



AMITY UNIVERSITY
-UTTAR PRADESH-

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**Quality & Environment Management System
 Manual**

[ISO 9001 & ISO 14001]

INTEGRATED MANAGEMENT SYSTEM

FOR

ISO 9001:2008 AND ISO 14001:2004

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This document is applicable to:

AMITY UNIVERSITY UTTAR PRADESH
 ALL ACADEMIC INSTITUTIONS
 Amity University, Sector: 125
 NOIDA, UTTAR PRADESH, INDIA

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The Manual is signed by Prof (Dr) Sanjeev Bansal, Management Representative (ISO 9001:2008 & ISO 14001:2004) on 16 August 2017.

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1. Scope & Exclusions:

For **ISO 9001:2008** Quality Management System [QMS] :

Provision of educational services in the institutions covered under AUUP – (Amity University Uttar Pradesh), & Amity School of Engineering & Technology - ASET (Bijwasan).

For **ISO 14001:2004** Environment Management System [EMS] :

All activities carried out during provision of educational services in the Institutions covered under AUUP – (Amity University Uttar Pradesh).

Exclusions claimed under the Quality Management System :

Preservation of Product: (7.5.5) – There is no process of preserving the product.

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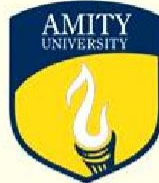
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VISION

Building the nation and the society through providing total, integrated and trans-cultural quality education and be the global front runner in value education and nurturing talent in which modernity blends with tradition.

MISSION

To provide education at all levels in all disciplines of modern times and in the futuristic and emerging frontier areas of knowledge, learning and research and to develop the overall personality of students by making them not only excellent professionals but also good individuals, with understanding and regards for human values, pride in their heritage and culture, a sense of right and wrong and yearning for perfection and imbibe attributes of courage of conviction and action.

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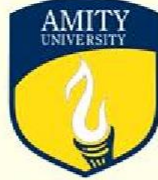
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QUALITY AND ENVIRONMENTAL POLICY

Amity University and all its constituents are committed to deliver and continually improve through implementation of Quality and Environmental Management Systems, in all the defined activities and will set objectives and targets at various levels based on the following policy:-

- ❖ Conforming to globally designed academic processes and support systems.
- ❖ Ensuring value addition to academic processes and satisfaction to all stake holders.
- ❖ Providing globally employable skills.
- ❖ Providing platform for nurturing cross cultural and cross continental academic environment.
- ❖ Inculcation of human values and ethics through practice of 101 attributes in Amitians.
- ❖ Compliance to applicable statutory and regulatory requirements.
- ❖ Ensuring protection of environment and its sustainability.
- ❖ Conservation of resources through optimum utilization.
- ❖ Enhancing awareness and knowledge of all concerned with respect to above activities.

Prof. (Dr.) Balvinder Shukla
Vice Chancellor (Actg.) AUUP

10 October, 2013

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INTRODUCTION TO AMITY UNIVERSITY UTTAR PRADESH (AUUP)

The University was established on January 12, 2005 through “Amity University Uttar Pradesh Ordinance, 2005” promulgated by the Governor of Uttar Pradesh. “Amity University Uttar Pradesh Act, 2005” was passed by the State Legislative and assented to by the Governor, notified vide UP Govt. Gazette Notification No. 403/VII/V-I (Ka)1/2005 dated 24 March, 2005.

Amity Universities have been established in Noida, Greater Noida, Lucknow & Dubai, Jaipur, Gurgaon and Gwalior under the State Acts of Uttar Pradesh, Rajasthan, Haryana and Madhya Pradesh respectively.

The University and all other Amity educational institutions function under the umbrella of the, not-for-profit Ritnand Balved Education Foundation (RBEF) founded in 1966 by Dr. Ashok K. Chauhan, an educationist, entrepreneur and a visionary.

The University situated at sector-125 Noida in a 60 acre sprawling campus started its operations from the Academic Session 2005-06. The campus has the latest infrastructure in terms of buildings, furniture and fixtures, lab apparatus and equipment, computer hardware/software/connectivity, library, sports and hostel facilities etc. The campus of AUUP exists in Greater Noida, Lucknow and Dubai.

The Sports facility like Swimming Pool, Squash Courts, Tennis Courts, 20 Lane Indoor Shooting Range, Riding Academy have been developed. In addition Basket ball courts, badminton courts, volley ball courts, cemented cricket pitches, huge playground for all field games like football, hockey, etc have been constructed.

Essential facilities are available including Bookshop, Food Courts, Departmental Store, Gym, MI Rooms, under ground Parking, Laundry facility, etc. apart from Cafeterias and Counseling Centre.

The University encourages the faculty members to undertake research work for their professional development and enrichment of courses/teaching. The University is also offering M.Phil, Doctoral and Post Doctoral Research programmes. The thrust areas of research are Biotechnology, Management, Microbial Technology, Nano-Technology, Engineering/ Information Technology, Pharmacy, English, Law, Behavioural Health and Allied Sciences.

Amity University Uttar Pradesh is recognized as a Scientific & Industrial Research Organisation (SIRO) by DST Govt. of India

Amity University Uttar Pradesh had conducted the NAAC Accreditation and has been awarded “A” Grade in April 2012.

Western Association of Schools & Colleges (WASC) team during their diagnostic visit, recommended AUUP for clearing Stage-II of WASC, USA accreditation.

Amity University Uttar Pradesh was awarded “Rajiv Gandhi National Quality Award (RGNQA) 2012 Commendation certificate” in the category of “Large Scale Service Sector”

Amity also received Golden Peacock Global Business Excellence Award 2013.

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Research & Other Activities:

Faculty members are encouraged and also financially assisted to attend and present papers in National/International Conferences/Seminars/Workshop.

Patents applications have been filed by various faculty members of AUUP with Controller of Patents in the areas of Biotechnology, Microbial technology, Nano technology, Information technology, Herbal Medicines & Allied Sciences. One Copyright application has been filed in the area of Management in the Copyright Office. Apart from research papers presented by faculty in national/International journals and/or published in reputed journals.

Quality Assurance and Enhancement (QAE)

The University has a dedicated set up for Quality Management. Quality Assurance and Enhancement is functional in the University. The University has been certified for ISO 9001: 2008 (Quality Management System), ISO 14001: 2004 (Environment Management System), ISO 27001:2005 (Information Security Management System), ISO 22000:2005 (Food Safety Management System) and ISO 50001:2011 (Energy Management System).

Scholarships & Awards

The University has been awarding Scholarships to talented students on Merit or Merit-cum-Means basis, to encourage the talent of meritorious students as well as to assist the economically weaker students. These include:

On Admission Merit Scholarship: - equal to 25%, 50% or 100% of tuition fees based on percentage of marks in qualifying examinations.

Merit Scholarship : - (During the programme) equal to 30% of fee payable to the toppers of each programme.

Merit-cum-Means Scholarship: - for deserving students who are academically good and need financial assistance.

Dr.Ashok K Chauhan Scholarships: amounting to 100% of tuition fees based on percentage of marks in qualifying examinations.

Besides above, the University has special scholarships which are meant for outstanding students in areas not covered above e.g. an outstanding **sports person**, a student who has demonstrated extra-ordinary achievements in other fields.

The University has also provision for award of Medals for the toppers and special awards for the students based on various traits/performance.

Information technology

Technology has been leveraged for the automation of various systems and processes at Amity. It has helped all concerned by bringing speed, accuracy and transparency in the systems. Amity University both at Gautam Buddha Nagar & Lucknow has wireless broadband internet connectivity with over 75 kms. of fiber optic/ LAN cable backbone structure.

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Linkage with other institutions (National & International)

Amity has developed linkages and interaction with prestigious National/International Institutions with a view to continuously upgrade the programmes, course syllabi, pedagogy, exchange of knowledge and faculty sharing by scientists and faculty for collaborative research. Some of the National Collaboration are with DRDO, CSIR, JNU, etc and International Collaboration are with:

- | | |
|--|---|
| ○ Purdue University, Calumet (USA), | ○ Deakin University, Australia and sever |
| ○ Gannon University, Erie, USA, | ○ University of California, Riverside USA |
| ○ University of Abertay Dundee (Scotland), | ○ El Purpan, France |
| ○ University of Central Lancashire, UK, | ○ Lyon Summer School, France |
| ○ Leeds Metropolitan University, UK, | ○ The Washington Centre, USA |
| ○ Queen’s University, Belfast, UK | ○ Vatel International Business School & Tourism |
| ○ CISCO Regional Network Academy, USA | Management, France |
| ○ CINVESTAV MEXICO | ○ Chicago Kent College of Law of the Illinois |
| ○ Korea University | Institute of Technology. |
| ○ Kangwon National University, Korea | |

Amity has signed MoUs’ with the various CSIR Research Institutes namely Advanced Materials and Processes Research Institute, Bhopal; Indian Institute of Integrative Medicine, Jammu; Institute of Minerals and Materials Technology, Bhubaneswar and Shriram Institute for Industrial Research, Delhi.

Placements

Major companies that visit Amity University regularly for placements include KPMG, WIPRO, Tech Mahindra, PATNI, VOLVO Eisher, HONDA, Hyundai, Bank of America, Samsung, ITC Infotech, R Systems, Indian Airforce, Indian Navy, Bajaj Allianz Insurance, Ballarpur Industries, Deloitte Consultant, Deutsche Bank, HDFC Bank, ICICI, HCL, Standard Chartered Bank, Yes Bank, Bank of India, Bank of Baroda, ITC Maurya, Hyatt Regency, JP Group, Ramada, The Oberoi, HSBC Bank, Mercedes Benz, TVS Motors, Sony India, E&Y, OBC, ONGC, Nuclear Software, Oracle, Microsoft etc.

Amity Innovation Incubator

The University has established an Innovation Incubator, supported by an advisory body consisting of industrialists, venture capitalists, technical specialists and managers as well as by the NSTEDB of Department of Science and Technology, Government of India. It helps entrepreneurs realize their dreams through a range of infrastructure, business advisory, mentoring and financial services.

Accreditations & Members:

National:

- Bar Council of India.
- Rehabilitation Council of India.
- Association of Indian Universities.
- All India Management Association.
- National Council of Teacher Education.
- Accreditation Service for International Colleges, US.

International:

- Accreditation Service for International Colleges, US.
- Institute of Engineering & Technology, UK.

UNWTO.TedQual Certification, Andorra

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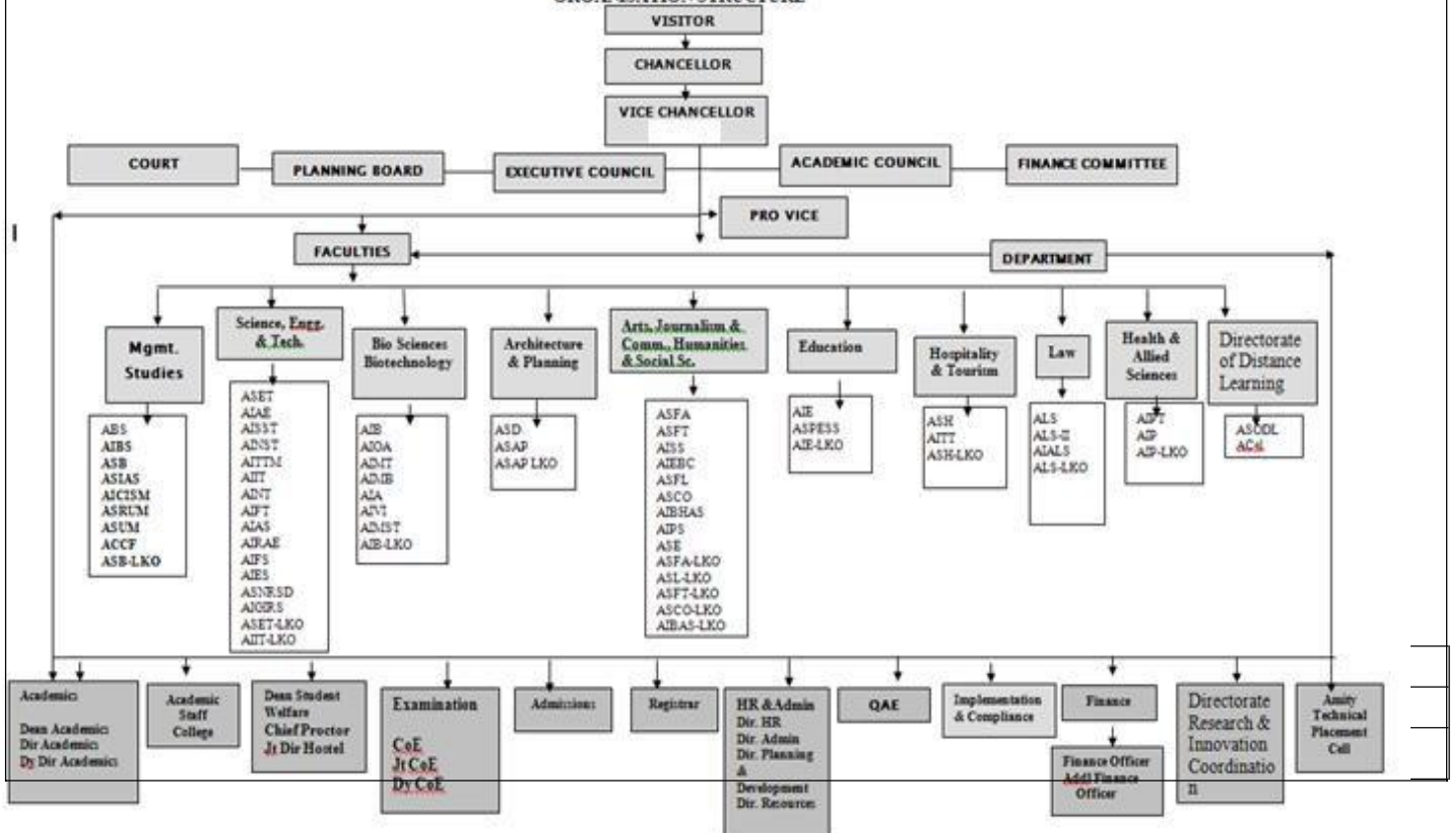
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ORGANOGRAM OF THE UNIVERSITY

ORGANISATION STRUCTURE





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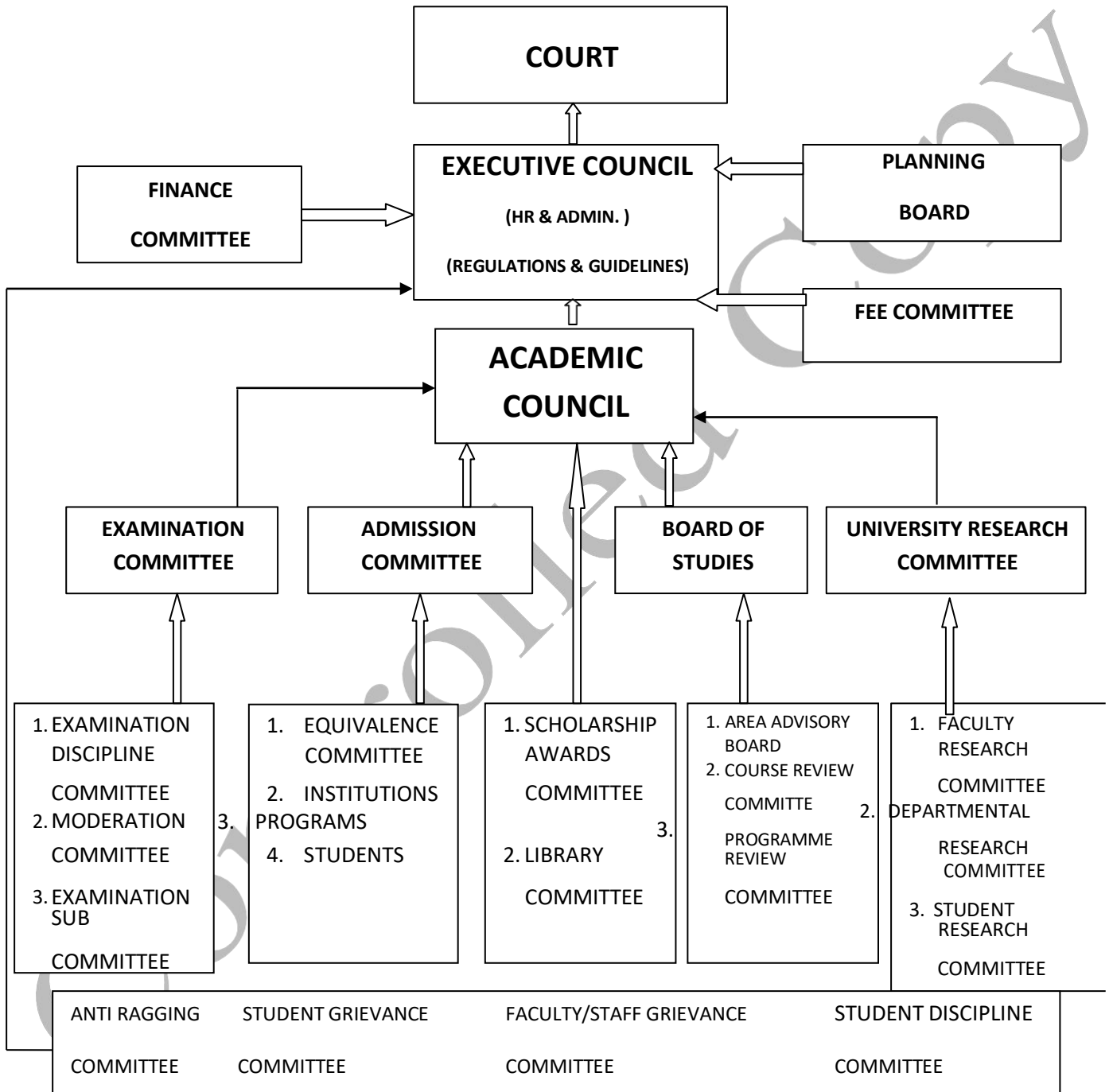


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AUUP GOVERNING STRUCTURE



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UNIVERSITY POLICIES

- The University functions under the overall umbrella of the “AUUP Act - 2005”, governed by the provisions of its Statutes, Ordinances, Regulations & Guidelines.
- The First Statutes and the First Ordinances of the University already approved by the UP Govt.
- 12 Regulations and 10 Guidelines have been approved by the Academic Council, the Executive Council or the competent authority of the University and are available with the Registrar of the University and uploaded in Amizone.

STATUTORY BODIES (UNIVERSITY)

- (a) The Court
- (b) Executive Council
- (c) Academic Council
- (d) Finance Committee
- (e) Planning Board
- (f) Admission Committee
- (g) Fee Committee
- (h) Examination Committee
- (i) University Research Committee
- (j) Boards of Studies (Constituted for each Institution)

The meetings of these bodies are conducted periodically.

UNIVERSITY COMMITTEES

- | | |
|---|--|
| - University Discipline Committee | - Examination Discipline Committee. |
| - Scholarship Committee. | - Equivalence Committee. |
| - Academic Infrastructure Planning Sub-Committee | - Cafeteria Management Committee. |
| - Manpower Planning Sub-Committee | - Learning resources Planning Sub-Comm. |
| - Annual Research Planning Sub-Committee | - Lab equipments & software Planning sub-comm. |
| - Annual Activities Calendar sub-committee & Industry Interaction, Placement & Alumni sub-committee | - International Planning Sub-Comm. |
| | - Financial Planning Sub-Comm. |
| | & so on. |

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INSTITUTIONAL COMMITTEES

- Examination Sub Committee
- Disciplinary Committee
- Departmental Research Committee
- Student Research Committee
- Library Committee
- Anti Ragging Committee
- Cultural Committee
- CRC /Placement Committee
- Sports Committee
- Environment Committee
- Literary Society
- Cleanliness Committee
- Technical Committee (Society of Automobile Engineering)
- Research Committee
- Laboratory Committee
- Farm Committee
- Legal Aid Clinic
- Law Watch Committee
- Cafeteria Management Committee
- Institutional IQAC

Some of the Sub committees / clubs are listed below:

- a) Dance Club
- b) Music Club
- c) Photography Club
- d) Fine Arts Club
- e) Films Club
- f) Dramatic Club
- g) Seminar Club

Students in these committees & clubs participate in the In-house, Inter Institution and Intra Institution Competitions & Activities viz:

- a) Quiz
- b) Sports
- c) Dramas, Role Plays
- d) Music, Vocal & Instrumental Competitions
- e) Singing, Dancing competitions
- f) Creative Workshops
- g) Group Discussions on Various topics
- h) Extempore, Debate Competitions
- i) Cuisine Competitions
- j) Poetry Competitions
- k) RJ & VJ Competitions
- l) Ad writing / Copy writing / Poster Making Competitions
- m) Fashion Show

& so on.....

In addition to the above information, Class Representatives are appointed in all Institutions/programmes/ batch/ sections and play a very important role.

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KEY OBJECTIVES OF THE UNIVERSITY

To promote and foster creativity and innovation in curriculum design and delivery

To promote Research Culture and Management Practices

To enhance the quality of the student learning experience

To provide Resources and Infrastructure for Academic Excellence

To Ensure Individual Contribution Towards Achievement Of Objectives In Time Bound Manner, The Objectives Are Deployed To Each Of The Following Management Levels:-

- a) VC
- b) PVC
- c) REGISTRAR
- d) DEANS OF FACULTY (DOMAINS)
- e) HOI/HOD
- f) PROGRAMME LEADERS & CO-ORDINATORS
- g) FACULTY LEVEL

Each institution & support office will set their objectives before the commencement of the academic session.

