tragedy at home or any such incident wherein the presence of student at home is mandatory. However, these will be considered on case to case basis. In such cases, the mentor would personally speak to the parents and only after satisfying himself/herself will he/she recommend a night Out Pass to HOI/Director who will take a final decision. Having obtained the sanction from the concerned HOI/ Director, the students will obtain the night Out Pass from his/her Warden/Assistant Warden. In case of extreme emergency student may get his/her Programme Coordinator or HOI/HOD to talk to concerned Warden/Assistant Warden and thereafter obtain the outpass. The mobile Number of these authorities will be made available to Hostel Authorities for verification/recognition purpose.
- **Out Pass Issue Timings:** All day and night out passes from Hostels on non-working days except in emergency cases will be issued on day in advance between 09:00 PM to 11:00 PM and 09:00 AM to 12:00 PM on same day. A student requiring an Out Pass is required to fill an Out Pass and enter the details in the register maintained in the hostel.
- The students must show the Out Pass along with Identity Card while leaving the campus and also on return at the Main Gate to the Security Staff on duty and surrender the same at the Main Gate itself.

- On reporting back to the hostels, the students have to check in the register maintained in their respective hostels and confirm to the Warden/Assistant Warden.
- **Night Outs Without Out Pass/Absentees After 2300 hours:** Any hosteller leaving the hostel for night outs without proper Out Pass or reporting after 2300 hours and is without Out Pass will straightway be suspended from the hostel for a minimum period of 10 days without any written warning and for the remaining semester, if repeated.

## **SECURITY**

- The hostellers are responsible for the security of their cash and valuables by themselves. They are advised not to keep jewellery, expensive items and excessive cash in their rooms.
- Hostellers are strongly advised to properly secure their entire valuables i.e., cell phones, laptops, watches, ATM cards and money etc., at all times.
- Hostellers are not permitted to change rooms or sleep in any other room without prior permission from the hostel authorities. All students are required to return to their room by 10.00 PM.
- Any student who finds his/her roommate missing for more than two hours after 5 p.m., must report to the warden immediately. This is to enable the authorities to take immediate action, to avoid any untoward incident. Cooperation by the students will be very much appreciated.

### **Anti-ragging**

Ragging is illegal as per the Honorable Supreme Court ruling. Display of noisy disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame, or embarrassment to a student in any academic institution including teasing, abusing, playing practical jokes, or causing hurt to such students, asking the student to do an act or perform something which such student will not in the ordinary course be willing to do, will amount to ragging.

- Any violation of this by the students will be dealt with severely by appropriate action, which may even be expulsion from the Hostel/University. Implication of any student by a court of law could lead to him/her being imprisoned up-to a period of twoyears and/or a fine of up to Rs 10,000/-. Other Institutional punishments for participation in/or Abetment of Ragging:
  - (a) Cancellation of admission.
  - (b) Suspension from attending classes.
  - (c) Withholding/withdrawing scholarship/fellowship and other benefits.
  - (d) Debarring from appearing in any test/examination or other evaluation process.
  - (e) Withholding results.
  - (f) Debarring from representing the institution in any national or international meet, tournament, youth festival etc.
  - (g) Suspension/expulsion from the hostel.
  - (h) Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
  - (i) Expulsion from the institution and consequent debarring from admission to any other institution.

Each student and his/her parents/guardian shall have to furnish an affidavit along with the application form to the effect that they will not participate in or abet the act of ragging and that, if found guilty, shall be liable for punishment under the penal law of India. Each Student has to fill /register themselves on [www.antiragging.in](http://www.antiragging.in)

## **MEDICAL FACILITIES**

First aid medical treatment is available within the campus. Amity Medical Investigation (MI Room) has a resident doctor and nursing staff with Ambulance available 24x7. On falling sick, the hosteller will inform the warden who will arrange medical help. In case of any emergency or seriousness, the students will be sent to the neighboring hospital i.e., NIIMS Hospital, in the ambulance at the earliest. The hostellers/warden be advised to communicate this effect to the parents

or the local guardian of a student.

Each student of Amity University is eligible for medical insurance cover under following terms and conditions:

- Cashless treatment up to Rs. 25000/- if a student is admitted in hospital for more than 24 hours, in the empaneled hospital. The list of all such hospitals is given in the guide book.
- In case of major injury, the amount of insurance may be increased up-to Rs. 1,00,000/-
- In case of unfortunate, accidental death, life Insurance cover of Rs. 5 lakhs are provided.

## **FOOD**

### **Mess Meals**

Four regular Meals are served viz. **Breakfast, Lunch, Evening Snacks and Dinner.**

The monthly menu is prepared by the student members of the Mess Committee in consultation with the Mess Manager. The Mess Committee student members are nominated by Director Hostels. These students are also encouraged to inspect the cookhouse at regular intervals.

The Mess functions on a coupon system for each of the meals. Thus, the mess vendor only has an approximate idea regarding the number of students who may take a particular meal on any day. The daily menu is displayed near the coupon counter. Suggestion register is also available at the coupon counter.

