AMITY UNIVERSITY KOLKATA

STUDENT HANDBOOK 2023-24

TABLE OF CONTENTS

MESSAGE FROM THE VICE CHANCELLOR 8

1. AMITY EDUCATION GROUP 9

1.1. VISION, MISSION AND CORE VALUES 10
VISION 10
MISSION 10
CORE VALUES 10
1.2. GRADUATE ATTRIBUTES 11
1.3. EDUCATION 5.0 12
1.4. ADOPTING UGC QUALITY MANDATE 12
1.5. NEP 2020 13
1.6. UNIVERSITY COMMUNITY 13
1.7. STUDENT SUPPORT CENTRES / DEPARTMENTS 14
1.8. LIST OF IMPORTANT FUNCTIONARIES 15

1. *2. ACADEMICS: CURRICULUM* ASPECTS 17

2.1. UNIVERSITY VISION, MISSION AND CORE VALUES VISION 17
MISSION 17
UNIVERSITY CORE VALUES 17
2.2. UNIVERSITY GRADUATE ATTRIBUTES 18
2.3. NATIONAL EDUCATION POLICY 2020 (NEP 2020) 19
2.4. MULTIDISCIPLINARY EDUCATION 19
2.5. ACADEMIC BANK OF CREDITS (ABC) 19
2.6. INTERNSHIP/APPRENTICESHIP EMBEDDED DEGREE PROGRAMMES 19
2.7. UGC QUALITY MANDATE 20
2.8. ACADEMIC PHILOSOPHY AND ACADEMIC SYSTEM 21
2.9. SEMESTER SYSTEM 22
2.10. CREDIT UNITS CREDIT HOURS SYSTEM AND CREDIT HOUR STANDARD 22
2.11. CREDIT UNIT 22
2.12. CREDIT HOURS SYSTEM 22
2.13. CREDIT HOUR STANDARD 22
2.14. DURATION OF PROGRAMME: MINIMUM AND MAXIMUM 23
2.15. MINIMUM AND MAXIMUM DURATION OF PROGRAMME IS AS GIVEN IN TABLE BELOW: 24
2.16. OUTCOME BASED EDUCATION INDUSTRY 4.0 ORIENTED APPROACH 24
2.17. OUTCOME BASED EDUCATION – CURRICULUM REVIEW 24
2.18. COURSE REVIEW AND CURRICULUM DEVELOPMENT WITH FOCUS ON COURSE LEARNING OUTCOMES (CLOS) AND THEIR ASSESSMENT: 25
2.19. INTEGRATION OF STAKEHOLDERS' FEEDBACKS 25
2.20. INTEGRATION OF PROFESSIONAL SKILL DEVELOPMENT ACTIVITIES (PSDA) AND REVISION OF WEIGHTAGE OF INTERNAL / EXTERNAL ASSESSMENT 25
2.21. FLEXIBLE CHOICE BASED CREDIT SYSTEM 25
SALIENT FEATURES OF CHOICE BASED CREDIT SYSTEM (CBCS) 25
2.23. COURSE TYPES FOR CHOICE BASED CREDIT SYSTEM (CBCS) 26

2.24. MODEL FRAMEWORK FOR PROGRAMME STRUCTURE 27
2.25. MULTI-DISCIPLINARY EDUCATION FOR THREE/ FOUR YEAR BA, B.SC, B.COM, BBA, BA (H) & B.SC (H) PROGRAMME 27
2.26. HONS WITH SPECIALIZATION AND MINOR DEGREE 28
2.7.1 B. TECH (HONS) DEGREE WITH SPECIALIZATION / MINOR DEGREE 28
2.27. SIMULTANEOUS TWO DEGREES 28
2.28. MULTIPLE ENTRY AND EXIT OPTION/ LATERAL ADMISSION 28
2.29. LATERAL ENTRY/ADMISSION 29
2.30. VALUE ADDED COURSES FOR COURSE ENRICHMENT AND EMPLOYABILITY ENHANCEMENT 30
2.31. GENDER SENSITIVITY: 30
2.32. MULTIPLE LANGUAGE OPTIONS 31
2.33. NON-TEACHING CREDIT COURSES (NTCCS))/ SUPERVISED INDEPENDENT LEARNING (SIL) 31
2.34. SUMMER SEMESTER 31
2.35. INTER- CAMPUS SEMESTER 32
2.36. STUDY ABROAD PROGRAMME (SAP) 32
2.37. STUDENT EXCHANGE PROGRAMME (SEP) 32
2.38. ACADEMIC CALENDAR 32
2.39. ACADEMIC/EXAMINATION RELATED 32