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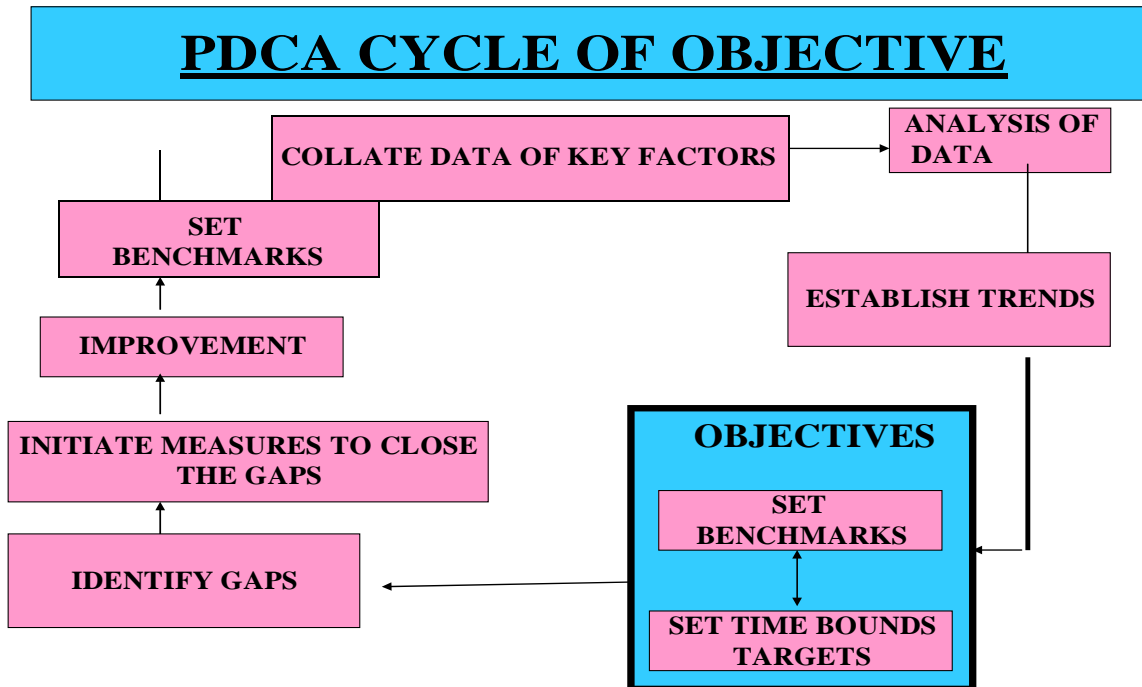
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Every year based on the above matrix, the following steps are taken:

1. Mapping key performance indicators.
2. Measure and track each metric.
3. Analyse, implement and take corrective action accordingly.
4. Define threshold, benchmark and best practice metric for each indicator.

Based on the above, Strategic, Maintenance and Research Objectives are set up for the next academic year.

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SECTION B. CLAUSE WISE COMPLIANCE
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1. 4.1 General requirements:

AUUP was certified in 2006 for ISO 9001:2000 & ISO 14001:2004 has completed two re-certification audits (ISO 9001:2008 in 2009).

2 (4.2) Documentation Requirements :

4.2.2 Quality Manual : AUUP has established and is implementing and maintaining an Integrated Manual (Quality Management Systems and Environment Management System i.e. Integrated Management Systems), which includes:

- a) The scope of the QMS, including details and justifications for any exclusions.
- b) Procedures needed for the effective implementation of the QMS
- c) A description of the interaction between the processes of the QMS

The Aspect-Impact analysis and Operational Control Procedures are attached with this document as a part of Integrated Management Systems.

3 (4.2.3) Control of Documents

To control all documents that are related to quality management systems and to ensure that valid and related document is available at the place of use, the same are centrally controlled by Management Representative.

All documents such as manual, procedure, forms/formats, and documents of external origin etc. in original as Master Copy are maintained by M.R.

The list of documents is placed along with this document.

4 (4.2.4) Control of Records

To ensure appropriate control and maintenance of records applicable to all records covered under Quality Management System.

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5 Management Responsibility

AT THE APEX LEVEL

Apex management provides evidence of its commitment to the development and implementation of the QMS and continually improving its effectiveness by

- a) Holding regular meetings specific to the issues whenever required.
- b) The quality and environmental policy is established and is communicated to all stake holders by displaying at prominent places and discussing in various forums.
- c) Conducting MRM at least once a year to ensure the continuing suitability, adequacy and effectiveness of the QMS and the process in the organization.
- d) Reviewing resource requirements on a continuous basis and ensuring that all requirements are met before the academic session begins (Academic Planning).
- e) Ensuring customer satisfaction through feedbacks (twice in a session) and surveys.

(5.5.1) Responsibility and Authority: All the Institutions have identified and defined the responsibility, authorities and interrelation of personnel in the organization based on the roles that they play.

The organogram and interrelation among various functions/personnel explains the role and responsibilities of the personnel of this Institute.

(5.5.2) Management Representative: The University has nominated one of the senior members of RBEF and AUUP as the MR. The MR has full access to the QMS of this Institute and has the necessary authority to ensure that the requirement of the QMS are established, implemented and met.

(5.5.3) Internal Communication: Head of the Institute ensures that appropriate communication processes are established within the Institute and that communication takes place in context of the effectiveness of the QMS. Various formal and informal communication methods are in place to promote communication in the organization such as

- a) Notice Boards
- b) Meetings
- c) Internal Circulars
- d) Review Meetings
- e) Amizone

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Domain Management Review/s:

Management reviews are conducted in accordance with the procedure laid down in QSP/5.6/01 titled Procedure for Management Review. This MRM is preceded by the Dean of respective faculty/Domain with all concerned Institutions at planned (once a year) intervals. During the review, continuing suitability, adequacy and effectiveness of the QMS are reviewed. The review also assesses the opportunities for improvement and need for changes in the QMS including the policy, processes and quality objectives. Records are maintained to provide evidence to the management review conducted.

Policies, objectives and strategies are deliberated at the apex level periodically through MRMs (Management Review meetings, meetings of various statutory and non statutory bodies and committees like the executive council, academic council, board of studies, examination sub- committee, etc.

The decision arrived at these meetings are communicated to relevant levels by way of-

- a) Minutes of the proceedings.
- b) Issuing of notifications/circulars.
- c) Issuing of fresh guidelines or amendments to existing guidelines.
- d) Issue of SOPs.
- e) Faculty development programme/ awareness programmes
- f) By putting relevant information
- g) Through electronic mail and through intranet

FACULTY/DOMAIN LEVEL

The Institutions are divided into faculty/domain headed by Dean of Faculty.

(5.2) Customer Focus: Student requirements are identified and understood so as to meet them and ensure customer satisfaction at all times. Student/Industry feedback is obtained and analyzed to ensure and enhance their satisfaction.

The complaints/suggestions of the students (parents and employers) are dealt with appropriately through guidelines of the University :Students Grievance Redressal. (Process given in this manual).

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(5.4.1) Quality Objectives: All the Institutions define the quality objective at the beginning of session aligned with University Strategic objectives and depicted in Academic Planning that are specific measurable achievable, realistic, time bound and consistent with the policy. The objectives set are used as an indicator of the performance. It is ensured that the quality objective defined is in line with the requirements of the Stakeholders, Vision, Mission and Policies of the University. Achievement status is discussed in the review meetings. Based on an achievement, an objective is amended to include new area or enhanced requirements as per the PDCA cycle shown in this manual.

The format of the objectives used by the institutions is as follows:

<INSTITUTION/DEPARTMENT NAME>
 Amity University
 NOIDA

QUALITY OBJECTIVES

Sr. No.	Objective	Present Status (Previous Academic year)	Benchmark (Target for Coming Academic Year)	Action Plan	Responsibility	Target Date
1.				1. 2. 3.		
2.				1. 2. 3.		

ENVIRONMENTAL OBJECTIVES

Sr. No.	Objective	Present Status (2012-13)	Benchmark (Target for 2013-14)	Action Plan	Responsibility	Target Date
1.				1. 2. 3.		

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6 Resource Management

(6.1) Provision of Resources

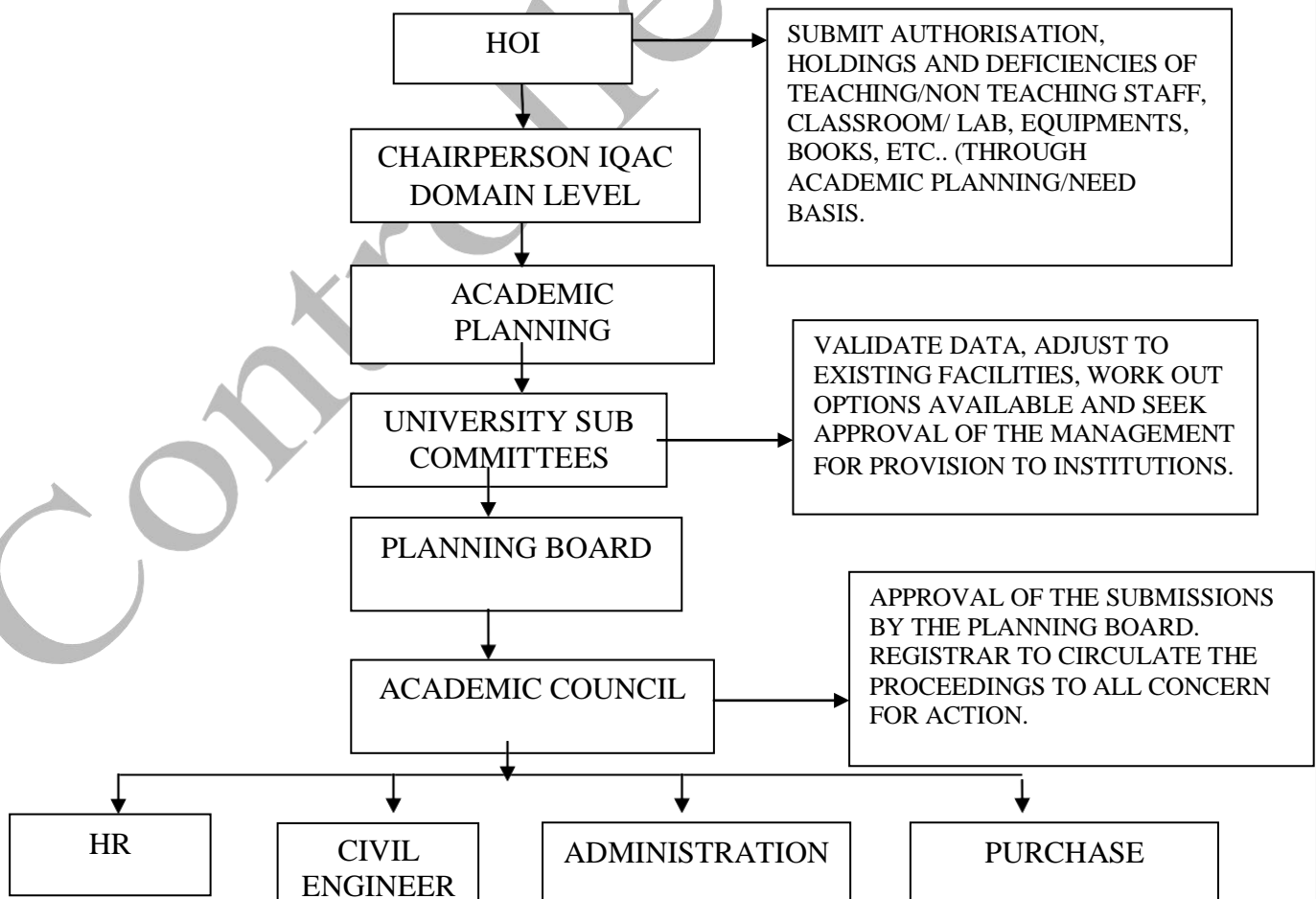
The Resources (Human, Financial, Infrastructure etc) needed to implement and improve the processes of QMS and to address customer satisfaction and its enhancements are determined by the Institute.

Once the requirements are finalized, the Head of Institute takes appropriate steps to fulfil these requirements which are assessed annually through Academic Planning and/or when the need arises by Dean of respective faculty and University headquarters.

Human Resources

The institutes ensure that personnel are recruited on the basis of qualifications and experience fixed by the AICTE and UGC for the faculty. The requirements of various positions are also discussed in the Academic Planning.

The flow chart of above two processes are given below:



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(6.2.2) Competence, Awareness and Training :

The following activities towards Competence, Awareness and Training are implemented:

- a) The necessary competence for the teaching and non-teaching staff are determined as per applicable norms and it is ensured that competent personnel are recruited
- b) The University/Institution ensures that competency requirements are met by Faculty Development Programs/ training so that required skill sets are available in the Institutions. The training is provided within the University by the Amity Staff Academic College.
- c) Steps are taken to ensure that personnel are aware of the relevance and importance of their action and contribution in achievement of the quality objective through internal communication procedures.
- d) Records of education, training, skills and other experiences (competency mapping) of the faculties and staff are done as per the format given below:

Faculty & Staff Competency Mapping

Faculty/ Staff Name	Highest Degree Earned- Field & Year	Designation	Full Time/ Visiting	Yrs of experience			Amity Exp.	Profession al Registrat ion/Certi fication (like AIMA, IET, etc.	Additional information
				Industry	Govt.	Teach ing			

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(6.3) Infrastructure

Top management provides and maintains the infrastructure needed for academic delivery through Academic Planning and as per the flow chart given above under 6.1. Infrastructure includes:

- Building, class rooms, faculty cabins, workspace and associate utilities.
- Process equipment like LCDs, Projectors, hardware/software, lab instruments etc.
- Supporting services.

(6.4) Work Environment

The AUUP provides work environment that encourages learning, team work and knowledge transfer. Faculty & staff are provided with conducive academic environment & encouragement for their personal growth including sabbatical leave. Faculties who are not P.hds are encouraged for registration for PhDs.

There is duly structured Faculty Development Programme (FDP) and Staff Development Programme (SDP) and various Career Growth Programmes to ensure smooth induction and growth of Competency levels. The Faculty are apprised of various current topics through AIC lecture series which is conducted on every first Friday of the month regularly.

State of the art IT enables training aids like projection system, software & hardware, library & access to National & International journals are provided for effective Teaching & Learning process.

7 Product Realization

The processes needed for product realisation are elaborated in the subsequent pages. The sub clauses of the standard are covered in the manual in various stages e.g Macro & Micro Processes like Curriculum Design & Development, Academic Planning, etc, Process Mapping, Performance Indicators etc.

Analysis of Faculty Feedback, Industry feedback , Alumni & Parent Feedback are done online periodically and inputs from industry is taken during Area Advisory Board Meetings and students through CR meetings and Student Grievances. Reviews are done by three level IQACs and Management reviews. Daily attendance of the students are monitored through online tracking of classes, monitoring session plan against the classes conducted, course registers, etc.

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8 Measurement, Analysis and Improvement

8.2.2 Internal Audit

The two tier internal audits are conducted by QAE (Quality Assurance & Enhancement) & IQAC (Institutional Quality Assurance Cells) to verify the effectiveness of the implemented QMS & EMS as per Standard Operating Procedure of Internal Audit.

8.4 Analysis of Data

The University has determined performance indicators based on which data is collected and analysed to check the effectiveness of quality management system. Data is maintained by the institution/university in the Matrix showing performance indicators of various processes.

8.5.1 Continual Improvement

The Institute shall continually improve the effectiveness of the quality management system through the use of the quality policy, objective, MRM, audit results, corrective and preventive actions

8.5.2 Corrective Action

Corrective actions are taken as per defined methodology and procedure.

8.5.3 Preventive Action

Preventive actions are taken as per defined methodology and procedure.

Both corrective and preventive actions are reviewed in the MRM.

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SECTION C. MANDATORY PROCEDURES

ISO 9001:2008

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TITLE: OUTSOURCED PROCESSES

CLAUSE : 4.1(ISO 9001:2008) Applicable to all ISO certifications

Purpose: Ensuring appropriate and effective control with respect to the process of providing educational services & Provision of equipments, Chemicals & Books

Scope: a) Provision of educational services from out sourced visiting faculties for teaching
b) provision of Equipments/Chemicals/Books which are out sourced for the routine use in the Laboratory and for the Library respectively

a) **Responsibility** : Primary: Visiting faculties
: Secondary: HOI/Director/
: Programme Leader
: Overall : Director Academics

b) **Responsibility** : Guidelines of Inventory management System

- Items related to Projects being funded by external agencies by Director, Research & Innovation Coordination.

- Items related to Chemicals, Consumables, Glassware & Lab Equipments procured out of AUUP funds, by Director Establishment.

- Requirement of Teaching Aid by Director Establishment.

- Items pertaining to Academics like books, journals etc. by Academic Office through Library Committee.

- Infrastructural requirements like office furniture, classroom furniture etc. by Director Administration.

- Pantry and Housekeeping items by Director Administration

- Items of stationery are procured through the printing press.

Schematic layout of Procurement chain along with the Flow chart giving out the Procurement Chain and Post Approval Actions and Action on Receipt of Stores Procured are given in the Inventory Management System Guidelines issued by the University.

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TITLE: CONTROL OF DOCUMENTS

CLAUSE : 4.2.3 (ISO 9001:2008) Applicable to all ISO certifications

Purpose: To control all documents that are related to Quality Management System and to ensure that valid and related document is available at the place of use.

Scope: All quality management system documents such as Quality Manual, Quality System Procedure, work instruction, forms/formats, drawings, standards, specifications and documents of external origin etc.

M.R - Management representative

Responsibility : Management Representative

S. No.	Description
1	The documents are reviewed and approved prior to issue.
2	After approval, the approved documents are maintained as follows:
2.1	The copies are issued according to distribution list. These copies are identified with "CONTROLLED COPY" stamped.
2.2	A master list identifying the current revision status of documents to preclude the use of invalid and / or obsolete documents is maintained.
3	Appropriate documents are made available at all points of issue or use.
4	Invalid and / or obsolete documents are promptly removed as per Document Retention Policy, AUUP.
5	Change to documents are reviewed and approved by authorized person, such persons are provided with back ground information for reviewing and approving the documents.
6	The Quality Management System documents are as under:- IM – Integrated Manual (Quality & Environment Management System) Quality System Procedures (Mandatory) Formats for Non-Conformity. Check List Flow Chart

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TITLE: CONTROL OF DOCUMENTS

CLAUSE : 4.2.3 (ISO 9001:2008) Applicable to all ISO certifications

S. No	Description
7.	All documents carry approval date, issue no and revision status. When the documents are issued originally it is issued as issue "A" and revision "0" on every revision no. is incremented and this goes upto 9, after which issue is incremented to "B" and revision starts from "0".
8.	All changes in the document are recorded on the amendment record sheet.
9.	All external documents are effectively controlled and latest versions are maintained.

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Date : 16 August 2017

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TITLE: CONTROL OF RECORDS

CLAUSE: 4.2.4 (ISO 9001:2008) Applicable to all ISO certifications.

PURPOSE: To ensure appropriate control and maintenance of Institutional Records.

SCOPE: Applicable to all records covered under Quality Management System.

RESPONSIBILITIES: Management Representative & Head of the Institution

S. No.	Description
1.	Identify the information / data required to be maintained in the institution/support office as records and collect the same.
2.	Maintain record matrix giving details of such records.
3.	Maintain active files for each record indicating the method of indexing, title/number to enable access and easy retrieval.
4.	If records are maintained in electronic media, access authorization using password, securing safety (virus control), back up is provided to ensure safety of records.
5.	Ensure records are not lost/ damaged and are kept in safe custody with access to authorized persons.
6.	Ensure that the records shall remain legible, readily identifiable and retrievable.
7.	Indicate the record file number and title at the location wherever possible.
8.	The dispositions of records to be done as per Document Retention Policy, AUUP.

Enclosure : Record Matrix

Prepared By : QAE

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TITLE: INTERNAL AUDIT

CLAUSE : 8.2.2(ISO 9001:2008) Applicable to all ISO certifications.

PURPOSE: To establish a system for carrying out internal audits to verify the effectiveness of the implemented IMS.

SCOPE: Applicable to all activities of quality management system and Environment Management System.

RESPONSIBILITY: Management Representative (MR) is responsible for co- ordination of internal quality audits and reporting to management.

Conduct of Internal Audit: The SOP on conduct of Internal audit ISO 9001 & ISO 14001 dated 14 Mar 2012 approved by the management are followed and implemented.

After the report preparation the report is being sent to the institution with a copy to the auditors and the Management by QAE.

Enclosure: Format Internal Audit Report

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TITLE: CONTROL OF NON-CONFORMING PRODUCTS

CLAUSE: 8.3 (ISO 9001:2008) Applicable to all ISO certifications.

PURPOSE : To ensure control on non-conforming product and/or services as applicable.

SCOPE : Applicable in Amity University.

DEFINITION : NCP -Non-Conforming Product [used for delivering the service provision]

RESPONSIBILITY : Head of the Institution.

S. No	Description
1.	All Non-Conforming products are identified, segregated and quantified.
2.	All non-conformities are appropriately handled.
3.	The decision for disposition of non-conforming product may be as under and authorized. Reworked to meet specific requirement, Exempted, Academic Break, Probation, Re-graded and / or failed.
4.	The details regarding non-conforming of raw material / semi finished products received from supplier is informed to concerned supplier for further action Records of non-conforming products / services are maintained as appropriate.

Distribution : Management Representative

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TITLE: CORRECTIVE ACTION

CLAUSE : 8.5.2 (ISO 9001:2008) Applicable to all ISO certifications

PURPOSE: To eliminate the cause of non-conformities in order to prevent recurrence.

SCOPE: All types of Internal and external non-conformities, related to product, process and system.

DEFINITION: NC - Non Conformity

RESPONSIBILITY: Management Representative & Functional Head

S. No	Description
1.	All issues related to applicable processes and system non-conformities are Subject to corrective action.
2.	All non-conformities (internal & external) are duly recorded (including customer complaints).
3.	Root Cause Analysis is done and based on that necessary Corrective Action is carried out to ensure that the non-conformities do not recur.
4.	The action required / determined is implemented, monitored and reviewed to ensure effectiveness.
5.	All records in the form of evidence, related to corrective action taken are maintained.
6.	Periodical review is carried out against the corrective action taken.