### **Food Outlets**

The following food outlets are available in the college premises, in addition to the Mess for Students. They provide snacks and non-alcoholic beverages on cash payment during the day.

- Café Coffee Day
- Fuel Zapp
- Cafeteria
- Sankalp
- Fruits and Juice Shop
- Chaat and Sweets Shop
- Lipton Outlets

- Nescafe Kiosk
- # Hash Tag Food Van
- Amul Ice Cream Parlor
- Non-vegetarian food outlet

## TRANSPORTATION

The transport system of AUR is managed by the Administration Dept. of AUR, Jaipur. The transportation is available for both- day Scholars and Hostellers. The details are given below:

- **Daily:** Buses transport students (Day Scholars) to and fro from Jaipur city to AUR Campus. The buses start for Jaipur city only in the evening after the University working hours and cover all important areas of the city.
- **Weekend Buses for Hostellers:** 2-4 Buses are provided on non-working Saturdays for Hostellers to visit the city for shopping or other requirements projected by Director Hostels. The buses depart from Campus between 09:15 AM and 09:30 AM for Jaipur City in the morning and return in the evening around 06:00 PM. One bus is provided on Sunday, if at least 30 Students wish to go to the city. The information has to be given in advance by Friday of the same week.
- **Industrial/ Academic Visits:** Buses are also provided by AUR to carry students for Industrial/Academic visits as per requirement of various departments as per AUR norms.
- **Allied Requirements:** Any other need as projected from time to time is also catered for e.g. Fresher's Party etc., wherein the students are dropped near the city office in the late evening hours/night.
- **Ambulance:** Well-equipped 24 hours Ambulance service is available in AUR for 365 days. The patient is transferred to nearby hospital only if recommended by the resident doctor.
- **Shuttle Services:** Vehicles are also pressed into service for transporting Students with their luggage etc. between AUR's main gate and Hostels when they come to/leave the hostel and masse during semester break.
- **Sports Activities/ Sangathan:** The University encourages & provide transportation facilities to the Students to take part in various sports activities organized by other different Universities in Jaipur/outside.
- **Emergency Services:** In case of any emergency if any student wants to go to railway station/Bus Stand/Airport on some urgent call from their parents

etc. the concerned student is dropped at the desired place in the Jaipur City. This is done only in extreme cases with due approval of competent authorities at AUR.

## SPORTS

### Outdoor Games

- Football Ground
  - Three Volleyball Courts
  - Two Basketball Courts
  - Three Tennis Courts
  - Kabaddi Arena
  - Kho-Kho & Athletics Tracks
  - Martial Art Practice Area
  - A Golf Driving Range and a Practice Green.
- } All Floodlit Areas

### Indoor Games

- Billiard and Pool tables
- Four Table Tennis
- 10 mt. Air Rifle Shooting Range (computerized)
- Chess & a proper Multi-station gymnasium

### Sangathan

To realize the vision of Hon'ble Founder President Dr. Ashok K. Chauhan to build sportsman spirit, comradeship, resulting in high vibrancy in the campus, this event is conducted in Sept./Oct. every year. Large participation of students is witnessed in events like Cross Country Run, cycling, Track Events & practically all above outdoor & indoor games. The event culminates in Mahasangathan at AUUP Noida, in which all campuses of Amity across the globe participate.

### Mahasangathan

Every year Amity Campuses across India participate in Sangathan- a month long mega event which culminates in the Founder's Day celebrations, observed in honour of Dr. Ashok K. Chauhan, Founder President – Amity. This event is a perfect melange of over

150 Amity institutions, 17 Amity schools & pre-schools from 15 cities of India. Students from Amity London, Singapore, New York, California, Dubai, Abu Dhabi, Mauritius, China, Romania & Tashkent Campus come to Amity grounds to pay their regards and respect to their Founder President. Students compete in 35 different sports and games including Athletics-100 meters sprints, badminton, squash, basketball, volleyball, karate, judo, cricket, swimming, tug of war to clinch the much-coveted trophies.

### **Shauryamanthan**

Sports develops social skill that enables one to interact with the opponents and friends with sublimity, calmness and an organized frame of mind. Driven by these strong motives, Amity University, Rajasthan organizes the Inter – University sports competition called “ Shaurya Manthan” of vivid colour. In the three days celebrations, hundreds of vivacious boys and girls participate in the 15 selected sports events.

### **Amity Sports Premier Leagues**

Amity premier leagues is a tournament within the students of Amity University campus, Rajasthan. This event is based on the concept of Indian Premier league (IPL) where teams have a franchise of their own. The standard rule of bidding of players is organized under the supervision of sports faculties giving each franchise a total point of 50,000 points. The main motive of organizing this event is to promote mass participation in sports from grassroots level throughout the campus. It also aims to promote keen and healthy competition amongst the competitors under an atmosphere of sportsmanship and friendly interaction. Above all, this event promotes socio-cultural integration thereby enhancing national unity.