3. ACADEMICS: TEACHING LEARNING, STUDENT ENGAGEMENT AND PROFESSIONAL SKILL DEVELOPMENT 39

3.1. STUDENTS ENROLMENT & REGISTRATION IN PROGRAMME OF STUDY 39
3.1.1. PROFICIENCY TEST 40
3.1.2. CAREER ASPIRATIONAL SURVEY 40
3.1.3. DEEKSHARAMBH –STUDENT INDUCTION PROGRAMME (SIP)/ORIENTATION PROGRAMME 41
3.1.4. BRIDGE COURSE 42
3.2. RE-REGISTRATION FROM 2ND SEMESTER ONWARDS - 42
3.3. STUDENT ACADEMIC PLANNING WORKSHEET (SAPW) 42
3.3.1. MULTIDISCIPLINARY AND HOLISTIC EDUCATION 42
3.3.2. SELECTING THE ELECTIVE COURSES IN APW 42
3.3.3. APPROVAL OF SAPW 43
3.3.4. MOOCS/SWAYAM/NPTEL COURSES 43
3.3.5. EXTRA CREDITS/CREDIT TRANSFER 43
3.4. TEACHING-LEARNING PROCESS 44
3.4.1. TIME TABLE AND CLASS SCHEDULE 44
3.4.2. VIRTUAL LABS 44
3.4.3. BLENDED LEARNING AND FLIPPED MODE OF CLASSES 44
3.4.4. COURSE SESSION PLAN 44
3.4.5. COURSE E-CONTENT AND AMITY LEARNING MANAGEMENT SYSTEM (ALMS) 44
3.4.6. BLENDED LEARNING 45
3.4.7. MOOCS/SWAYAM (NPTEL) 45
3.4.8. PE/FBL/EVS AS MOOC 45
3.4.9. COURSE SPECIFIC VALUE ADDEDITION SESSIONS BY INDUSTRY/EXTERNAL EXPERTS 46
3.4.10. ATTENDANCE AND CLASS DISCIPLINE 47
3.4.11. CONDUCT OF OUTDOOR ACTIVITY BASED COURSES 48
3.4.11.1. HUMAN VALUE & COMMUNITY OUTREACH 48
3.5. ASSESSMENT OF COURSE LEARNING OUTCOMES & ATTAINMENT OF GRADUATE ATTRIBUTES ARE ASSESSED THROUGH VARIOUS METHODS AND TOOLS: 48
3.6. ALIGNING COURSE LEARNING OUTCOMES WITH PROGRAMME LEARNING OUTCOMES 48
3.7. CONTINUOUS ASSESSMENT OF COURSE LEARNING 49
3.8. INTEGRATED ASSIGNMENT WITH MULTI-DISCIPLINARY APPROACH FOR STUDENT LEARNING 49
3.9. CONDUCT AND ASSESSMENT OF VALUE ADDITION COURSES FOR EMPLOYABILITY 49
3.9.1. PERSONALITY ENHANCEMENT COURSES (PEC)/WORKSHOPS 49
3.9.2. CONDUCT OF INDEPENDENT STUDY RESEARCH (ISR) AND SCHOLARLY NON-TEACHING CREDIT COURSE (NTCC) /

SUPERVISED INDEPENDENT LEARNING (SIL) 50
3.9.2.1. CONDUCT AND PROGRESS MONITORING OF NTCC/ISR/SIL 50
3.9.2.2. ALLOCATION OF FACULTY GUIDE 50
3.9.2.3. REGISTRATION FOR NTCC/ISR/SIL 51
3.9.2.4. APPROVAL OF TOPIC, SYNOPSIS AND WORK SCHEDULE 51
3.9.2.5. STUDENTS INTEGRITY AND ETHICS 51
3.9.2.6. SUBMISSION OF FINAL REPORT 52
3.9.2.7. STUDENTS NOT MEETING THE ELIGIBILITY CRITERIA FOR SUBMISSION OF FINAL REPORT 52
3.10. SUMMER SEMESTER 52
3.11. ACADEMIC SUPPORT TO STUDENTS FOR LEARNING & DEVELOPMENT 53