Enclosure : Corrective Action Record

Distribution : Management Representative
Institutional Heads

Prepared By : QAE

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TITLE: PREVENTIVE ACTION

CLAUSE : 8.5.3 (ISO 9001:2008) Applicable to all ISO certifications.

PURPOSE : To eliminate the cause of Potential non-conformities in order to prevent their occurrence.

SCOPE : All types of potential non-conformities, related to applicable processes of Amity University.

DEFINITION : Preventive Action: An action taken against the potential cause of non-conformity to eliminate recurrence.

RESPONSIBILITY : Management Representative

S. No	Description
1.	Based on the corrective action taken against any non-conformity, determine the causes of potential non-conformity, which may occur in future.
2.	Evaluate the need for action to prevent occurrence of non-conformities.
3.	Determine the action required against the potential non-conformity and implement the same.
4.	Record the result of action taken.
5.	Monitor and review the preventive action taken and ensure effectiveness of the same.

Enclosure : Preventive Action Record

Distribution : Management Representative

Institutional Heads

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SECTION D. PROCESSES
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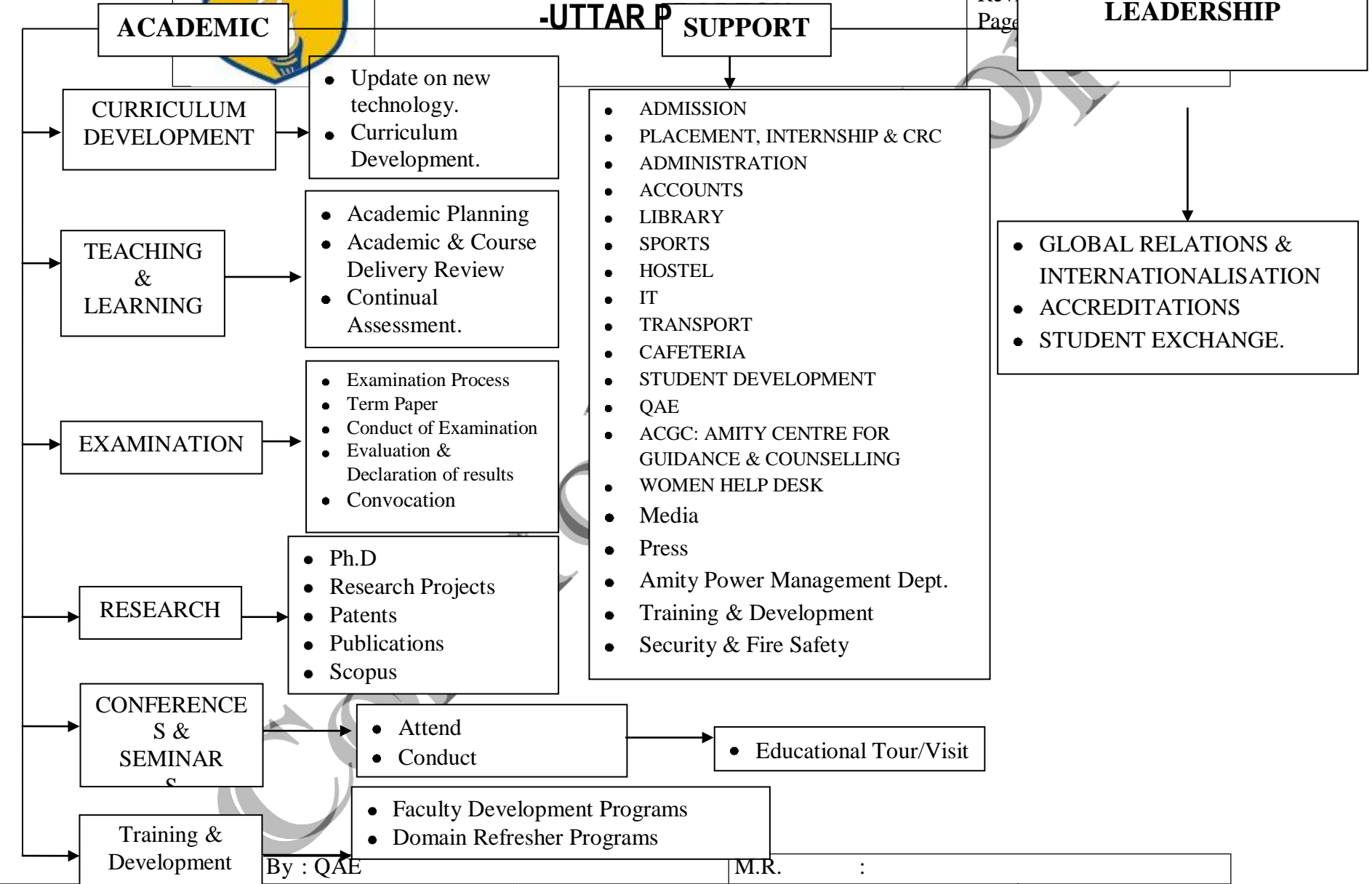
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Micro Process For: Admission

Responsibility	Micro Processes	Reference Document
Corporate office Admission Department Admission Department Admission Department Director Admission HOI/ Director Admission Admission Department Accounts Department HOI HoD HOI/HoD/Course Coordinator	Advertisements Receiving Admission Form (on-line/hard copy) ↓ On-line/telephonic enquiry by Counsellors ↓ Screening of Forms ↓ Selection Board ↓ Entrance Test / Interview by selection Board ↓ Sending Admission Letter ↓ Fee Payment ↓ Congratulatory letter to selected candidates & their parents ↓ Home assignments, joining details etc. to the students who have paid the fee ↓ Registration of Ist day of commencement of the semester	File available with Admission Cell Online Counseling File with Admission Cell File with Admission Cell File with Admission Cell File in Admission Cell & Accounts Departments New Admission File in Registrar Office

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MR :

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Micro Process For: Curriculum Development

Update on new Technology

Responsibility	Micro Processes	Timeline/ Reference Document
Dean/HOI/Faculty	<p style="text-align: center;">INPUTS (Students, alumni, vendors & employers)</p> <p style="text-align: center;">Feedback</p> <p style="text-align: center;">Regular Industry Interface</p> <p style="text-align: center;">Class Representative Meetings</p> <p style="text-align: center;">Analysis of Trends</p> <p style="text-align: center;">Benchmarking with Best (National & International)</p> <p style="text-align: center;">Faculty Meeting</p> <p style="text-align: center;">The The process flow chart of the curriculum development is appended.</p>	<p style="text-align: center;">On going</p> <p style="text-align: center;">Twice in a semester</p> <p style="text-align: center;">Every 3rd Thursday</p> <p style="text-align: center;">At the end of the semester</p> <p style="text-align: center;">At the end of the semester</p> <p style="text-align: center;">Every 4th Thursday(Every month)</p>

The Revision/Update of regulations and curriculum is done at various levels as under:

- (a) Faculty Level.
- (b) Institutional level-During IQAC monthly meetings.
- (c) Area Advisory Board Meetings wherein expert from the industry and academia examine and review the revision in curriculum based on technological changes and inputs from stakeholders.
- (d) Board of Studies constituted by the University at Institutional level also reviews and recommends the revised curriculum for the approval of the Academic Council.
- (e) The minutes of the Board of Studies are scrutinized by the University Standing Committee before putting it up for the Approval of the Academic Council (18th and 19th Academic Council).

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Date : 16 August 2017

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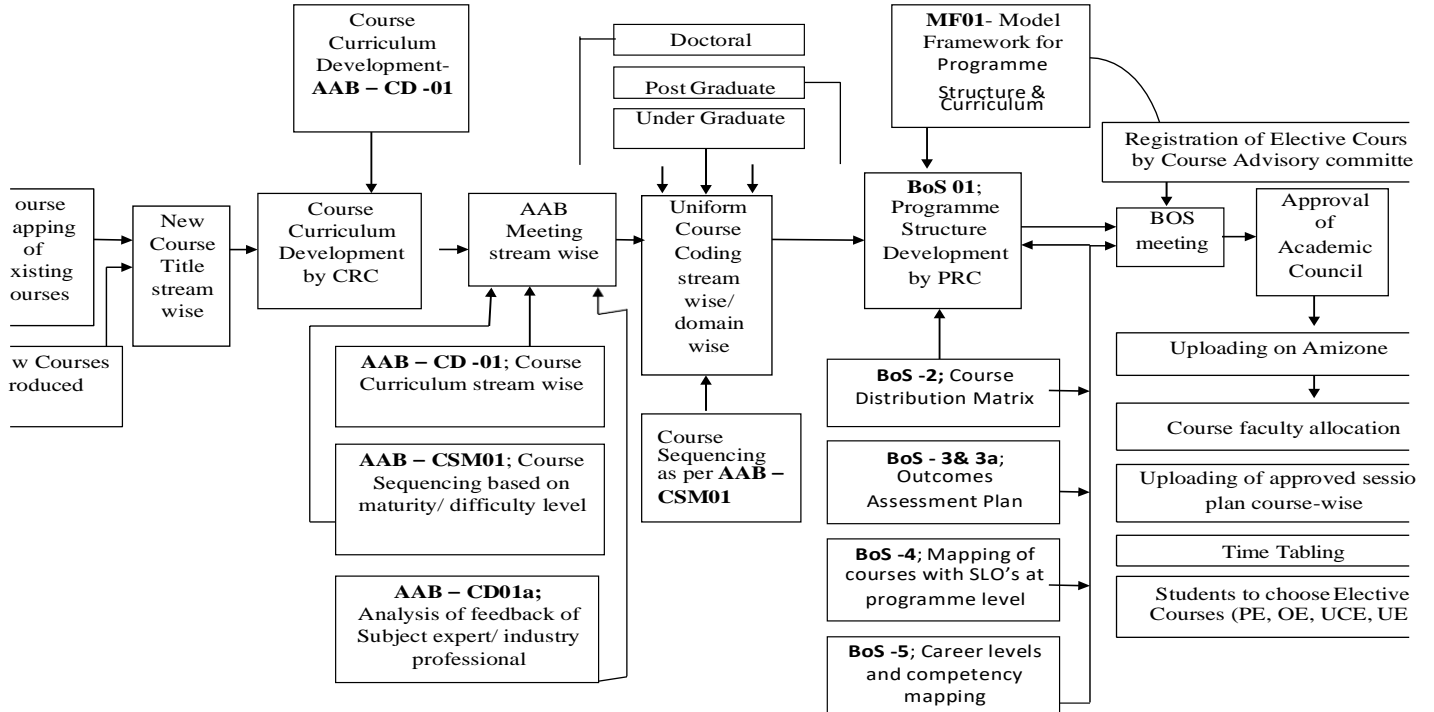
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Micro Process For: Curriculum Development

AUUP Guidelines: 02

Responsibility	Micro Processes	Timeline/ Reference Document
HOI/Faculty	Faculty Meeting	Every 4 th Thursday(Every month)
HOI/Faculty	Choice Based Credit System (CBCS)	Details of the CBCS is given in the subsequent page.
HOI/Faculty	Programme Structure (L-T-P)	At the beginning of the semester to be uploaded in Amizone
HOI/Faculty	Programme Objective	April-May
HOI/Faculty	Detailed Syllabus (module wise)	May-June
HOI/Faculty	Learning Outcomes	
HOI/Members	Evaluation Scheme	
University/HOI	BOS Programme approved by Academic Council	Every semester/year

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Choice Based Credit System (CBCS): AUUP Regulation-18

The UGC in its 11th plan had recommended the Universities and other Institutions of HE to introduce CBCS along with a number of other new initiatives for reforms in academics. AUUP have taken initiative in implementing the CBCS and has notified in the University Regulations. CBCS allows student to decide their academic plan and permits them to alter the courses, if required, in their academic progression in pursuit of degree. The following are the steps to CBCS:

1. **Model Framework for programmes:** A model framework for various degree programmes is developed with course distribution with minimum credit units for the semester and the programme:
 - (a) **Programme description:** brief introduction of the programme
 - (b) **Programme Educational Objectives/goal:** statements that describe the expected accomplishments and professional status of the students after completion of the program
 - (c) **Programme Structure /Course Curriculum-** defines the course type and credit structure semester wise and overall credits prescribed as per University norms:
 - i. Credit Units: Lecture, Tutorial, Practical, project/field work for science, E&T subjects (NTCC) and field work for humanities and management subjects (NTCC).
 - ii. Credit distribution: At the end of the programme, each student is expected to have the credit distribution in various disciplines.
 - iii. Programme Structure Consisting of Lecture, Tutorial and Practical/Field work.
 - (d) **Programme Learning Outcomes:** describes the measurable knowledge, skills, abilities, or behaviors that students to be able to demonstrate by the time they complete their degree
 - (e) **Competencies & Skills:** the competencies and skills which will be developed on completion of the programmes which will make the graduand employable with good organisation at better profile and package. The Competencies and skills must include both- general as professional.
 - (f) **Employability of Graduands:** embedding set of attributes in the curriculum and imparting knowledge to develop desired skills & competencies and equip students to compete in the global marketplace
 - (g) **Resource Planning:** PRC also look at the resource requirement, availability for proper conduct of the programmes for achieving the desired learning outcomes and employability of the graduands.
 - (h) **Outcome Assessment Plan:** The plan providing details of all methods of assessing student learning outcome in the programme to gauge the extent of the learning that is taking place.
2. **Course Advisory Committee (CAC):** A Course Advisory Committee (CAC) for students has been constituted for each programme by the Head of Institution. A students who are re-registered for a semesters can choose the courses and time table and submit online as well as take the printout of same to their Course advisory committee at the schedule time slot and venue for advise, counselling and guidance to students for academic planning. The CAC allows the students to choose courses out of the list of courses declared to be offered in a particular semester.

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3. **Type of Courses:** The University gives choices from wide range of electives in 20 courses. Every student has to register for a set of Courses in each Semester, with the total number of their Credits being limited by considering the permissible weekly Contact Hours, typically 30/Week as prescribed by UGC for UG & PG Programmes. Widely accepted figure of 30/Week excludes time of students engaged in home work assignments, self study outside the classroom and labs, Library, extracurricular activities and Add-on courses, if any for their overall developments:
 - a. Specialisation Electives
 - b. Domain Electives
 - c. Open Electives
 - d. Foreign Languages
 - e. Credit Transfer
4. **Course Load:** An average Course Load of 25 Credits/Semester is generally acceptable for UG programme. Value added courses may be suitably incorporated as the programme demands. There may be some credits of Mandatory Courses in some Semesters.
5. **Time Tabling:** Students can make their own time-table (My Academic Planning Worksheet) and each student in a class may have a different timetable of his / her own. The Students are provided with an opportunity to graduate with majors – one in their own professional area and the minor one from a other discipline, depending on the interest developed by students in their own discipline or another during their study.

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Micro Process For: Academic Planning

Responsibility	Micro Processes	Reference Document FILE/
HOI	Finalisation of the Programme structure, Course Curriculum, Academic calendar	(Course Registers)
HOI/BOS	↓ Approval of the Programme structure & course Curriculum.	
HOI/BOS	↓ Preparing Academic plan, faculty plan for approval of University Headquarters.	
HOI/ HOD	↓ Core& Visiting Faculty Planning/Recruitment	
HOI/ HOD	↓ Orientation	
HOD, Course Coordinator and Faculty members	↓ Finalisation of Time-Table	
Time- table coordinator	↓ Course Commencement	
HOD/ Course Coordinator/ course faculty	↓ Periodic Course Progress Review	
	↓ Case Discussion, Presentation, Analysis, Home Assignments, Project, Seminar, Viva, Quiz, Extra Curricular Activities, internal assessment completion	

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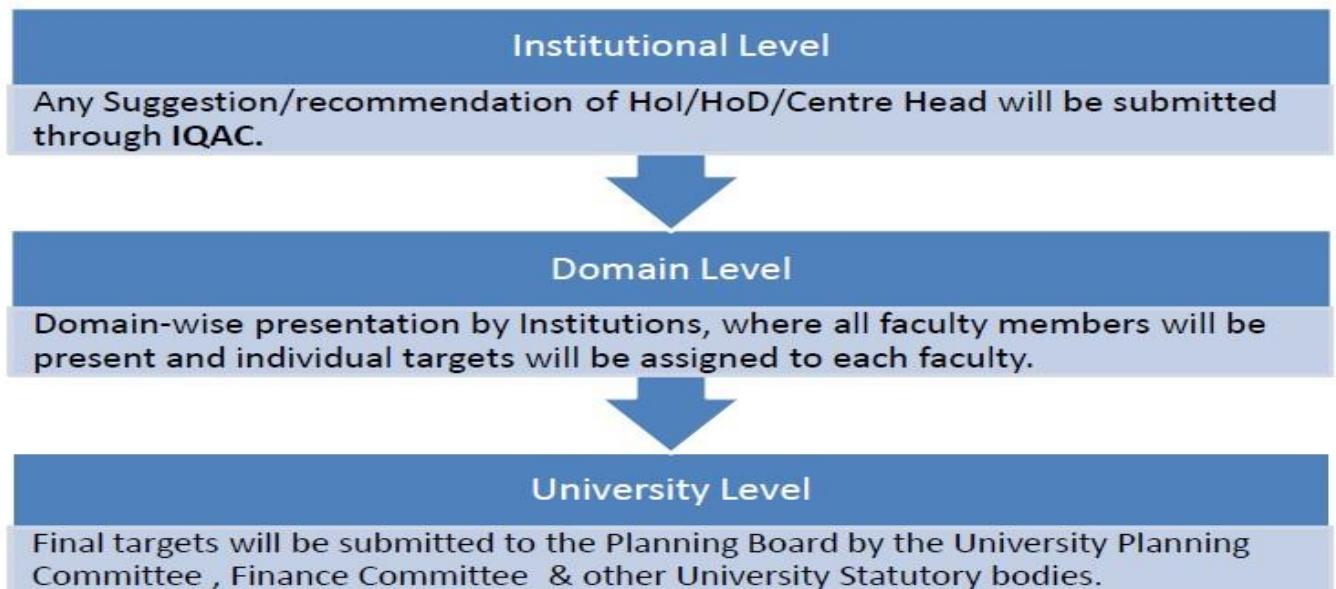
➤ Detailed Strategic Annual Planning which includes:

▪ Academic Planning and strategy	▪ Academic & Teaching-learning Strategy
• Resource Planning	▪ Faculty/staff Planning
• Infrastructure Planning	▪ Learning Resource Planning
• Industry Interaction and placement planning	▪ Research and Innovation Planning
• Internationalization Planning	▪ Student development activities Planning
• Faculty Development activities Planning	▪ Events Planning, Workshops, seminars etc
• Annual Calendars – University, Institutional, Programme and department level	▪ Operational Planning
	▪ Financial Planning

➤ The annual planning includes setting of goals for the next five years in the following areas:

• Research, Innovation and consultancy	▪ Internationalization
• Field Centric Learning	• Academics & Teaching Learning
• Student Progression	• Intellectual Capital Enhancement
• Rankings & Accreditations	• Policies, Processes & Systems.

Annual Planning Process



Prepared By : QAE	MR :
Date : 16 August 2017	Date : 16 August 2017
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- **Based on inputs from Institution IQAC annual plan, following committees will do further annual planning at university level:**
- Academic Infrastructure Planning Sub-Committee Chaired by OSD(HR&Admin)
 - Manpower Planning Sub-Committee Chaired by Director (A)
 - Learning Resources Planning Sub-Committee Chaired by Director (A)
 - Annual Research Planning sub-committee Chaired by President, ASTIF
 - Lab Equipments and Softwares Planning Committee – Coordinated By Dr Tanu Arora
 - Annual Activities Calendar sub-committee - Coordinated by Dy. Director (A)
 - Financial Planning sub-committee – Coordinated by Maj Gen JP Singh
- **Based on inputs from Institution IQAC/Domain IQAC and above committees the annual plans for the university will be finalised by:**
- University Planning Committee chaired by Vice Chancellor
 - Finance Committee –Chaired by Addl President
- QAE will be playing a very vital role through out the planning at levels and stages.
- Final proposal will be presented do the University Planning Board, Chaired by Chancellor, AUUP & President, RBEF.
- Plan recommended by Planning Board will be presented to Executive Council.