# VALUE ADDITION



## **MILITARY TRAINING CAMP**

In accordance with the National Youth Policy, which envisages that the youth of the country should spend at least one fifth of their total time spent in an educational institution on outdoor activities, our respected Founder President has directed a compulsory Military Training Camp for all students of Amity Institutions. The camp is called the “Amity University Rajasthan Military Training Camp”.

As a major part of value-added activities, all students in their final year are required to undergo a Military Training Camp at Jaipur. The camp for PG students is of 6 days and that of UG is for the duration of 5 days. The camp gives the students a glance into the broader details and work ethos of the Armed Forces. MTC also provides facilities for adventure related training and sports activities in an eco-friendly and pollution free environment.

Students are also given a brief exposure to subjects of general awareness such as disaster management, illegal infiltration across our borders both in East and the North. Elements of leadership development for students are also discussed and hands on opportunity is provided for the same. Several outdoor and indoor activities are organized for students to develop a habit of participation in group activities. The camp also aims to expose students to the essentials of physical well-being and fitness.

## **NATIONAL CADET CORP (NCC)**

The National Cadet Corps is the largest uniformed youth organization in the world which provides an opportunity of multifarious activities such as training, Youth Exchange Program (YEP), National Integration Camps (NICs), Attachment training (Army, Air-force, Navy) etc., which helps an individual to build a strong character, discipline and comradeship in his/her formative years. Membership of NCC provides fair and equal opportunities to all desirous students (Bachelor’s degree) and creates a human resource of organized, trained and motivated youth, to provide leadership in all walks of life and always be available for the service of the nation.

With the motto of ‘Unity and Discipline’, the NCC aims:

- To create a human resource of organized, trained, and motivated youth.
- To provide Leadership in all walks of life and be always available for the service of the Nation.
- To provide a suitable environment to motivate the Youth to take up a career in Armed Forces.

- To develop character, comradeship, discipline, leadership, secular outlook, spirit of adventure and ideals of selfless service amongst the youth of the country.

The DG NCC HQ has approved Amity University Rajasthan and allotted **‘Out of Turn’** allotment **under FSFS** (Fully Self Finance Scheme) for new raising of SD/SW cadets (strength 80) in 7 Raj (I) COY, NCC Jaipur (Army Wing). Amity University recognizes the ‘Nation building through the youth’ Charter and ideology of NCC and is an integral part of the National Cadet Corp.

### **NATIONAL SERVICE SCHEME (NSS)**

The National Service Scheme (NSS) is a government-sponsored public service program conducted by the Department of Youth affairs and Sports of Govt. of India. Amity University Rajasthan was granted five self-financed units of NSS in 2015 which means 500 students can join NSS and actively participate in activities related to social welfare.

#### 1. Objectives: -

- Understand the community in which they work
- Understand themselves in relation to their community
- Identify the needs and problems of the community and involve them in problem solving process
- Develop among themselves a sense of social and civic responsibility
- Utilize their knowledge in finding practical solution to individual and community problems
- Develop competence required for group living and sharing of responsibilities
- Gain skills in mobilizing community participation
- Acquire leadership qualities and democratic attitude
- Develop capacity to meet emergencies and natural disasters and
- Practice national integration and social harmony

The benefits of joining NSS are:

- 5% extra weightage in admission in various universities.
- Helps in admission in overseas Universities
- Opportunities at state, national and international level.

NSS provides ample opportunities to students through various platforms such as:

- Pre RD-Camp and RD Camp
- National Integration Camp (7 Days)
- National Youth Exchange Program
- National Adventure Training Program
- Youth Festival (5 Days)
- International Student Exchange Program etc.
- International Level Youth Delegate Program

## **ALUMNI ASSOCIATION**

The aim of the Alumni association of Amity University Rajasthan (AUR) is fostering lifelong relationships and maintain seamless cooperation between alumni and university to achieve the esteemed vision of AUR. The Alumni association of AUR, is providing diverse tangible benefits including networking opportunities, career services, alumni interactions every year to feel welcome and valued as a proud alumni member of the Amity University Rajasthan. The Alumni meet provides the opportunity to connect and interact our current students with their alumni, for accomplishment future goals and mutually benefits.

The Alumni Association of AUR, promotes the following

- Forum for the Alumni to exchange ideas on enrichment of university curriculum, according to market demands and feedbacks.
- Liaising between industry-academia interactions to make future ready graduates by promoting mentorship, internship, and career opportunities for students.
- Encourage, foster, and promote close relations among alumni themselves.
- Maintaining the updated and current information of all Alumni to strengthen never ending relationship with university and reinforced the industry academia board.
- Dynamic community to offer respectful, friendly environment among the alumni to feel ownership and act as a true ambassador of Amity University Rajasthan.

**Contact Details of Dignitaries, Deans, Directors and Hol's**

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