4. INFRASTRUCTURE & LEARNING RESOURCES 58

4.1.1. TEACHING – LEARNING RESOURCES 58
4.1.2. ICT ENABLED TEACHING-LEARNING INFRASTRUCTURE 58
4.1.3. AMITY E-RESOURCES REPOSITORY 59
4.1.4. COMPUTER LABS 59
4.2. LABORATORIES 59
4.2.1. ON CAMPUS TEACHING LABORATORIES 59
4.2.2. RESEARCH LABORATORIES 60
4.3. CENTRAL LIBRARY 60
4.3.1. INTEGRATED LIBRARY MANAGEMENT SYSTEM 60
4.3.2. HOURS OF OPERATION 61
4.3.3. BORROWING RIGHTS: 61
4.3.4. LIBRARY SERVICES: 61
4.3.5. LIBRARY GENERAL RULES AND REGULATIONS: 61
4.3.6. SERVICES 62
4.3.7. GENERAL RULES AND GUIDELINES FOR EFFECTIVE USE OF THE LIBRARY SERVICES 62
4.3.8. E-LIBRARY/DIGITAL LIBRARY 63
4.4. ACCESS TO E-LIBRARY RESOURCES 64
4.5. STUDIO & RECORDING FACILITY 64
4.6. INFORMATION TECHNOLOGY RESOURCES 64
4.7. USE OF WI-FI AND INTERNET 64
4.8. ONLINE COMMUNICATION AND RESOURCES 64
4.8.1. AMITY EMAIL 64
4.8.2. AMIZONE - AMITY INTRANET ZONE 64
4.9. FACILITIES FOR SPORTS, GAMES (INDOOR, OUTDOOR), GYMNASIUM, YOGA CENTER ETC. AND CULTURAL ACTIVITIES 66
4.10. OUTDOOR ACTIVITIES BASED COURSES (OABC) ARE OFFERED TO DEVELOP HUMAN VALUES AND LEADERSHIP QUALITIES AMONG STUDENTS. REQUISITE INFRASTRUCTURE FOR OABS COURSES IS AVAILABLE FOR USE BY STUDENTS SUCH AS 66
4.11. SPORTS & FITNESS 66
4.12. CAMPUS SECURITY SYSTEM 66

5. EXAMINATION & ACADEMIC PROGRESSION 68

5.1. INTRODUCTION 68
5.1.1. SUMMER SEMESTER / SUMMER PROGRAMME 68
5.1.2. STUDY ABROAD PROGRAMME / INTERNATIONAL PROGRAMME 69
5.2. MINIMUM & MAXIMUM DURATION OF ACADEMIC PROGRAMMES 69
5.3. END SEMESTER/YEAR EXAMINATIONS 70
5.3.1. 5.3.1 NOTIFICATION OF EXAMINATION SCHEDULE 70
5.3.2. 5.3.2 ATTENDANCE 70
5.3.3. SUBMISSION OF EXAMINATION FORM 72