Prepared By : QAE

MR :

Date : 16 August 2017

Date : 16 August 2017

Signature: :

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-UTTAR PRADESH-

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Micro Process For: Academics & Course delivery

Responsibility	Micro Processes	Reference Document
HODs & course coordinator of respective departments	Registration/Re- registration Confirmation of Enrolment based on eligibility criteria in Ist semester	Standard Operating Process Data and Report available on AMIZONE Interface via HOI login rights
Course faculty	Section Formation, Course & Faculty Allocation	
Time table coordinators	Course planning & publishing by course faculty	Students can make their own time -table
Course Advisory Committee (CAC)	My Academic Planning Worksheet	AMIZONE Coordinator Interface
Course faculty	Time table Planning & Publishing	Data and Report available on AMIZONE Interface, Course Coordinator Login
HODs/PLs	Course delivery	
	On-line faculty Feedback-1 after 3 weeks of programme commencement	Course Register
	Updating attendance, internal marks, PPT/notes, session covered etc.	S14, CoE
Course faculty/HODs/ Course coordinator	Course progress monitoring, continuous assessment, extra classes if required to complete the course	CoE
Course faculty/HODs/ Course coordinator	Course completion	HOI/ CoE
	Approval of Attendance & Preparation of Debarred list	
	Approval of Admit cards based on attendance	
Course faculty/HODs/ Course coordinator	On-line faculty Feedback-2 atleast 1 week prior to course completion	
	Issue of Admit card	

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Micro Process For: Continual Assessment

Responsibility	Micro Processes	Reference Document
HODs & Program Leaders/Course coordinator of respective departments	Inputs from BOS, Students Feedback, faculty feedback, market trends.	Programme Structure (as per University Guidelines)
Course faculty	Formulate/Determine program educational objectives (PEO) and student learning outcomes (SLO).	AMIZONE Coordinator Interface
Course faculty	Defining SLO	Data and Report available on AMIZONE Interface,
HODs/PLs	Action Plan to achieve objective.	Course Coordinator Login
Course faculty/HODs/ Programme Leaders	Mapping the SLO	HO/COE
	Mapping of the PEO with SLO	
	Internal Assessment	
	Result Review and action recommendations	
	Feedback for process modifications	

Prepared By : QAE

MR :

Date : 16 August 2017

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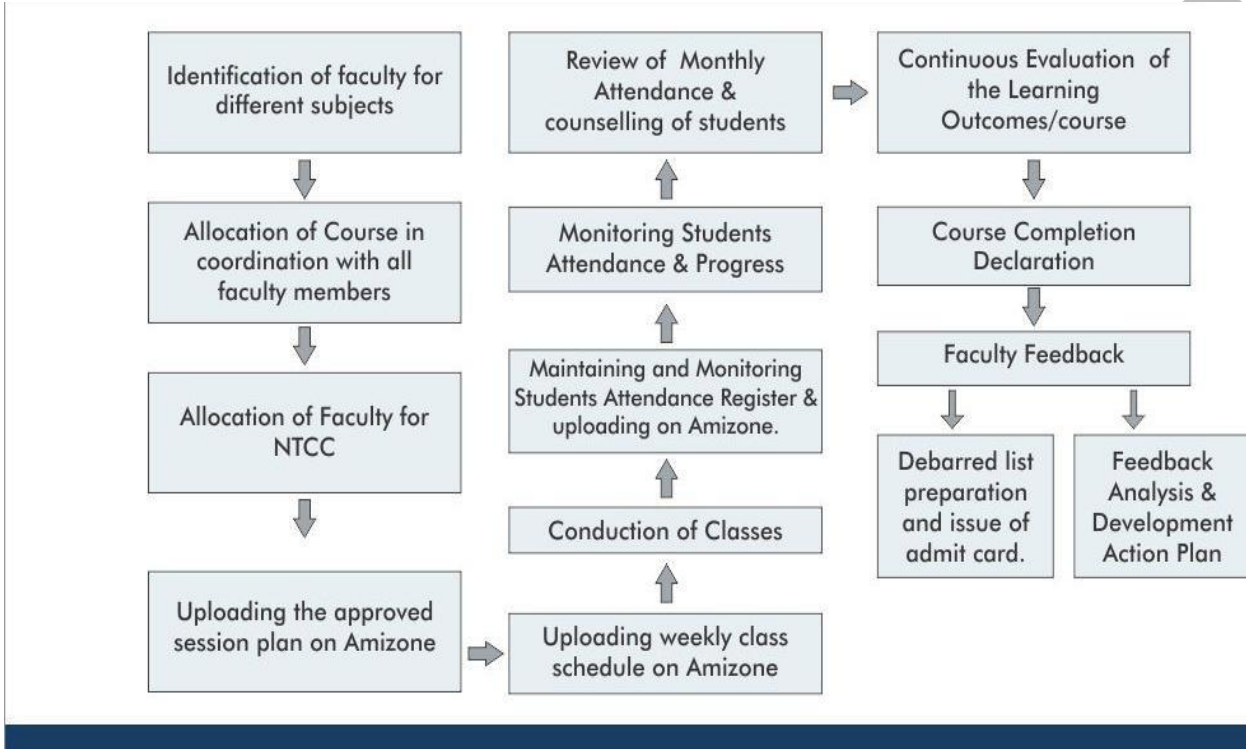


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FLOW DIAGRAM OF LEARNING -TEACHING PROCESS



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MICRO PROCESS FOR EXAMINATION

Responsibility	Micro Processes	Reference Document
HOI	Appointment of Examination Committee, Examination Sub-Committee & Moderation Committee	Documents and Record available with COE, AUUP & Office (Institution)
Examination Superintendent	Course Evaluation	Departmental Examination Coordinator (Sessionals)
HoDs/Course Coordinator of Respective Deptt.	Attendance and computation of Attendance, Make-up of deficiency in attendance	
HOI/Examination Superintendent	Appointment and qualification of paper setters, evaluators	
Examination Superintendent	Setting of question paper, Date Sheet preparation	
Examination Superintendent	List of debarred students	
HODs /PLs of Respective Deptt.	Seating arrangement, Allocation of invigilators to Examination rooms and collection of answer sheets till dispatch to COE.	
Examination Superintendent	Result declarations.	
	Result Analysis	

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EXAMINATION PROCESS

EXAMINATION PROCESS

- **PRE CONDUCT PROCESS**
 - Process for Preparation & Implementation of Examination Calendar
 - Process for Preparation & Implementation of Examination Schedule
 - Process for Preparation of Question Papers (Setting, Moderation, Printing, Packing & Dispatch)
 - Process for OMR Answer Books Printing & Issue
 - Observer's Appointment Process
 - Issue of Admit Cards Process
 - Process for Approval of External Examiners
 - Process for Approval of Amanuensis
- **CONDUCT PROCESS**
 - Process for Appointment of Superintendent/Dy. Superintendent
 - Process for Preparation of Seating Arrangement
 - Process for Reporting errors in Question Papers
 - Process for Reporting Unfair Means Cases.
 - OMR Answer Books Management Process.
- **POST CONDUCT PROCESS**
 - Evaluation Process.
 - Results Compilation, Moderation and Declaration Process.
 - Issue of Grade Cards/Provisional Certificates & Degree Process.
 - Process for Rechecking of Answer Books
 - Process for Loss of Answer Books
 - Convocation Process.

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EVALUATION PROCESS & DECLARATION OF RESULTS.

- Step 1. Deposition of Answer Books
- Step 2: Decoding
- Step 3: Evaluation of Answer Books
 - (a) Duties of Evaluators
 - (b) Duties of Checkers
- Step 4: Transferring the Award Sheets to Students.
- Step 5: Declaration of results.

Micro Process of Step 1- Deposition of Answer Books

Responsibility	Procedure	Time Frame
HOI/HOD Institutions	All Answer Books along with the Dispatch Memo & Attendance Sheets are to be submitted in University Examination Department.	Within two hours after the completion of Examination on the scheduled date and time.

Micro Process of Step 2- Decoding of Answer Books

Office of the COE	The answer books received from the Institutions will be decoded in the Office of the Controller of Examination.	Within 2 working days.
	The decoded answer books will be kept in the bunch of 15 along with the award sheets.	

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EVALUATION PROCESS & DECLARATION OF RESULTS.

Micro Process of Step 3: Evaluation Process:

Responsibility	Procedure	Time Frame
Evaluators (Faculty)	Answer Books will be available for evaluation after decoding in the office of the COE as per the declared dates.	COE's letter and briefing held before the conduct of examination.
	All evaluation to be completed by deadline given by the Dean Examinations/COE/VC.	
HOI/HOD Institutions through Faculty	HOI to submit Model Answers in the University Examination Department/COE.	With in 24 hrs after the examination of each course.
COE	Issue of answer books to the evaluators.	On daily basis
	Spot evaluation will be carried out at designated place by COE and additional centers.	

Duties of Evaluators & Checker

S No.	<u>Duties of Evaluators</u>	<u>Duties of Checker</u>
1.	The names of the evaluators are forwarded by the HOI.	Nomination of checkers will be done by COE.
2.	Ensure that answers are evaluated and marked according to the model answers.	The checkers are briefed about their duties by COE/Dean Examination
3.	All answers are to be evaluated. Any blank pages in the answer book to be crossed.	To see all questions are evaluated & marked.
4.	All answers are to be awarded marks.	To see all marks have been written on OMR part I correctly.
5.	Marks are to be transferred in part- I of OMR answer sheet and added correctly.	To check totaling of Marks is correct.
6.	To ensure that the marks and employee code(of Evaluator) written and circled correctly in OMR Award sheet.	To ensure that the marks have been transferred in OMR Award Sheet Correctly
7.	Name written should be legible.	To ensure the circling of marks is correct.
8.		To check employ code written correctly and names are legible.

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Micro Process of Step 4: Transferring the Award Sheets to Students

Responsibility	Procedure	Time Frame
Office of the COE	Once the answer books are evaluated and checked, the students will be shown the award sheets and the answer books.	Within 30 days of the last day of the examination.
	The discrepancy pointed out, if any, will be evaluated and if possible modifications will be made after due verification.	
	Transferring the OMR Award Sheet to the students Correctly	
	Checking the correctness of the entry by Second Line in the office of the COE.	
Dean Examination/VC	Finalizing the results of the students and award of marksheet.	

Micro Process of Step 5- Declaration of results.

Office of the COE	Results to be declared institution wise	Within 30 days of the last day of examination.
	Analysis of results	To be shared with all institutions.

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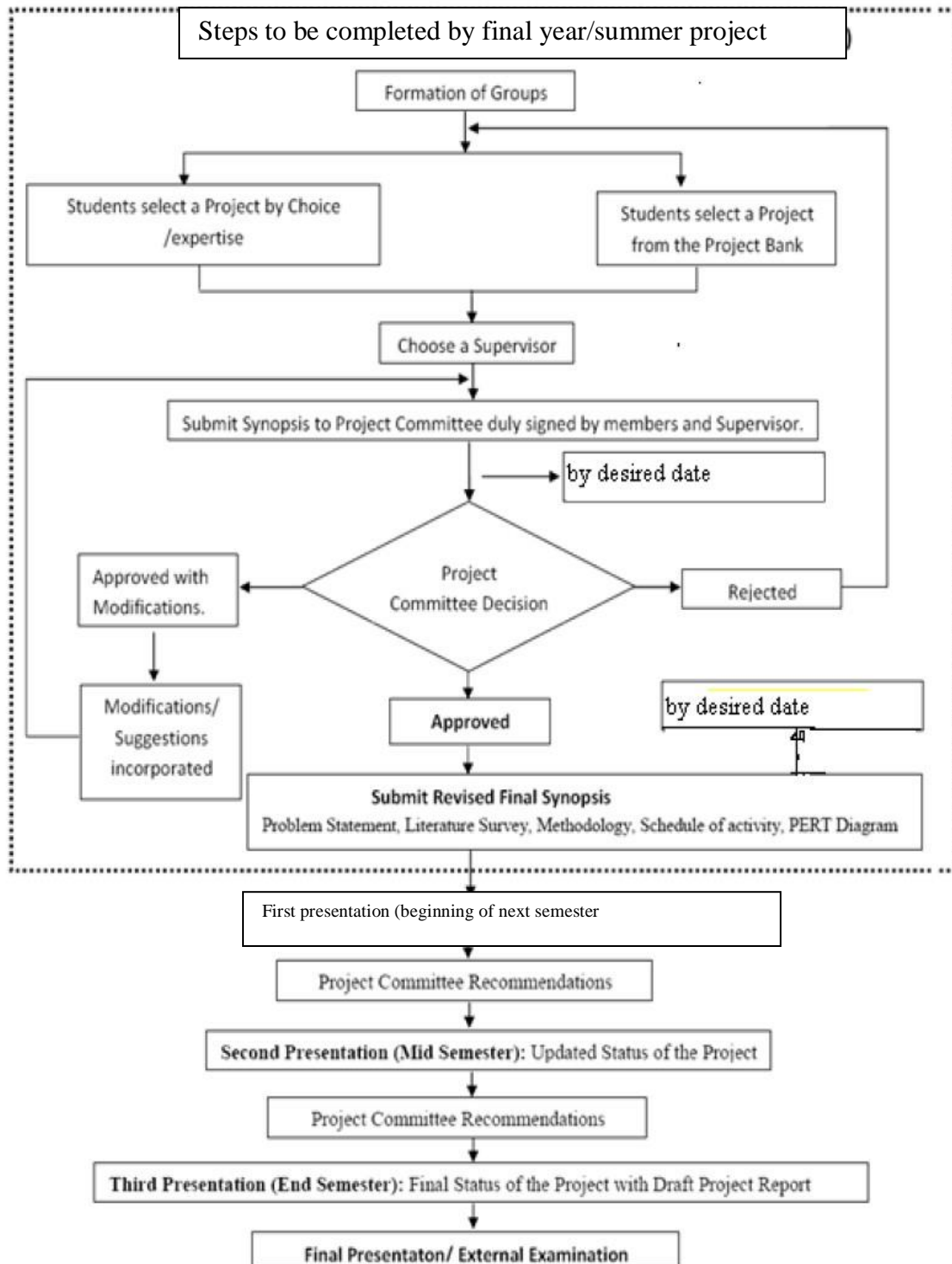
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MICRO PROCESS FOR: NON-TEACHING CREDIT COURSES (PROJECT FLOW DIAGRAM)



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Micro Process For : R & D

Responsibility	Micro Processes	Reference Document
HOI/HOD/Research Coordinator of respective departments	RESEARCH / Ph.D Communication Sales/receiving of Application Forms ↓ Written test followed by Interview ↓ Ph.D Entrance Exam ↓ Synopsis Presentation in DRC ↓ Approval of VC ↓ Registration ↓ Course Work (through regular classes/self study) ↓ Course work examination & Comprehensive Viva ↓ Every 6 month progress Report has been submitted ↓ Long Abstract Submission & Presentation ↓ Thesis Submission ↓ Evaluation by Experts ↓ Viva/ presentation for degree Award & thesis award	Documents available with Dean of Faculty/Academics and Admission Cell Result List Admission Cell File File PhD Admission File Registrar Office COE COE / Research Coordinator File Abstracts (Bounded) NA NA NA

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PROCESS FLOW : RESEARCH DEGREE PROGRAM

Ph.D

Macro Processes:

1. Pre-Registration
2. Registration
3. Course Work
4. Approval of Guide
5. Synopsis
6. Research Work
7. Procedure for submission / evaluation / award of thesis
8. Award of Degree

Particular	Ph.D. Program – Workflow & Checklist
	Session – January/July : Every year
	Mode of Programme: Full Time/Part Time
Admissions	1. <u>Pre - Registration</u> <ul style="list-style-type: none"> • Applications through Amity website (www.amity.edu/phd) • Entrance Test • Interview by concerned FRC • Interview by Competent Authority • Approval by Chairman, Admission Committee • Issuance of Admission Letter • Fee payment
Semester – I (FT / PT)	2. <u>Registration</u> <ul style="list-style-type: none"> • Registration / Provisional Enrollment in concerned Faculty / Domain • Uploading on Amizone <ul style="list-style-type: none"> ➤ Program structure (by Program Coordinator) ➤ Courses syllabi (by Program Coordinator) ➤ Allocation of the faculty (by Program Coordinator) ➤ Session Plan (by concerned faculty) ➤ Weekly class schedule (by Program Coordinator) ➤ Class Attendance (by concerned faculty) ➤ Admit Card (by HoI / CoE) ➤ Result of Examinations of Course Work I & II 3. <u>Course Work</u> <ul style="list-style-type: none"> • Conduct of University Course Work I & II <ul style="list-style-type: none"> ➤ Research Methodology ➤ Quantitative Techniques / Fundamentals of Life Sciences

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- Allocation of Faculty Guide (on recommendations of Chairperson FRC / DRC)
- FRC / DRC Meeting for:
 - Assigning of area specific course (s) (based on recommendations of SRC)
 - Recommending Guide & Co-guide
 - Constitution of SRC for each scholar (Composition: – HOI as Chairperson, Members - Guide (Internal), Co-guide (External), 02 Subject Experts (Ext. / Int.))
 - Progress review of scholar (based on recommendations of Guide & SRC)
 - Assigning Institution to the scholar, where registration to be done in II Sem.
- Submission of FRC /DRC recommendations / minutes at University HQ:
 - Recommended area specific course (s) of scholars
 - Recommended Guide & Co-guide of scholars
 - Progress Reports of scholars
 - Recommended Institution of the scholar, where registration to be done in II Semester
- Approval of URC / VC:
 - Progress Report (based on recommendations of DRC)
 - Guide & Co-guide (based on recommendations of DRC / FRC)
 - Area specific course work (based on recommendations of DRC)
 - Institution of the scholar, where registration to be done in II Semester

Semester – II
(FT / PT)

4. Approval of Guide

- Re-registration for Sem. - II in concerned Institution, based on
 - Fee paid for the Semester
 - Appeared in University Course Work I & II (i.e. RM & QT)
 - Guide allotted / assigned
 - Approval of progress report by URC / VC
- Uploading on Amizone
 - Program structure (by Program Coordinator) (based on recommendations of DRC / FRC)
 - Courses syllabi (by Program Coordinator) (based on recommendations of DRC / FRC)
 - Allocation of the faculty (by Program Coordinator)
 - Session Plan (by concerned faculty)
 - Weekly class schedule (by Program Coordinator)
 - Class Attendance (by concerned faculty)
 - Admit Card (by HoI / CoE)
 - Result of Examinations of Area specific courses

5. Approval of Synopsis

Conduct of Area specific course work III

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- DRC Meeting for
 - finalization of research topic (based on recommendations of Guide & SRC)
 - approval of synopsis
 - Progress review of scholar
- Submission of DRC recommendations / minutes at University HQ:
 - Recommended research topic of scholars
 - Recommended synopsis of scholars
 - Progress Reports of scholars
- Approval of URC / VC:
 - Progress Report (based on recommendations of DRC)

Semester – III
(FT / PT)

- Re-registration for Sem. - III based on
 - Fee paid for the Semester
 - Passed in University Course Work I & II
 - Appeared in Examinations of Area specific course work – III
 - Approval of Research topic & Synopsis by DRC / URC
 - Approval of progress report by URC / VC

Conduct of Comprehensive Examinations / Viva and result to be uploaded on Amizone

- Confirmation of Enrollment into Ph.D. Program after successful completion of prescribed course work and comprehensive examination / viva.

6. Research Work

Start of Research work

- DRC Meeting for Progress review of scholar
- Submission of DRC recommendations / minutes at University HQ.
 - Progress Reports of scholars
- Approval of URC / VC
 - Progress Report (based on recommendations of DRC)

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Semester – IV (FT / PT)	<ul style="list-style-type: none"> ● Re-registration for Sem. - IV based on <ul style="list-style-type: none"> ➤ Fee paid for the Semester ➤ Confirmed Enrollment ➤ Approval of progress report by URC / VC <p style="background-color: yellow; margin: 5px 0;">Continue of Research work</p> <ul style="list-style-type: none"> ● DRC Meeting for Progress review of scholar ● Submission of DRC recommendations / minutes at University HQ. <ul style="list-style-type: none"> ➤ Progress Reports of scholars ● Approval of URC / VC <ul style="list-style-type: none"> ➤ Progress Report (based on recommendations of DRC)
Submission of Thesis by Full Time Scholars	<p style="background-color: yellow; margin: 5px 0;">Procedure for submission / evaluation / award of thesis</p> <p style="background-color: yellow; margin: 5px 0;">Submission of thesis by Full Time Scholars, subject to</p> <ul style="list-style-type: none"> ➤ Completion of Course Work ➤ Completion of Comprehensive Examination ➤ Regular submission of Progress Reports at University HQrs ➤ Publications of minimum two research papers ➤ A Pre Ph. D Presentation in a SEMINAR ➤ Approval of the Long Abstract of thesis by the DRC / FRC ➤ Minimum registration period is over <ul style="list-style-type: none"> ● Evaluation of thesis, subject to <ul style="list-style-type: none"> ➤ Submission of panel of minimum five external examiners, along with their profile, duly recommended by the concerned DRC ➤ Submission of Turnitin Report of thesis ➤ Submission of 5 copies of Ph.D. Theses ➤ Payment of the prescribed Ph.D. fee for the entire duration ● Viva Voce of Scholar, after thesis examiners' report: <ul style="list-style-type: none"> ➤ Approval of committee (i.e. ODC) for Viva Voce by VC. ➤ Recommendations of ODC to be put up before URC for approval ● Award of the Degree, subject to: <ul style="list-style-type: none"> ➤ Approval by the VC / Academic Council, on recommendations of URC ● After approval by competent authority, Ph.D. thesis is transmitted to UGC for hosting the same in INFLIBNET and Hard copy of Ph.D. thesis is placed in Central Library.
Semester – V (Part Time Scholars)	<ul style="list-style-type: none"> ● Re-registration for Sem. - V based on <ul style="list-style-type: none"> ➤ Approval of progress report by URC / VC <p style="background-color: yellow; margin: 5px 0;">Continue of Research work by Part Time Scholars</p>
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	<ul style="list-style-type: none"> ● DRC Meeting for Progress review of scholars ● Submission of DRC recommendations / minutes at University HQ. <ul style="list-style-type: none"> ➤ Progress Reports of scholars ● Approval of VC <ul style="list-style-type: none"> ➤ Progress Report (based on recommendations of DRC)
Semester – VI (Part Time Scholars)	<ul style="list-style-type: none"> ● Re-registration for Sem. - 6 based on <ul style="list-style-type: none"> ➤ Approval of progress report by VC <li style="background-color: yellow;">● Continue of Research work by Part Time Scholar ● DRC Meeting for Progress review of scholar ● Submission of DRC recommendations / minutes at University HQ. <ul style="list-style-type: none"> ➤ Progress Reports of scholars ● Approval of VC <ul style="list-style-type: none"> ➤ Progress Report (based on recommendations of DRC)
Submission of Thesis by Part Time Scholars	<p style="background-color: yellow;">● Procedure for submission / evaluation / award of thesis (Same as FT Scholars)</p> <ul style="list-style-type: none"> ● Submission of thesis by Part Time Scholars, subject to <ul style="list-style-type: none"> ➤ Completion of Course Work ➤ Completion of Comprehensive Examination ➤ Regular submission of Progress Reports at University HQrs ➤ Publications of minimum two research papers ➤ A Pre Ph. D Presentation in a SEMINAR ➤ Approval of the Long Abstract of thesis by the DRC / FRC ➤ Minimum registration period is over ● Evaluation of thesis, subject to <ul style="list-style-type: none"> ➤ Submission of panel of minimum five external examiners, along with their profile, duly recommended by the concerned DRC ➤ Submission of Turnitin Report of thesis ➤ Submission of 5 copies of Ph.D. Theses ➤ Payment of the prescribed Ph.D. fee for the entire duration ● Viva Voce of Scholar, after thesis examiners' report: <ul style="list-style-type: none"> ➤ Approval of members of Oral Defense Committee (ODC) by the Vice Chancellor for Viva Voce. ➤ Recommendations of ODC to be put up before URC / VC for approval

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	<ul style="list-style-type: none">• Award of the Degree, subject to:<ul style="list-style-type: none">➤ Approval by the VC / Academic Council, on recommendations of URC• After approval by the competent authority, Ph.D. thesis is transmitted to UGC for hosting the same in INFLIBNET and Hard copy of Ph.D. thesis is placed in Central Library
Extended Period (N + N) (Full Time and Part Time Scholars)	<ul style="list-style-type: none">• Re-registration for Extended Period based on<ul style="list-style-type: none">➤ Approval of progress report by VC (on recommendations of DRC)• DRC Meeting for Progress review of scholars, where thesis is not submitted• Submission of DRC recommendations / minutes at University HQ.<ul style="list-style-type: none">➤ Progress Reports of scholars• Approval of VC<ul style="list-style-type: none">➤ Progress Report (based on recommendations of DRC)
Re-admission Period (N + N + 1) (Full Time and Part Time Scholars)	<ul style="list-style-type: none">• Re-registration for re-admission Period (i.e. n+n+1) based on<ul style="list-style-type: none">➤ Fee paid of Rs. 15000/- as admission fee and 25% of prescribed academic Fee➤ Approval of progress report by URC / VC• DRC Meeting for Progress review of scholar• Submission of DRC recommendations / minutes at University HQ.<ul style="list-style-type: none">➤ Progress Reports of scholars• Approval of URC / VC<ul style="list-style-type: none">➤ Progress Report (based on recommendations of DRC)
Procedure for submission / evaluation / award of thesis	<ul style="list-style-type: none">• Same as mentioned above in case of FT / PT Scholars

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1. STEPS FOR PRE-REGISTRATION Ph.D

	Process Owner/ Responsibility	Steps	Planned Date
1.1	Admission Department	Candidate applies for the programme with all the documents: (a) Educational qualifications (b) Work experience (c) Synopsis (d) Application form filled (e) draft	Jan/July
1.2		Classification of candidates: The candidates have a choice to apply for the following categories: (a) Corporate Research Scholar, (b) Regular Academic Staff of the university, (c) Regular Non-Academic Staff of the university, (d) Working Teachers, (e) Sponsored Candidates, (f) Self financed Indian candidates and (g) Self financed foreign candidates.	
1.3		Document verification and forwards the cases for the approval of the University.	
1.4		After the approval an entrance test is conducted.	

2. Steps for Registration, Ph.D

	Process Owner/ Responsibility	Steps	Planned Date
2.1	Admission Department	Successful candidate are called for interview & presentation before FRC (Faculty Research Committee).	
2.2		FRC shortlists the candidates.	
2.3		On the recommendations of FRC, the Admission Department forwards cases to URC (University Research Council) for approval.	
2.4		The approved candidates are then handed over to the respective institutions.	
2.5	HOI	HOI will convey the approval to the candidate as per the guidelines issued by the University.	
2.6	Registrar	A summary report of the candidates registered for Ph.D. is duly sent to the Registrar of the University for enrolment of the candidate.	
2.7	HOI/ Admission	The date of regular registration of the candidates shall be the date of payment of fee.	

Prepared By : QAE	MR :
Date : 16 August 2017	Date : 16 August 2017
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DEPARTMENTAL RESEARCH COMMITTEE (DRC)

- The composition of the Departmental Research Committee will be as under:
 - The Head of the Department/ Constituent Unit - Chairperson
 - Maximum three Professors and three other faculty members of the Department by rotation
 - Maximum three external experts including those from other Departments/Constituent Units, nominated by the Vice Chancellor.
Provided, however, the total number of internal and external members shall not exceed six.
- The functions of Departmental Research Committee shall be as under:
 - Invite and scrutinize applications and make admissions in Ph.D. Programmes.
 - Constitute Student Research Committee for each student.
 - Perform such functions as are required for operationalization of the research degree programmes subject to the overall supervision and guidance of the University Research Council (URC).
 - Consider the recommendation of SRC for action as required.
- The Departmental Research Committee shall meet as and when necessary.
- Fifty percent of the membership shall form the quorum for the meeting.
- The tenure of members of the DRC other than the Heads of Departments/ Constituent Units shall be two years. A member can be re-nominated for another term.

UNIVERSITY RESEARCH COUNCIL (URC)

- Role:** The role of URC is to formulate and lay down policy guidelines for the conduct of Ph.D. and Post Doctoral degree programmes, and to ensure high standards of research work in such programmes.
- Composition:**
 - The composition of the University Research Council shall be as follows:
 - The Vice Chancellor or his nominee - Chairperson
 - The Pro-Vice Chancellors
 - Four external experts nominated as under - Members
 - By the Chancellor - one
 - By the Vice Chancellor - one
 - By the Academic Council - two
 - Three Deans/ Heads of Departments/ Constituent Units to be nominated by the Vice Chancellor
 - Two teachers of Departments/Constituent Units to be nominated by the Vice Chancellor
 - CoE - Member Secretary
 - The term of office of the members (other than ex-officio members) will be two years from the date of nomination.
 - The University Research Council shall meet at least once a quarter.
 - Fifty percent of the total membership shall form the quorum for any meeting.

Prepared By : QAE

MR :

Date : 16 August 2017

Date : 16 August 2017

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3. **Functions:**

- (a) Subject to the provisions of the Act and Statutes, the University Research Council shall perform the following functions:
- (i) Formulate policies related to and oversee research for Ph.D. and post-doctoral degree programmes;
 - (ii) Formulation of guidelines for registration of students, thesis supervision, programme design, and thesis evaluation;
 - (iii) Monitoring of research indicators for such evaluation
 - (iv) Review and recommend areas/themes/topics for research
 - (v) Consider evaluation reports of Examiners for award of Ph.D. and Post-Doctoral degrees.
 - (vi) To consider and approve the recommendations of DRCs including waivers of and exemptions from any of these Regulations.
 - (vii) Delegation of any of its functions to the concerned DRC.
 - (viii) Preparation of the consolidated reports on research efforts of the University
 - (ix) Any other work related to research development and coordination.

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MICRO PROCESS FOR: RESEARCH PROJECTS (R&D)

Responsibility	Micro Processes	Reference Document
HOI/HOD/Research Coordinator of respective departments	RESEARCH PROJECT ↓ Concept note writing ↓ Submission to Funding Agency ↓ Online/ Offline handle no. generated ↓ Follow up online or via email ↓ If Approved/ Selected: Full project submission with budget ↓ If Funded: Project allotment letter and work begin by PI ↓ Hiring of Manpower & Purchase indent for equipment & Consumables ↓ Project progress monitoring: Mid term Report ↓ Annual review & report submission ↓ Objectives achieved & Final Report, UC submission to Agency ↓ Filing of Patent & Publications of outcomes	HOI for screening File File File File File File Project wise

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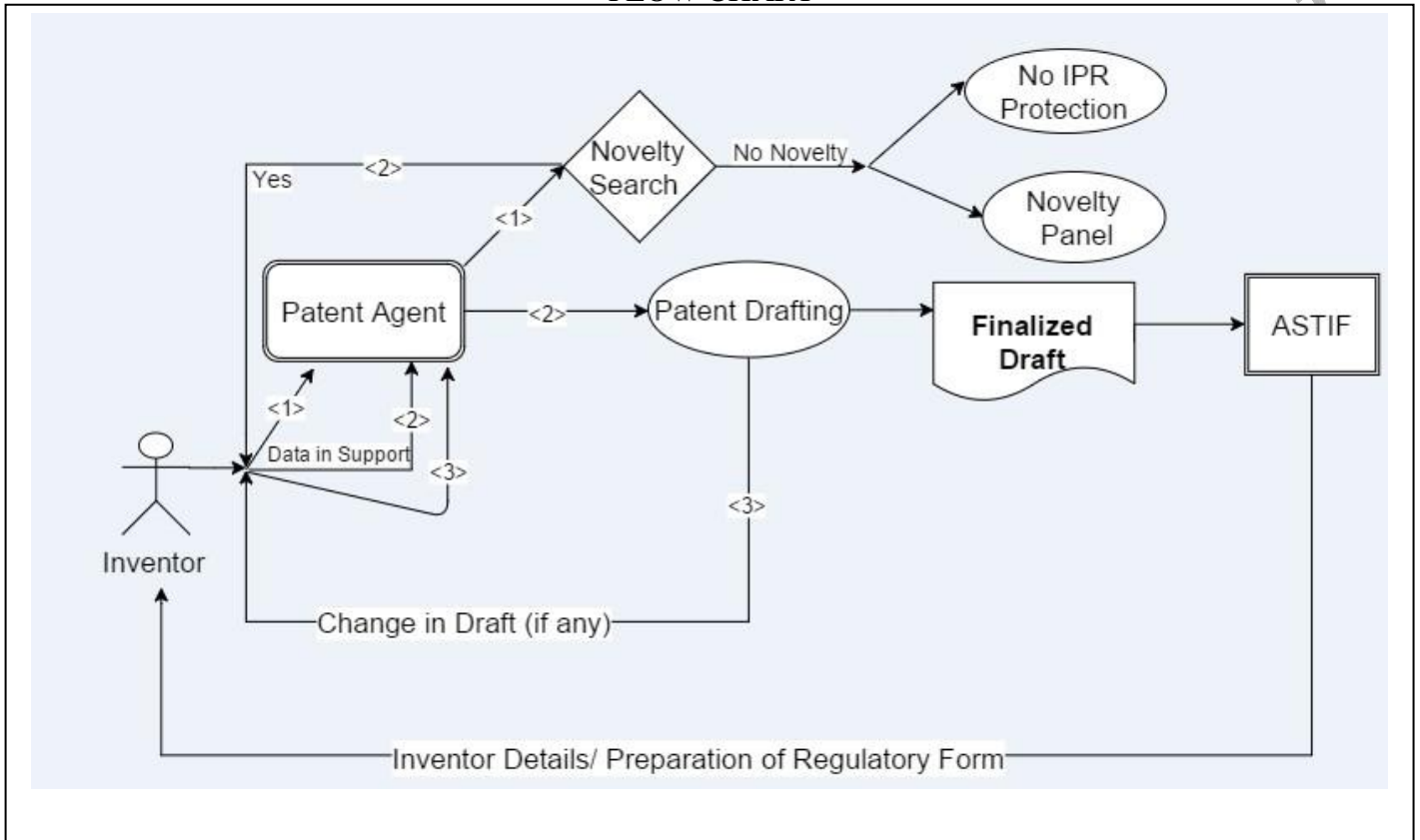
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MICRO PROCESS FOR: PATENT FILING & PUBLICATIONS OF OUTCOMES

FLOW CHART



Note: Patent Agent of Amity is M/s Sun Shadow, located in Amity Innovation Incubator, E-2 Block, Amity campus, Noida.

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MICRO PROCESS FOR: CONFERENCES/SEMINARS

AUUP GUIDELINES: 05

Responsibility	Micro Processes	Timeline
Faculty/HOI	Identification of Conferences/Seminar as per Guidelines	Not more than once a year per faculty.
Faculty	Paper Presentation	Accepted for presentation and peer review within the institution/domain.
	Synopsis	
	Level of Acceptance	High
	Terms & Conditions of the organizers	
HOI	Recommendation of HOI	15 days in advance
Faculty	Bond for Continued Service	15 days in advance
	Stand by Committee Recommendations	Within 10 days of the receipt of the recommendations of HOI.

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Micro Process For: Students Educational Tours/Industry Visits/Seminars/Conferences

AUUP Guidelines: 08

Responsibility	Micro Processes	Timeline
HOI	<p>Proposal sent to Registrar AUUP along with the following details:</p> <p>(a) Place to be visited.</p> <p>(b) Duration of Tour/Visit with exact dates.</p> <p>(c) Purpose of Tour/Visit.</p> <p>(d) No. of students going on tour with no. of boys & girls:</p> <ul style="list-style-type: none"> • Name(s) of Faculty Members(s) who will accompany the students on the proposed Tour. • Tour Budget-& source <p>After approval is accorded, the following steps will be taken:</p> <p>(a) Copy of parents consent on the form as per guidelines.</p> <p>(b) Copy of indemnity bond as per guidelines.</p> <p>Proper communication and reporting system during the tour with the institutions.</p>	<p>10-15 days in advance</p>
Faculty Incharge/HOI	<p>A detailed report of Tour to Registrar AUUP.</p>	<p>Within Seven days of the completion of the tour.</p>

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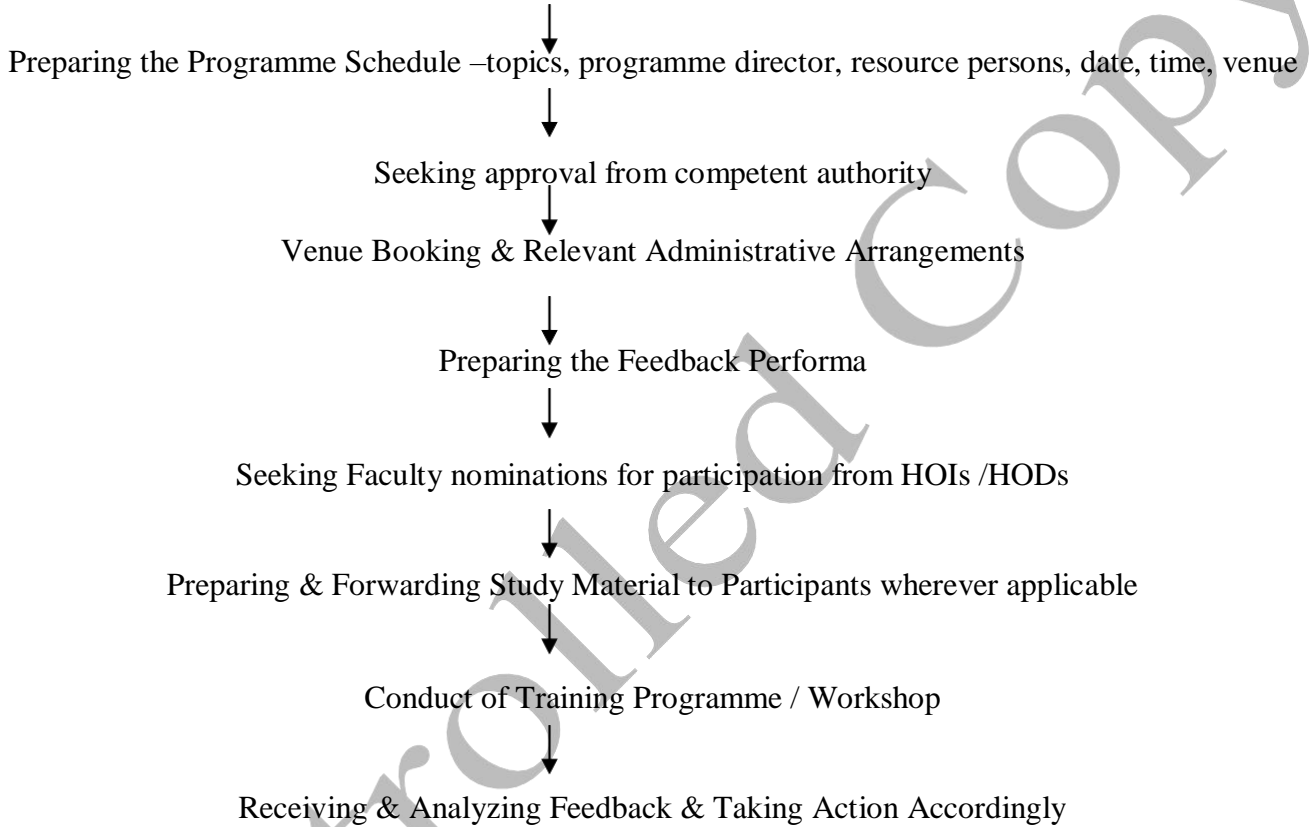
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Faculty Development Programme / Training / Workshop

Planning Faculty Development Programme / Training / Workshop
Based on requirements / need analysis



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MACRO PROCESS :INTERNATIONALISATION

Characteristics of a Global University

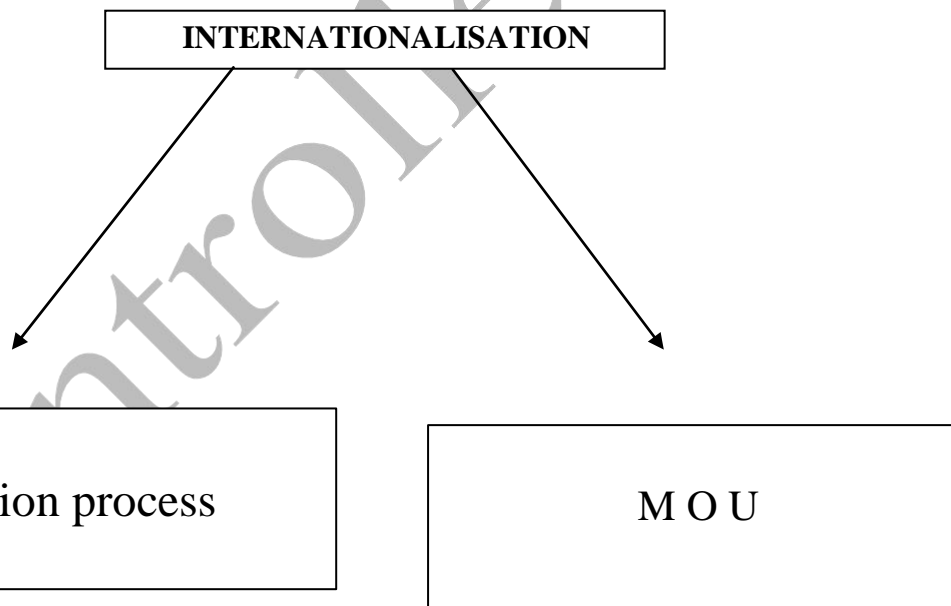
Comprehensive excellence in research, teaching academic staff, facilities, communications leadership and governance.

Global Brand Penetration This means widespread public recognition around the world. To begin with, Amity should aim at being acknowledged as “Global” by the international academic peers and national policy makers. Acknowledgement as “Global” by the general public.

Innovative Global Research. The global dimension of research entails marshalling of university’s huge intellectual and logistical resources to address global problems and questions in new ways.

An International Curriculum. This curriculum should be such that our students are prepared for the globalised world. As a global university Amity should be able to globally distribute its educational material and programmes.

Strong and Diverse International Student and Staff Demand. The academic staff must include experienced faculties form other countries. The student body must also be diverse and international.



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MICRO PROCESS: ACCREDITATION

Responsibility	Procedural Steps	Documentation
HO /HOD	Identify at least one internationalization accreditation of the domain.	AUUP/Name of the Inst/Acc/xxxxx
HO /HOD	Appointment of study team to coordinate and execute the process.	AUUP/Name of the Inst/Acc/xxxxx
IQAC & Study Team	Self study & filling up the application form.	Accreditation File
	Submission of application form and fee after approval of the Management.	
	Preparing for accreditation as per the application form and their requirements.	
	Identifying the tools for determining the readiness.	
	Self assessment/Mock audit by University Committee.	
	Gap analysis by Mock audit team	
	Site visit by nominated team.	
	Documentation prepared by the study team.	
	Accreditation visit/review.	
	Reply to NC / Queries	
	Results	
Reapply/Renew/Recertification		

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MICRO PROCESS: MOU

Responsibility	Procedural Steps	Documentation
HOI / HOD	Identify 10 high potential (flagship) Global programmes/ Institutions.	AUUP/Name of the Inst/Acc/xxxxx
Sr Faculty	Identify focus areas/ opportunities for exchange of students/ faculties.	FILE : MOU: NAME OF THE INSTITUTE
	Define time bound targets.	
	Targets atleast 70% students for exchange collaboration.	
	Provision of recourse like faculty to institutions/ Universities identified.	
	Development research infrastructure.	
HOI / HOD	Invite / participate in MOU through IAD.	AUUP/Name of the Inst/Acc/xxxxx
HOI / HOD	Prepare calendar of activities of MOU.	AUUP/Name of the Inst/Acc/xxxxx
HOI / HOD	Appointment of faculty coordinator for the MOU.	AUUP/Name of the Inst/Acc/xxxxx
HOI / HOD	Reporting to IAD, AUUP.	AUUP/Name of the Inst/Acc/xxxxx
HOI/ HOD	Submission of Copy of MoU to Registrar	AUUP/Name of the Inst/Acc/xxxxx

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SUPPORT PROCESS

Sr No	Support Offices	Process Flow
1	Admission	Refer Manual
2	Placement	Refer Manual
3	Administration	Refer Manual
4	Accounts	
5	Library	Refer Manual
6	Sports	
7	Hostel	Refer Manual
8	IT	Refer Manual
9	Transport	
10	Cafeteria	Refer Manual
11	Students welfare	Manual Under process
12	QAE	Refer Manual
13	ACGC: Amity Guidance & Counseling Cell	Refer Manual
14	Women help Desk	

- All the Support Offices of AUUP are ISO certified and hence are audited both internally and externally as per the ISO 9001:2008 & ISO 14001:2004 clauses. All the offices have their separate manual.

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STEPS/MICRO PROCESSES OF LIBRARY

- Member Registration
- Acquisition of books, magazines, journals
- Classification
- Book Processing
- Giving Accession Number
- Circulation

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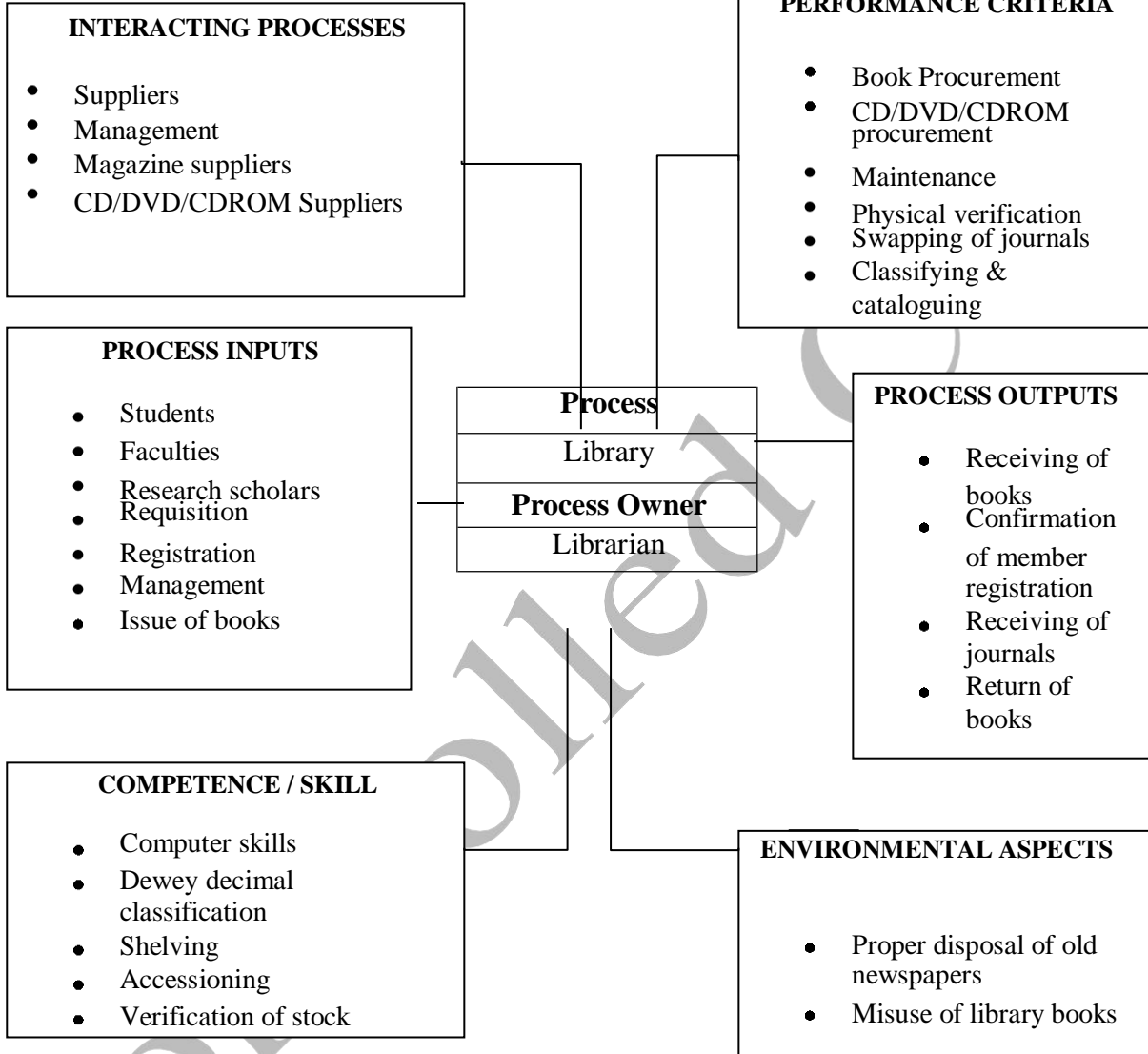
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LIBRARY



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LIBRARY

Responsibility	Member Registration	Documents
Students, faculty, staff	Issue of membership forms	AUUP/LIB/MR/01 Membership Form
Asst. Librarian	↓ Collection of filled forms	AUUP/LIB/MR/01 Membership Form
Asst. Librarian	↓ Review the forms for accuracy	AUUP/LIB/MR/01 Membership Form
Librarian	↓ Allotment of library membership number	AUUP/LIB/MR/01 Member's Database Excel Update
Asstt. Librarian	↓ Update of database	AUUP/LIB/MR/01 Member's Database Update

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LIBRARY

Responsibility	Member Registration	Documents
Librarian, Faculty	Requisition form to faculty members	AUUP/LIB/BAP/01 Book Requisition Form
Asst. Librarian	Collection and Compilation of forms	---
Director	↓ Approval	AUUP/LIB/BAP/01 Approval Letter
Librarian	↓ Quotations invited	AUUP/LIB/BAP/03 Purchase Order (By phone, hand or email)
Librarian	↓ Supplier Selection	Suppliers' Invoice
Librarian	↓ Order placement to Supplier	Suppliers' Invoice
Librarian	↓ Receiving the books with invoice	AUUP/LIB/BAP/01 Requisition Letter and Suppliers' Invoice
Librarian	↓ Matching and Verification of books	
Asst. Librarian	↓ Bill sent to Accounts department	AUUP/LIB/BAP/01 Requisition Letter & Suppliers' Invoice
Librarian		

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LIBRARY

Responsibility	Member Registration	Documents
Librarian	Requisition form to faculty members	AUUP/LIB/CL/01 Master DDC file
Asstt. Librarian	Collection and Compilation of forms	AUUP/LIB/CL/01 Master DDC file
Asstt. Librarian	Approval of HOI	AUUP/LIB/CL/01 Master DDC file
Asstt. Librarian	Quotations invited as per AUUP guidelines	AUUP/LIB/CL/03 Catalogue Cards in software
	↓	
	Supplier Selection	
	↓	
	Processing the list of books to Central Library Committee	
	↓	
	Order placement to Supplier after approval of the Committee	
	↓	
	Receiving the books with invoice	
	↓	
	Matching and Verification of books	
	↓	
	Bill sent to Accounts department	

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LIBRARY

Responsibility	Member Registration	Documents
HODs, Faculty	Requisition for subscription of journals, magazines	AUUP/LIB/BAP/01 Book Requisition Form
Director	↓	
Librarian	Duration of the subscription is decided	AUUP/LIB/BAP/01 Book Requisition Form
Accounts Officer	↓	
Librarian	Approved lists of journals, magazines	AUUP/LIB/SUB/01 Subscription list
	↓	
	Issue of cheques to the librarian	Cheques
	↓	
	Coordination with publishers until journals, magazines arrive	Magazines Subscription Form & Telephone calls

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LIBRARY

<u>Responsibility</u>	<u>Process Steps of Circulation</u>	<u>Documents</u>
Asstt. Librarian	Issue of Books	AUUP/LIB/CI/01 Database Entry
Asst. Librarian	↓ Return of Books	AUUP/LIB/CI/01 Database Updated
Students, Faculty	↓ Reservation of Books	AUUP/LIB/CI/02 Reservation Request Sheet

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LIBRARY

Responsibility	Physical Stock Verification Process	Documents
Director Library / Librarians	Updating the list of books ↓ Physical checking of each book by the accession number ↓ Re-shelving each book according to the accession number	AUUP/LIB/CL/01 Master DDC file ---- -----

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LIBRARY

Responsibility	Book Binding	Documents
Librarian	Selection of books to be bound	----
Director	↓ Binding approval from Central Library Committee	AUUP/LIB/BND/01 Approval Letter
Librarian	↓ Getting quotations from binders	Quotations from binders
Director	↓ Final approval from Central Library	
Director	↓ Sending books for binding	AUUP/LIB/BND/01 Binders approval
Librarian	↓ Receiving books after binding	-----
Librarian	↓ Release of payments to the binder	Binder's Invoice
Accounts Officer		AUUP/LIB/BND/01 Binders approval & Binder's Invoice

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MICRO PROCESSES OF IT SUPPORT

- Printer Account Process
- IT Complaint Management Process
- Procurement of consumables
- Registration Process

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PRINTER ACCOUNT PROCESS

Responsibility	Student Print-out Process	Documents
Students	Request for printer account opening	
	↓	
	Payment collection for account (Rs. 100)	
	↓	
IT Lab staff	Creation of account in the register	
	↓	
IT Lab staff	Collected amount deposited with Accounts depart	
	↓	
	Declaration for number of pages to print by student	
	↓	
	Pages printed	
	↓	
IT Lab staff	Verification of number of printed pages	
	↓	
IT Lab staff	Update (Debit Re. 1/page) in the students' printer account	
	↓	
IT Lab staff	Declaration for number of pages to print by student	AUUP/ITS/PRT/02 Log Register
Student		

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Responsibility	IT Complaint Management Process	Documents
Faculty, Staff	Complaints for hardware, software	Telephone (intercom)
IT Support Staff	↓ Entry in the complaint register	AUUP/ITS/CMP/01 Complaint Log Register
IT Support Staff	↓ Inform the AKC's IT department	Telephone AKC IT Support
IT Support Staff	↓ Generation of complaint - ID	AUUP/ITS/CMP/01 Complaint Log Register
IT Support Staff	↓ Acknowledge the completion of job by engineer (repair description)	

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PROCUREMENT OF CONSUMABLES

Responsibility	Consumable Items Procurement Process	Documents
Staff, faculty	Requisition for fresh stock	Telephone (intercom)
Director	↓ Approval	AUUP/ITS/CIP/01 Approval letter
IT Support Staff	↓ Invoice sent to supplier	AUUP/ITS/CIP/01 Approval letter
IT Support Staff	↓ Receipt of the supplies	Receipt
IT Support Staff	↓ Bills sent to accounts department of clearing	AUUP/ITS/CIP/01 Approval letter & Receipt

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PLACEMENT PROCESS

- Pre-placement activities
- Grooming of students for placement
- Final Placement Activity
- Post Placement Activity
- Summer Placements

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PRE-PLACEMENT ACTIVITIES

S.No.	Micro Processes	Responsibility	Time Target	
1	Organize Session with Students of First Semester to make them versed with the placement process.	ATPC/Placement Cell/CRC/IIC	First Semester	
2	Forward data of eligible students to ATPC.	HOI	End of 5th Semester	
3	Get complete data of students by middle of last but one semester.	ATPC/Placement Cell/CRC/IIC /HOI	5th & 7th Semester	
4	Ensure the generation of list of companies for upcoming placement season.	ATPC/Placement Cell/CRC/IIC	By the end of 4th Semester.	
5	Ensure despatch of invitation to target companies.		6th Semester.	
6	Follow up visits to the companies contacted for the placements on monthly basis.		Year Round Activity	
7	Forward the data of students to the companies in the desired format as per the eligibility criteria laid down by the companies.		7th Semester in case of B.Tech.	
8	Ensure briefing of the CRC Teams and Placement In-charge for Placements one week prior to the commencement of placement season every year.		7th Semster onwards	
9	Ensure the uploading of Recruitment Details on the Centralized Placement Portal. (Job Description, Company Eligibility Criteria, Venue Details etc.).		7th Semster onwards	
10	Conduct second level meeting between Dir Placement and HOIs of the concerned Institution to discuss the feedback over the current market scenario, deficiencies in functioning if CRC and areas of improvement in students.		Commencement of 7th Semester	
11	Ensure quarterly review with VC.		ATPC/Placement Cell/CRC/IIC ATPC/VC	Quarter ending Mar, Jun, Sep and Dec every year.

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GROOMING OF STUDENTS FOR PLACEMENT

Organize grooming of students in association with:- in house training and Industry experts. (a) In House Training. (b) Training by Industry Experts. (c) Adequate Exposure of students through Industry Visits & Knowledge Session. (d) Proper Industrial Training & Summer Internship.	HOI	From the commencement of First Semester
---	-----	---

FINAL PLACEMENT ACTIVITIES

Conduct a co-ordinating conference for allocation of responsibilities of affected institutions for placements.	ATPC/Placement Cell/CRC/ IIC	One week prior to arrival of company HR visit
Venue Confirmation & Final day execution of campus placement.		Two days prior to date of placement.

POST PLACEMENT ACTIVITIES

Obtain feedback from company officials as per a pre designed format.	ATPC/ Placement Cell/ CRC/ IIC along with HOI	After completion of campus placement.
Declare the Result on Amity Centralized Placement Portal.		After receiving form the company.
Distribute Offer letter & Information about joining dates.		After receiving the offer letters and confirmation of joining dates.
Analysis of feedback and share it with the institutions and management.		On completion of placement of every batch.
Do the trend analysis of placement and benchmarking.		
Define Action plan for improvement in the process based on feedback analysis & its implementation.		

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INTERACTING PROCESSES

- Data collection and information gathering
- Calling Process
- Presentation Process
- Corporate interactions(Meets& Forums)

PERFORMANCE CRITERIA

- Quality placements for 100% students
- Timely placements
- Good salary package

PROCESS INPUTS

- Students
- Placement Cell
- Placement Planning
- Industry Information and contacts
- Placement brochure
- Placement presentation
- Reimbursements

PROCESS

Placements
Placement Coordinators/Director
ATPC

PROCESS OUTPUTS

- Events
- 100% Placements for students

COMPETENCE / SKILL

- Communication Skills
- Persuasion Skills
- Tactical Frame of mind
- Planning ability
- Presentation skills

ENVIRONMENTAL ASPECTS

- Wastage of paper
- Wastage of energy
- E-Mail garbage
- Wastage of power

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PLACEMENT PROCESS

<u>Responsibility</u>	<u>Summer Placements</u>	<u>Documents</u>
Director, CRC Coordinator, PL	Date Scheduling & Summer Internship Kit	Academic Calendar
CRC Coordinator, Students	↓	Resume Format
CRC Coordinator	Submission of resumes and choice of intended specialization	Excel Database of Students
CRC Coordinator	↓	Bona-fide letter
CRC Coordinator	Issue of <i>Bona-fide</i> letters	Emails
CRC Coordinator Concerned Company	↓	Internship Database
CRC Coordinator	Sending the CV of students to companies and selection procedure	Confirmation letters
CRC Coordinator	↓	Faculty Guide Alloc. List
Students, CRC Coordinator	Confirmation of selected students (On/off campus)	SI Registration form
Students	↓	synopsis
Students	Allocation of Faculty Guides	Industry guide Eval sheets
Students	↓	Faculty Guide Eval Sheet
Students	Student registration with CRC	Presentation eval Sheet (Stored with APO)
Students	↓	Soft Copy of Marks Given
CRC Coordinator, Faculty	Submission of Synopsis & Weekly Progress Reports	
CRC Coordinator, APO	↓	
	Submission of Internship report, Training Completion certificates and Evaluation by Industry guide and Faculty guide	
	↓	
	Internship presentation evaluation	
	↓	
	Compilation of results	As per COE schedule

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<u>Responsibility</u>	<u>Final Placements</u>	<u>Documents</u>
Director, CRC Coordinator, PL	Date Scheduling	Academic Calendar
CRC Coordinator, Students	↓	
CRC Coordinator, Students	Placement Committee Formation	Notice
CRC Coordinator	↓	
CRC Coordinator	Database update	Companies Database Soft Copy
CRC Coordinator	↓	
CRC Coordinator	Collection of CVs	Students' Profile Database
	↓	
CRC Coordinator	Publication of Placemnt brochure and hosting the details on website	Student Compendium
	↓	
CRC Coordinator	Fixing appointments and presentations made in the companies	-
	↓	
CRC Coordinator	Follow-up of compaies	Telephone, emails, personal visits
	↓	
CRC Coordinator	Schedule the visit of companies to campus	Telephone, emails, personal visits
Company	↓	
Company	Pre-placement talk and selection procedure by companies	Selection Process Report
	↓	
Students, CRC Coordinator	List of selceted students by companies	----
	↓	
	Offer letter acceptance	Placements Records
	↓	
	List of student placed updated periodically	

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INPUT AND OUTPUT MATRIX

Interfacing Processes

- Advertising Deptt./Process
- Admn. Cell/Process
 - Finance Process
 - Concerned Deptt. (Amity Deptt)

Performance Criteria

Timely completion of all activities related to admission process

PROCESS

Admission

Process Owner
Director Admission

Process Inputs

- Advertisements
- Admission Form/Stationary
 - Screening of Forms
 - Selection Board
 - Entrance Test/GD/Interview
 - Appropriate Eligibility

Resources requirements

- Counsellors

Process Output (s)

- Selection List
- Admission Letter
 - Fee Collection

Competence/Skill

- Knowledge about course curriculum
- Knowledge about University
- Inter Personnel Skills
- Communication Skills
- Persuasive/Convincing Skills

Environmental Aspects

- Vehicle Pollution
- Misuse of paper
- Misuse of Power/Water

Prepared By : QAE

Date : 16 August 2017

Signature: :

MR :

Date : 16 August 2017

Signature: :



AMITY UNIVERSITY

-UTTAR PRADESH-

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INPUT AND OUTPUT MATRIX

Interfacing Processes

- Presentation by the students
- Home Assignments
- Project
- Seminar/Conference
- Viva
- Quiz
- Extra Curricular Activities

Performance Criteria

- Effectiveness: Session started on time
- Syllabus completion on time
- Efficiency: Feedback

PROCESS

Academic Planning

Process Owner
HOI/Faculty

Process Inputs

Appointment of Board of Studies Approval of the Programme Structure, course curriculum by the Board of Studies, Finalization of the Programme Structure, Course Curriculum, Academic Calendar, Preparing Academic Plan, Faculty plan for approval of Academic Council, Recruitment of Faculty/Course

Process Output (s)

- Class Test
- Term Paper
- End Examination Semester
- Viva

Competence/Skill

- Knowledge about course curriculum
- Inter Personnel Skills
- Communication Skills

Environmental Aspects

- Vehicle Pollution
- Misuse of paper
- Misuse of Power/Water

Prepared By : QAE

MR :

Date : 16 August 2017

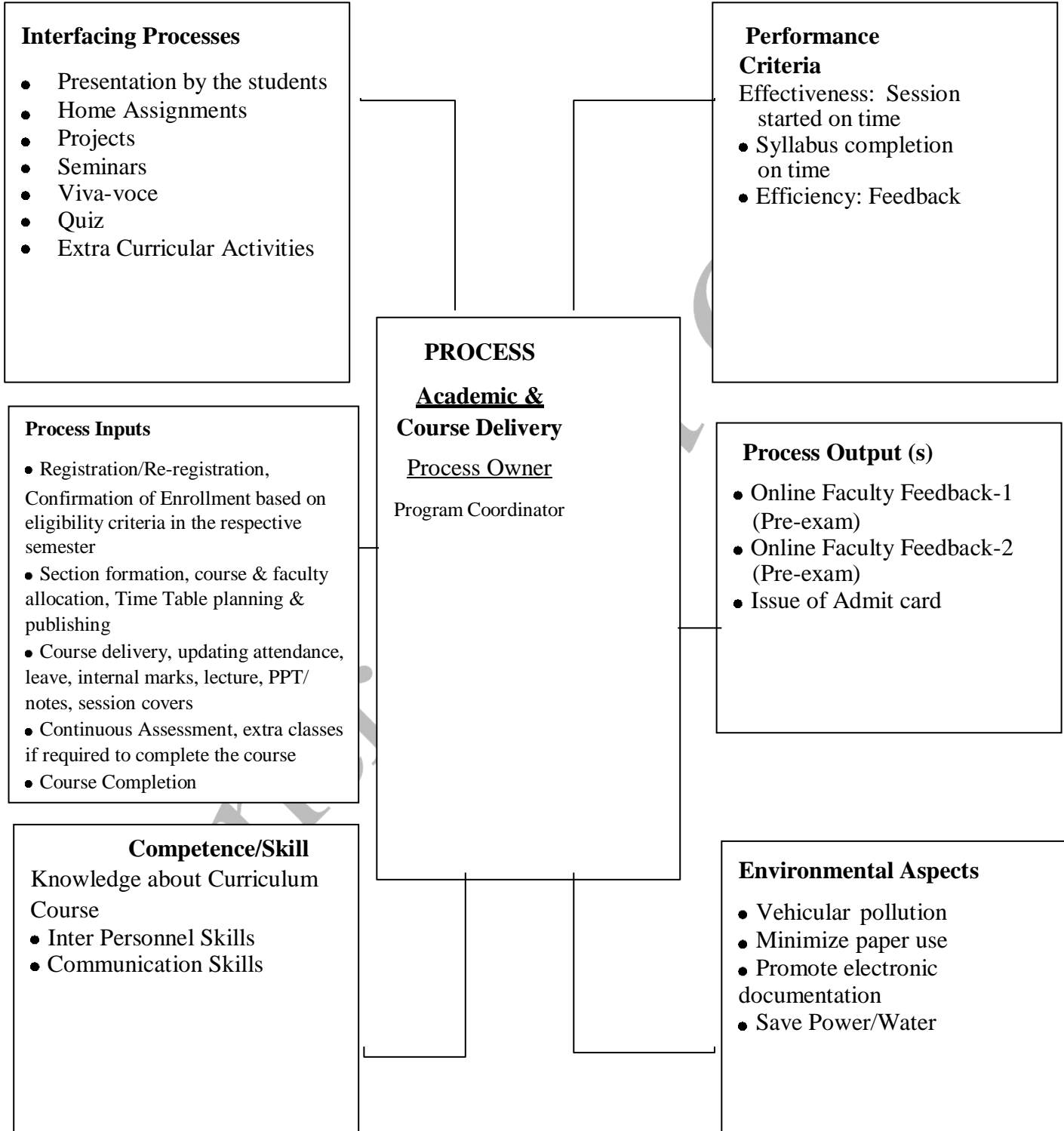
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INPUT AND OUTPUT MATRIX



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Date : 16 August 2017

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AMITY UNIVERSITY

-UTTAR PRADESH-

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INPUT AND OUTPUT MATRIX

Interfacing Processes

- Conduct of examination
- Disciplinary control of students in relation to examination
- Reporting of unfair mean cases
- Penalties
- Inspection of examination centers
- Sending Papers to examiners on time
- Evaluation of question papers

Performance Criteria

- 100% Compliance for the training protocol

PROCESS

Examination

Process Owner

Controller_of_Exam/
Exam Coordinator

Process Inputs

- Appointment of examination Committee
- Appointment of Examination Sub Committees
- Appointment of Moderation Committees
- Course evaluation
- Attendance & computation of Attendance
- Make-up of deficiency in attendance
- Appointment qualification of paper setters, evaluators
- Setting of question papers
- Date sheet preparation
- Sitting arrangement
- Allocation of Invigilators to the classrooms

Process Output (s)

- Debar List
- Results declaration

Competence/Skill

- Managerial Skill
- Administrative Skill
- Communication Skill

Environmental Aspects

- Vehicle Pollution
- Misuse of paper
- Misuse of Power/Water

Prepared By : QAE

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Signature: :

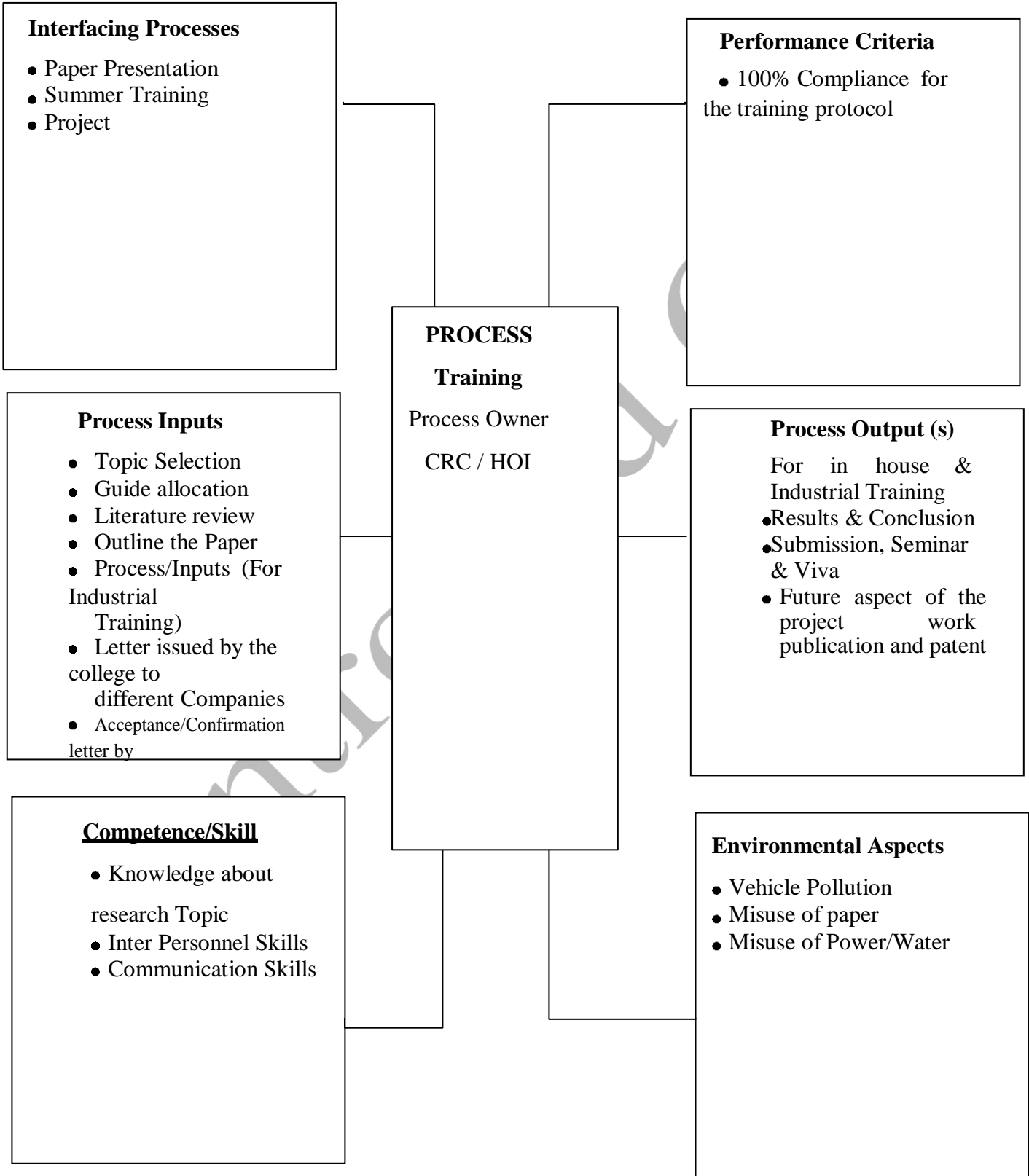


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INPUT AND OUTPUT MATRIX



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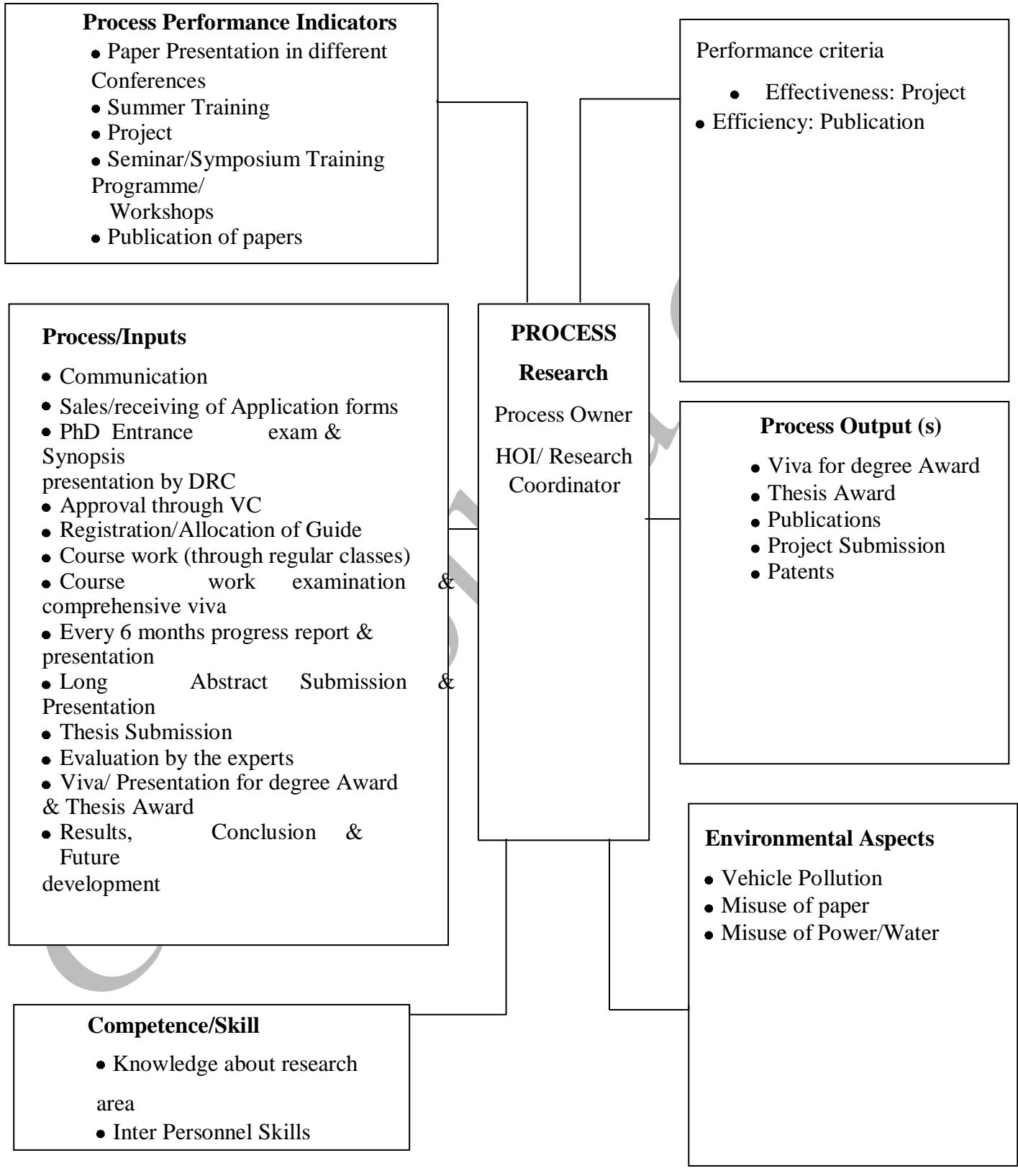


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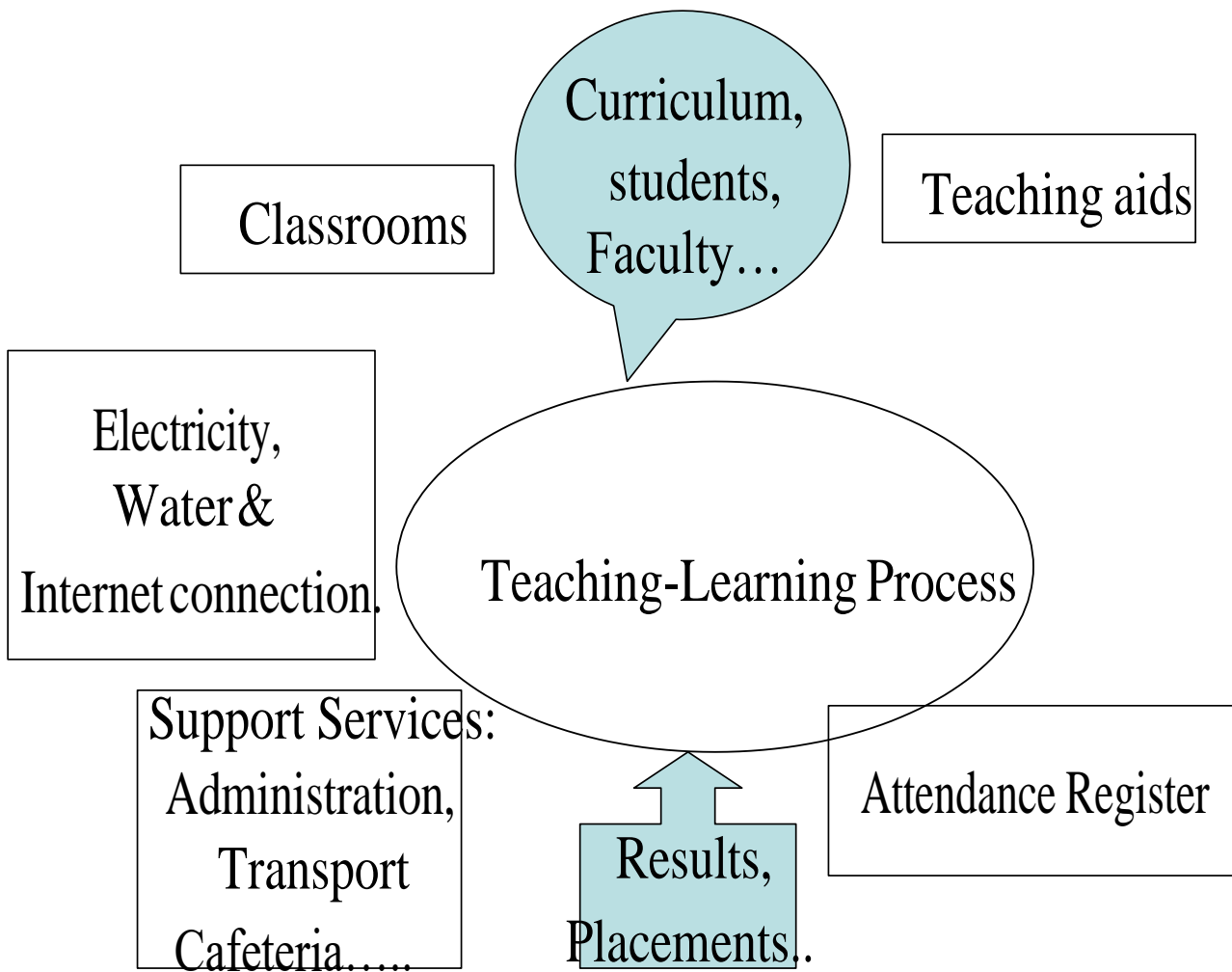
INPUT AND OUTPUT MATRIX



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RELATED RESOURCES



Prepared By : QAE

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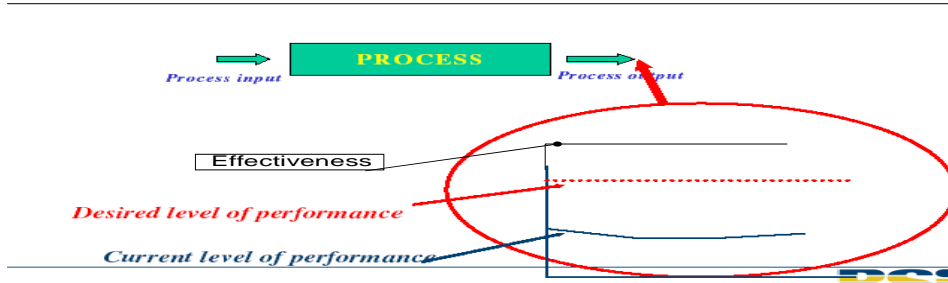
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AMITY UNIVERSITY -UTTAR PRADESH-

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THE PROCESS APPROACH



CONTROL OF PROCESSES Responsibility: The process owners:

- Measurement of customer satisfaction.
 - Feedbacks
 - Surveys
- Monitoring the management system performance
 - Internal audits by QAE & IQAC
 - External audits,
 - Visits and
 - Checks.
- Analysis of data for taking action for improvement.
- Corrective action/Preventive Action
- Periodic review by the Top management (MRM, reports, Meetings etc).
- Output of processes are verified against set criteria.

In the event of any non conformity, corrective/preventive actions or potential improvements in the effectiveness and efficiency of the process is done.

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AMITY UNIVERSITY

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MATRIX SHOWING PERFORMANCE INDICATORS OF VARIOUS PROCESSES

S No	Process	Performance Indicators	Three years trends			Present Performance
1.	Admission	Trends				
		Application received				
		Fee Deposited				
		Applications received Vs Students enrolled				
		Total intake approved.				
2.	Session Plans	Uploaded week before commencement of the semester				
		Course material uploaded				
3.	Academic Delivery	Attendance				
		Seminars/Conferences conducted				
		Seminars/Conferences attended				
		Classes planned Vs Conducted				
4.	Examination	Declaration of results (delay in months)				
		Result Analysis				
		Debarred Students				
		Weak Student Analysis				
5.	Research	No of research projects sponsored				
		No of research projects completed				
		No of research publications				
		No of patents				
		Citation of each publication				
		No of Ph.Ds awarded				
6.	Library	Norms				
		No of books				
		No of journals				
		Additions every year				

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Date : 16 August 2017

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AMITY UNIVERSITY

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MATRIX SHOWING PERFORMANCE INDICATORS OF VARIOUS PROCESSES

S No	Process	Performance Indicators	Three years trends			Present Performance
7.	Results & Awards	Awards				
		Convocation attendance				
		Degrees awarded				
8.	Placement	Trends				
		No of companies visited				
		No of students placed				
9.	Curriculum Development	New programmes proposed				
		Score of measurement of SLOs				
		Revision in modules				
		No of meetings held:				
		BOS				
		Internal				
		Value Added courses				
		Basket courses added				
10.	Internationalisation	No. of collaborations				
		Students participation in exchange program				
		Faculty participation in exchange program				
		Students who went abroad (Exchange Program)				
		Faculty who went abroad (Exchange Program)				
		Accreditations/Awards, etc.				

Prepared By : QAE	MR :
Date : 16 August 2017	Date : 16 August 2017
Signature: :	Signature: :



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ENVIRONMENT MANAGEMENT SYSTEM
ISO 14001:2004

Controlled Copy

Prepared By : QAE

MR :

Date : 16 August 2017

Date : 16 August 2017

Signature: :

Signature: :



AMITY UNIVERSITY

-UTTAR PRADESH-

Issue No – A
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Responsibility	Description	Document
	<u>Pollution Control & Resource Conservation</u>	MR
-Every Individual in Campus	Pollution Control	Notice/Meetings
-Lab Administrator, Admn. Officer	-No smoking campus	-
	-Exhaust fans in the computer labs	-
-Admn. Officer	-Fresh and clean (ventilated) toilets	-
-Admn. Officer	<ul style="list-style-type: none"> ▪ Conservation of various Resources ▪ Power Conservation <ul style="list-style-type: none"> -M.C.B.'s -Display boards for switching off Points when no longer in use. -Mapping of load floor wise ▪ Water Conservation <ul style="list-style-type: none"> -Tight tabs -Display boards for switching off tab when no longer required ▪ Paper Conservation <ul style="list-style-type: none"> -use both sides where ever possible 	Message Display ,Posters
-Admn. Officer, Lab Administrator		

Prepared By : QAE

MR :

Date :16 August 2017

Date : 16 August 2017

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AMITY UNIVERSITY

-UTTAR PRADESH-

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Responsibility	Description	Document
Responsibility	<u>Emergency Preparedness</u>	Documents
Advisor Security	-Placement of Fire fighting equipment at various places and map of that to displayed at various places.	Notice, Meetings
	-Training to be given to use Fire fighting Equipment to different people across all departments.	-
	-Clear passages to ease evacuation, if required.	-
Director Administration	-Conduct of mock drills (Fire, Earthquake, bomb scare, food poisoning).	Message Display, Posters
	-All wires and electrical connections are in constant surveillance.	
Joint Director Hostels/Director Administration	- Sop on Food Poisoning	

Prepared By : QAE

MR :

Date : 16 August 2017

Date : 16 August 2017

Signature: :

Signature: :

ENVIRONMENTAL ASPECT & IMPACT ASSESSMENT

Amity University		ENVIRONMENTAL ASPECT & IMPACT ASSESSMENT						LEGEND-		S-SEVERITY
									O-OCCURRENCE	
									D-DETECTION	
PROCESS / ACTIVITIES	ENVIRONMENTAL ASPECTS	ENVIRONMENTAL IMPACT	LEGAL COMPLIANCE REQUIREMENT	S	O	D	RESULT	STATUS		OCP/MP REF.
								SIGNIFICANT	NON-SIGNIFICANT	
DG SET	(i)Smoke	Air pollution	Yes							OCP-1,2,3,4 & 8
	(ii)Noise	Noise Pollution	Yes							
	(iii) Oil Leakage	Resource depletion	No	2	3	3	18			
	(iv) Waste Oil	Ground pollution	Yes							
	(iv) Heat Dissipation	Resource depletion	No	1	1	1	1			
	(vi) Fuel	Resource Depletion	No	1	4	4	16			
RO Plant	(i)Noise	Noise Pollution	No	1	1	1	1			OCP-10
	(ii) Heat Dissipation	Resource depletion	No	1	1	1	1			
	(iii) Electricity generation	Resource depletion	No	1	5	1	5			
Air Conditioners	(i)Noise	Noise Pollution	No	1	1	1	1			OCP-5
	(ii) Heat Dissipation	Resource depletion	No	1	1	1	1			
	(iii) Power consumption	Resource depletion	No	1	1	1	1			
	(iv) Freon gases emission	Ozone layer depletion	Yes							OCP-12
Waste Generation	(i)Packing material (bio-degradable)	Resource Depletion	No	2	4	1	8			OCP-6
	(ii) Packing material (non bio-degradable)	Land pollution	Yes							
Hostel	(i)Noise	Noise pollution	No	2	4	1	8			OCP-5
	(ii)Electricity consumption	Resource depletion	No	2	5	2	20			

Note: If result sum is above 27 or if the legal compliance is applicable, then the 'Aspect' will be considered as **SIGNIFICANT ASPECT**.

Laboratories	(i) Biological labs	Air contamination	No	3	2	4	24			OCP-11
	(ii) Pharmacy labs (filtrations, mixing, boiling, drying, coating, compression)	Bacterial & fungal contaminations->air pollution	Yes							
		Noise pollution, air pollution, source depletion, water pollutions, heat dissipation	No	2	1	2	4			
	(iii) Computer labs	Resource depletion, heat dissipation, resource depletion	No	1	1	1	1			
	(iv) Chem Lab	Air contamination	No	3	2	4	24			
		Water pollution	No	3	2	4	24			
CAFETERIA	(i) Cleaning of Raw Materials	(i) Water pollution	No	3	4	3	36			OCP- 6
	(ii) Cutting of vegetables & fruits	(i) Waste generation	No	3	4	3	36			OCP-6
	(iii) Cooking	(i) Air pollution	No	3	4	3	36			
		(ii) Resource depletion								OCP- 6
		(iii) Waste generation								
	(iv) Cleaning & washing	(i) Water pollution	No	3	4	3	36			
		(ii) Soil pollution								OCP- 6
		(iii) Resource depletion								
(iv) Air pollution										
Creche	(i) Power utilization	resource depletion	No	2	4	3	36			
		Noise pollution								OCP- 5
	(ii) Cleaning	soil pollution								
Construction related activities	(i) Noise	Noise pollution	No	3	1	2	6			
	(ii) Power consumption	Resource depletion	No	2	1	5	10			
	(i) Smoke	Resource depletion	No	2	1	5	10			
	(iii) Disposal of mechanical spare, Debris etc	resource depletion								
Dog Unit	(i) Waste	Water pollution	No	2	4	5	40			OCP- 6
		Soil Pollution								
	(ii) Cooking	Resource Depletion	No	2	4	5	40			OCP- 6, 5
	(iii) Cleaning	Air pollution	No	1	1	5	5			
	(iv) Water supply (drinking water)	Water pollution	No	1	1	5	5			
STP/ETP	(i) Gas emission	Air Pollution	No	3	2	4	24			

	(ii)Microbial growth	Water pollution	No	3	2	4	24			
	(iii)Water leakage	Soil pollution	No	3	2	4	24			
	(iv)Sludge Disposal	Land Pollution	Yes							OCP- 6
	(v)Noise	Noise pollution	No	3	2	4	24			
Laundry	(i)Water leakage	Water Pollution	No	1	1	5	5			
	(ii)Chemicals	Water pollution	Yes							OCP- 6
	(iii)Electricity consumption	Heat dissipation	No	3	1	3	9			
	(i)Noise	Noise pollution	No	3	1	5	15			
Institutional Blocks	(i)Noise	Noise pollution	No	3	1	5	15			
	(iii) Waste generation	waste accumulation	Yes							OCP- 6

Note: If result sum is above or equals to 27 & if the legal compliance is applicable, then the 'Aspect' will be considered as 'SIGNIFICANT ASPECT'.

BASIS OF SCALING OF VARIOUS IMPACTS FOR ENVIRONMENTAL ASSESSMENT

IMPACT/ASSESSMENT	AWARD OF POINTS				
	5	4	3	2	1
S (Severity)	<i>If causing a direct and harmful effect</i>	<i>If causing an indirect and harmful effect</i>	<i>If causing an effect which can be corrected with extra Efforts</i>	<i>If causing an effect which can be easily corrected</i>	<i>If causing an effect which doesn't require correction.</i>
O (Occurrence)	<i>If occurring every one -two hours</i>	<i>If occurring almost everyday</i>	<i>If occurring once or twice a week</i>	<i>If occurring twice a month</i>	<i>If occurring once or a month</i>
D (Detectability)	Can not detect the Aspect/Failure	Low	Medium	Rate is High	Absolute certainty



AMITY UNIVERSITY

— UTTAR PRADESH —

EMS OPERATIONAL CONTROL PROCEDURE No 1

TITLE: PROCEDURE FOR COLLECTION &
DISPOSAL WASTE OIL.

DOC #

EM - 1

Issue

A

Revision

8

Date of
Issue

09 Spet 2015

1.0 PURPOSE:

To properly collect & dispose the oil waste during transferring of diesel to D.G. Tank.

2.0 RESPONSIBILITY:

AMITY POWER MANAGEMENT DEPARTMENT (APMD)

3.0 PERFORMANCE CRITERIA:

Procedure of collection and disposal (R-34)

4.0 ACTIVITIES

Sl. No	Activity	Responsibility
1.	To provide labelled containers for the storage of waste oil.	APMD
2.	To instruct the worker to collect the waste oil into a container.	Engineer
3.	To instruct the worker to collect waste oil in the identified containers only.	Engineer
4.	To dispose off the waste oil periodically to contractor and maintain the records..	Engineer

5.0 CHECKING, CORRECTIVE AND PREVENTIVE ACTION:

Director APMD to inspect the site periodically, ensure effective implementation of the above the procedure. Also review periodically, procedure and deviation report and ensure corrective and preventive action.

6.0 RECORD

RECORD TITLE	RECORDS NO.	LOCATION	RESPONSIBILITY	RETENSION TIME
Procedure Deviation Report	EMS-OCP-R-34	D.G. Area	APMD	Until revised/Updated



AMITY UNIVERSITY

— UTTAR PRADESH —

EMS OPERATIONAL CONTROL PROCEDURE No 2

TITLE: PROCEDURE FOR DG MAINTENANCE

DOC #

EM - 1

Issue

A

Revision

8

Date of
Issue

16 Aug. 2017

1.0 PURPOSE:

Procedure for proper maintenance and operation of D.G. Sets.

2.0 RESPONSIBILITY:

AMITY POWER MANAGEMENT DEPARTMENT (APMD)

3.0 PERFORMANCE CRITERIA:

D.G. Sets Maintenance Record (History Record)

4.0 ACTIVITIES

SI. No	Activity	Responsibility
1.	Define frequency of maintenance based on running hours	APMD
2.	Inspect following parameters while D.G. Sets is in operation: <ul style="list-style-type: none"> • Water temperature (not more than or equal to 90° C) • Oil temperature (not more than 90° C) • Oil pressure (not to be less than 3-kgs/cm²) • Check oil and water level before start up. 	APMD
3.	To call the AMC person for maintenance of D.G. Sets as per Maintenance Calendar/Running hours of D.G. Sets.	APMD
4.	To check the maintenance criteria & parameters in presence of AMC person	APMD
5.	Maintain D.G. Sets Records	APMD
6.	Ensure usage of PPE (Ear Plugs) while D.G. Set is in operation	APMD

5.0 CHECKING, CORRECTIVE AND PREVENTIVE ACTION:

Director APMD to inspect the site periodically and ensure effective implementation of the above the procedure. Also review periodically, procedure deviation report and ensure corrective and preventive action

6.0 RECORD

RECORD TITLE	RECORDS NO.	LOCATION	RESPONSIBILITY	RETENSION TIME
Maintenance Record (History Card)		APMD	DIRECTOR APMD	Until revised/Updated



AMITY UNIVERSITY

— UTTAR PRADESH —

EMS OPERATIONAL CONTROL PROCEDURE No 3

TITLE: PROCEDURE FOR DISPOSAL OF BATTERIES

DOC #

EM - 1

Issue

A

Revision

8

Date of
Issue

16 Aug. 2017

1.0 PURPOSE:

To properly store, collect & dispose the fresh/used lead acid batteries from generator room & UPS office.

2.0 RESPONSIBILITY:

Maintenance-Head

3.0 PERFORMANCE CRITERIA:

Performance Deviation Report (POR)

4.0 ACTIVITIES

SI. No	Activity	Responsibility
1.	To instruct the workers to properly store the new/used batteries on plastic trays (fresh/used batteries not to be kept directly on floor or in open area)	Maintenance Supervisor
2.	To wear PPE (gloves, goggles) while refilling distill water/acid in the batteries.	Operators
3.	To send old batteries to the battery supplier	Operators
4.	To sell the old & used batteries if found unable to be repaired to approved recyclers as far as practicable	Maintenance Head

5.0 CHECKING, CORRECTIVE AND PREVENTIVE ACTION:

Maintenance-Head to inspect the fresh/used batteries storage areas periodically and ensure effective implementation of the above the procedure. Also review periodically, procedure deviation report and ensure corrective and preventive action.

6.0 RECORD

RECORD TITLE	RECORDS NO.	LOCATION	RESPONSIBILITY	RETENSION TIME
Procedure Deviation Report	EMS-OCP-R-03	Maintenance Head	Until revised/Updated	Procedure Deviation Report



AMITY UNIVERSITY

— UTTAR PRADESH —

EMS OPERATIONAL CONTROL PROCEDURE No 4

TITLE: PROCEDURE FOR TRANSFER OF OIL

DOC #

EM - 1

Issue

A

Revision

8

Date of
Issue

16 Aug. 2017

1.0 PURPOSE:

To properly transfer pump the oil (fuel) from drums in Generator room and Boiler to prevent any spillage.

2.0 RESPONSIBILITY:

Maintenance-Head

3.0 ACTIVITIES

SI. No	Activity	Responsibility
1.	To instruct the workers to keep the oil barrels in upright position and keep its lid closed while not in use.	Maintenance Supervisor
2.	To instruct the workers to transfer the oil barrel near the tank where oil has to be transferred & check the lid is properly closed	Maintenance Supervisor
3.	Use collection tray at all transfer operations	Operator
4.	To instruct the workers to Check the barrel pump every time so that it is ensured that there is no leakage	Maintenance Supervisor
5.	To instruct the workers that after pumping take out the dipped pipe from barrel first and again given 4-5 cyclic movement to pump, so that left oil is drained to the tank.	Maintenance Supervisor
6.	To instruct the workers to soak the spilled oil (fuel) by cotton rags & keep that cloth in the container purposely made for it.	Maintenance Supervisor

4.0 CHECKING, CORRECTIVE AND PREVENTIVE ACTION:

Maintenance-Head to inspect the site periodically and ensure effective implementation of the above procedure. Also review periodically, procedure deviation report and ensure corrective and preventive action

5.0 RECORD

RECORD TITLE	RECORDS NO.	LOCATION	RESPONSIBILITY	RETENSION TIME
Procedure Deviation Report	EMS-OCP-R-04	D.G. Area	Maintenance Head	Until revised/Updated



AMITY UNIVERSITY

— UTTAR PRADESH —

EMS OPERATIONAL CONTROL PROCEDURE No 5

TITLE: PROCEDURE FOR POWER SAVING

DOC #

EM - 1

Issue

A

Revision

8

Date of
Issue

16 Aug. 2017

1.0 PURPOSE:

To control the idle usage of electricity and prevent its wastage in campus.

2.0 RESPONSIBILITY:

All personnel

3.0 PERFORMANCE CRITERIA:

Electrical Consumption Report: APMD (Amity Power Management Department)

4.0 ACTIVITIES

SI. No	Activity	Responsibility
1.	Consider electrical Energy consumption rating of equipment while purchasing equipment.	Purchase Head
2.	To use CFL which have more lux/lumen than other lights and saves 80% of electricity bills.	All users
3.	To "Switch Off" Equipment when not required to be used	All users
4.	To switch on the desired equipment only when it is required to work	Machine operators/Users
5.	To paste the slogans for electricity conservation.	Director Admin/APMD
6.	To maintain and monitor Records of electricity bills	APMD

5.0 CHECKING, CORRECTIVE AND PREVENTIVE ACTION:

Director APMD to review the record of electrical energy consumption periodically and ensure effective implementation of the above the procedure and ensure corrective and preventive action.

6.0 RECORD

RECORD TITLE	RECORDS NO.	LOCATION	RESPONSIBILITY	RETENSION TIME
Energy Consumption Record	EMS-OCP-R-08	G Block	APMD	Until revised/Updated



AMITY UNIVERSITY

— UTTAR PRADESH —

EMS OPERATIONAL CONTROL PROCEDURE No 6

TITLE: PROCEDURE FOR WASTE DISPOSAL

DOC #

EM - 1

Issue

A

Revision

8

Date of
Issue

16 Aug. 2017

1.0 PURPOSE:

To properly collect and store the empty containers of chemicals in empty carboys storage yard.

2.0 RESPONSIBILITY:

Stores- In- Charge

3.0 PERFORMANCE CRITERIA:

Procedure Deviation Report (PDR)

4.0 ACTIVITIES

SI. No	Activity	Responsibility
1.	To wash all types of chemical containers with water.	Operator
2.	To discharge the effluent so generated on washing the containers, in the ETP drainage line.	Operators
3.	To store all the empty containers of chemicals in Disposal yard in an orderly manner at the specified places only.	Operators
4.	To that those empty chemical containers which cannot be treated/washed , these need to be collected and sent to the Scrap yard & kept separately without wash and to be given to the concerned suppliers	Operators
5.	To store these untreated containers in a proper place ensuring no spillage of those end chemicals from these containers, this could otherwise lead to degradation to the environmental media.	Department Supervisor
6.	To sell the containers to the manufacturer of the same chemical company concerned.	Stores-In-Charge
7.	To educate the workers on the consequences it could lead to in case of deviation from the normal operational procedures.	Stores-In-Charge

5.0 CHECKING, CORRECTIVE AND PREVENTIVE ACTION:

Stores-In-Charge to inspect scrap yard periodically and ensure effective implementation of the above the procedure. Also review periodically procedure deviation report and ensure corrective and preventive action

6.0 RECORD

RECORD TITLE	RECORDS NO.	LOCATION	RESPONSIBILITY	RETENSION TIME
Procedure Deviation Report	EMS-OCP R-06	Storage Area	Stores-In-Charge	Until revised/Updated



AMITY UNIVERSITY

— UTTAR PRADESH —

EMS OPERATIONAL CONTROL PROCEDURE No 7

TITLE: PROCEDURE FOR COLLECTION &
DISPOSAL OF COMPUTER AND ACCESSORIES

DOC #

EM - 1

Issue

A

Revision

8

Date of
Issue

16 Aug. 2017

1.0 PURPOSE:

To properly dispose-off the cartridge of fax machine & Printer

2.0 RESPONSIBILITY:

Stores- In- Charge

3.0 PERFORMANCE CRITERIA:

Procedure Deviation Report (PDR)

4.0 ACTIVITIES

Sl. No	Activity	Responsibility
1.	To collect the used/empty cartridge in a recommended container only.	Store-In-Charge
2	Unserviceable cartridges, computers, UPS etc will be returned to IT store of AKC Data Systems for further disposal.	Store-In-Charge

5.0 CHECKING, CORRECTIVE AND PREVENTIVE ACTION:

PC. In-Charge to ensure effective implementation of the above the procedure. Also review periodically, procedure deviation report and ensure corrective and preventive action

6.0 RECORD

RECORD TITLE	RECORDS NO.	LOCATION	RESPONSIBILITY	RETENSION TIME
Procedure Deviation Report	EMS-OCP R-07	E-1 Block	IT: AKC Data System	Until revised/Updated



AMITY UNIVERSITY

— UTTAR PRADESH —

EMS OPERATIONAL CONTROL PROCEDURE No 8

TITLE: PROCEDURE FOR DISPOSAL OF USED OIL

DOC #

EM - 1

Issue

A

Revision

8

Date of
Issue

16 Aug. 2017

1.0 PURPOSE:

To properly collect and dispose the used oil from D.G. Sets.

2.0 RESPONSIBILITY:

Maintenance Head

3.0 PERFORMANCE CRITERIA:

Waste oil disposal record

4.0 ACTIVITIES

Sl. No	Activity	Responsibility
1.	To collect the oil drained during over hauling of gear box or filling in gear box by using suitable collection trays/buckets ensuring no spillage	Operator
2	To collect the oil seeped out during washing M/C operation from particular areas, in a Buckets / Trays.	Operator
3.	To clean the above spillage if occurs by means of cotton rags.	Operator
4.	To keep used oil drums in upright position and keep their lids closed	Operator
5.	To collect cotton rags in a collection container placed in maintenance department	Operator
6.	To sell the used oil to the approved contractor from UPPCB. (for used oil)	Maintenance Head, Stores-In-Charge
7.	To preparation of records of used oil collected! Disposed off.	Maintenance Head

5.0 CHECKING, CORRECTIVE AND PREVENTIVE ACTION:

Maintenance-Head to ensure effective implementation of the above the procedure. Also review periodically, procedure deviation report and ensure corrective and preventive action.

6.0 RECORD

RECORD TITLE	RECORDS NO.	LOCATION	RESPONSIBILITY	RETENSION TIME
Procedure Deviation Report	EMS-OCP R-08	D. G. Area	APMD	Until revised/ Updated



AMITY UNIVERSITY

—UTTAR PRADESH—

EMS OPERATIONAL CONTROL PROCEDURE No 9

TITLE: PROCEDURE FOR PAPER SAVING

DOC #

EM - 1

Issue

A

Revision

8

Date of
Issue

16 Aug. 2017

1.0 PURPOSE:

To use the paper properly in the computer department.

2.0 RESPONSIBILITY:

All Personnel

3.0 PERFORMANCE CRITERIA:

Procedure Deviation Report (PDR)

4.0 ACTIVITIES

Sl. No	Activity	Responsibility
1.	To check the composed matter before taking printouts.	P.C. In-Charge
2	To get it checked from the required personnel if printout are to be taken in more quantity.	P.C. In-Charge
3	To reuse the printed paper by writing rough matter at the back of it.	P.C. In-Charge
4	To promote electronic management of data in the company.	P.C. In-Charge

5.0 CHECKING, CORRECTIVE AND PREVENTIVE ACTION:

Maintenance-Head to ensure effective implementation of the above the procedure. Also review periodically, procedure deviation report and ensure corrective and preventive action.

6.0 RECORD

RECORD TITLE	RECORDS NO.	LOCATION	RESPONSIBILITY	RETENSION TIME
Procedure Deviation Report	EMS-OCP R-09	Respective Area	P.C. In-Charge	Until revised/Updated



AMITY UNIVERSITY

—UTTAR PRADESH—

EMS OPERATIONAL CONTROL PROCEDURE No 10

TITLE: PROCEDURE FOR RO PLANT

DOC #

EM - 1

Issue

A

Revision

8

Date of
Issue

16 Aug. 2017

1.0 PURPOSE:

To ensure proper functioning of the RO Plant.

2.0 RESPONSIBILITY:

Director Admin

3.0 PERFORMANCE CRITERIA:

Procedure Deviation Report (PDR)

4.0 ACTIVITIES

Sl. No	Activity	Responsibility
1.	Supervision & Monitoring of plant performance.	Admin Officer
2	Analyse samples at regular intervals to gauge performance.	Testing agency
3	Maintaining record of analysis.	Admin Officer

5.0 CHECKING, CORRECTIVE AND PREVENTIVE ACTION:

Director Admin to ensure effective implementation of the above the procedure. Also review periodically, procedure deviation report and ensure corrective and preventive action.

6.0 RECORD

RECORD TITLE	RECORDS NO.	LOCATION	RESPONSIBILITY	RETENSION TIME
Procedure Deviation Report	EMS-OCP R-10	D,H & I Block	Director Admin	Until revised/Updated



AMITY UNIVERSITY
UTTAR PRADESH

EMS OPERATIONAL CONTROL PROCEDURE
No 11

DOC #

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Issue

A

Revision

8

TITLE: PROCEDURE FOR LABORATORIES

Date of Issue

16 Aug. 2017

1.0 PURPOSE:

Procedure for proper maintenance & operations of Laboratories.

2.0 RESPONSIBILITY:

HOI

3.0 PERFORMANCE CRITERIA:

Procedure Deviation Report (PDR)

4.0 ACTIVITIES

Sl. No	Activity	Responsibility
1.	Identify hazard category of the lab.	HOI/HOD
2	Maintain MSDS for the chemicals used.	HOI/HOD
3	Define DO's & DONT's for handling chemicals	HOI/HOD
4	Define safety procedures for accidents.	HOI/HOD
5	Ensure hazardous chemicals are stored and disposed as per norms/SOP.	Lab Incharge

5.0 CHECKING, CORRECTIVE AND PREVENTIVE ACTION:

Head of the Institutions (HOI) to ensure effective implementation of the above the procedure. Also review periodically, procedure deviation report and ensure corrective and preventive action.

6.0 RECORD

RECORD TITLE	RECORDS NO.	LOCATION	RESPONSIBILITY	RETENSION TIME
Procedure Deviation Report	EMS-OCP R-11	INSTITUTIONAL BLOCKS	HOI	Until revised/Updated



AMITY UNIVERSITY

—UTTAR PRADESH—

ENVIRONMENTAL MANAGEMENT PROGRAMME

ENERGY CONSERVATION

DOC #

EM - 1

Issue

A

Revision

8

Date of Issue

16 Aug. 2017

1.0 Objective

To implement EnMS in AUUP.

2.0 Target Date

June 2011.

3.0 Responsibility

Head Electricals.

Nominated HOIs from each block.

4.0 Present Status

EnMS certification:- acquired.

5.0 Description

S. No	Activity	Responsibility	Target
1.	Installation of Electric meters in all blocks	APMD	Initiated and are on going
2	Maintain daily record of blockwise energy consumption.	APMD	
3	Analyse energy consumption data, establish trends and identify areas where energy savings can be effected.	QAE	
4	Create and maintain energy consumption database.	Dir Admin	
5	Implement EnMS in AUUP.	All HOIs/HODs	
6	Institute measures to reduce energy consumption.	Dirs/HOIs	
7	Regular monitoring of activities at s.no 2 to 6 and maintaining records.	QAE	
8	Identify outsourced agencies handling facilities and establish control on their activities.	Dir Admin	

6.0 Records

Energy consumption monitoring record.



AMITY UNIVERSITY

—UTTAR PRADESH—

ENVIRONMENTAL MANAGEMENT PROGRAMME

LABORATORIES

DOC #

EM - 1

Issue

A

Revision

8

Date of Issue

16 Aug. 2017

1.0 Objective

To implement environmental friendly measures in the laboratories.

2.0 Target Date

In the year 2011.

3.0 Responsibility

HOIs of the institutions having wet labs.

4.0 Present Status

Partially implemented.

5.0 Description

S. No	Activity	Responsibility	Target
1.	Decide on the hazard category of the lab and have it displayed prominently at the entrance.	HOI	On going
2.	All labs to have lab manuals.	HOI	
3.	Identify labs that require MSDS list and ensure these are available.	HOI	
4.	All labs to have a first aid box and arrangements for fire fighting in place	HOI	
5.	All labs to have coloured & suitably labelled bins for segregation of waste at source.	HOI	
6.	Autoclaves used for disinfecting solid waste to be marked as "Dirty".	Lab Incharge	
7.	Conduct periodic awareness workshops to create awareness among lab staff and students.	HOI	

6.0 Records

Lab Manual.

Lab activity record of students.

Chemical issue records.

Stock registers.



AMITY UNIVERSITY

-UTTAR PRADESH-

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Revision Status Record

SI No	Document Details			Brief details of amendment	Date revised	Approved by
	Reference	Current Revision	Revised to			
1	Integrated Management System	08	09	The process of Aspect/ Impact analysis and Aspect/ Impact analysis is revised wef 11 th August 2017.	16 August 2017	M.R.

Signature :

Advisor QAE		
Management representative		
QAE Member (Prepared by)		