5.3.4. EXAMINATION ADMIT CARDS 72
5.4. CONDUCT OF EXAMINATION 73
5.4.1. MODE OF EXAMINATIONS 73
5.4.2. STUDENT SUPPORT SYSTEM 74
5.4.3. DISCIPLINARY CONTROL OF STUDENTS IN EXAMINATIONS 74
5.4.4. ACTS OF UNFAIR MEANS 75
5.4.5. PENALTIES FOR INDISCIPLINE 77
5.4.6. APPEALS AND REVIEW 78
5.5. RESULT DECLARATION 78
5.5.1. GRADING SYSTEM 79
5.6. PASSING CRITERIA 83
5.7. PROMOTION AND ACADEMIC PROGRESSION CRITERIA 85
5.7.1. PROMOTED WITH ACADEMIC PROBATION 86
5.7.2. YEAR BACK – REPAT YEAR / ACADEMIC BREAK / ACADEMIC BREAK + REPEAT SEMESTER 87
5.8. RECHECKING OF ANSWER SHEETS 88
5.9. ISSUANCE OF GRADE CARD 89
5.10. BACKLOG EXAMINATIONS AND SUPPLEMENTARY EXAMINATIONS 90
5.11. IMPROVEMENT OF SCORE IN EXTENDED PERIOD 91
5.12. REFUND OF EXAMINATION FEE OF BACK PAPER 91
5.13. CREDIT TRANSFER / LATERAL ADMISSION / PROGRAMME TRANSFER/CBCS/ACADEMIC BANK OF CREDIT 91
5.14. CONCLUDING CEREMONY 92
5.15. ACADEMIC AWARDS MEDALS 92
5.16. ISSUANCE OF PROVISIONAL CERTIFICATE 92
5.17. CONVOCATION 92
5.18. DISPATCH OF DEGREES AFTER CONVOCATION 93
5.19. ATTESTATION OF GRADE CARDS / DEGREES 94
5.20. OFFICIAL TRANSCRIPT 94
5.21. ISSUANCE OF OTHER CERTIFICATES – BONAFIDE / MEDIUM OF INSTRUCTION/ BACKLOG / 94
5.22. ALTERNATE DEGREE / DIPLOMA / CERTIFICATE 94
5.23. ASSESSMENT OF ATTAINMENT OF STUDENT LEARNING OUTCOME 95

6. STUDENT SUPPORT, WELFARE, DISCIPLINE AND CODE OF CONDUCT 97

6.1. INTRODUCTION 97
6.2. STUDENT SUPPORT 97
6.2.1. DIRECTOR / DEAN OF STUDENT WELFARE (DSW) 97
6.2.2. DIRECTOR / DEAN STUDENT SUPPORT & ACADEMIC AFFAIRS 98
6.2.3. PROGRAMME LEADERS 98
6.2.4. STUDENT AFFAIRS FACULTY COORDINATORS 98
6.2.5. INTERNATIONAL STUDENT SUPPORT FACULTY COORDINATORS 98
6.3. STUDENT LEADERSHIP AND REPRESENTATION IN VARIOUS DECISION-MAKING BODIES 98
6.3.1. CLASS REPRESENTATIVE SYSTEM 99
6.4. MENTORING SYSTEM 100
6.5. AMITY CENTRE FOR GUIDANCE & COUNSELING (ACGC) 102
6.6. ON ADMISSION SCHOLARSHIPS 103
6.6.1. ON ADMISSION MERIT SCHOLARSHIPS 103
6.7. OTHER SCHOLARSHIPS 103
6.7.1. MERIT-SCHOLARSHIP DURING THE PROGRAMME (30%) 103
6.7.2. AMITIAN 10% SCHOLARSHIP 103
6.7.3. PHD SCHOLARSHIP 103
6.7.4. GOVERNMENT SCHOLARSHIPS 104
6.8. UNIVERSITY EXPECTATIONS FROM SCHOLARSHIP HOLDERS 104
6.9. FINANCIAL ASSISTANCE 105
6.10. COVID FINANCIAL ASSISTANCE SCHEME (CFAS) 105

6.10.1. Financial Support 105
6.11. Assistance in academic loans from Banks & other financial institutions. 105
6.12. Student Support & Progression 105
6.13. Study Abroad Program 106
6.14. Military Training Camp 106
6.15. Health Clinic Facilities 106
Amity Clinic 106
6.16. Support Facilities for Divyangjans 106
6.17. Safety & Security 107
6.18. Amity ID Card 107
6.19. Hostel Accommodation 107
6.20. Guest & Visitor Facility 110
6.21. Transport 110
6.22. ATM 110
6.23. Sports Complex 110
6.24. Cafeteria and Food Plaza 110
6.25. Reprographic facilities & Stationery shops 110
6.26. Events in the Campus 110
6.26.1. Annual Amity Youth Festival 110
6.26.2. Annual Sports Meet -Sangathan 111
6.26.3. Day of Belongingness 111
6.26.4. Freshers' Party 111
6.26.5. Farewell Function 111
6.26.6. Concluding Ceremony 112
6.26.7. Swachh Bharat 112
6.26.8. Bharat ka Amrut Mahostav -31st March'21 to 15th August 2023 112
6.26.9. Other Events/Celebrations conducted in campus 112
6.27. Student Clubs 113
6.28. Student Grievance Redressal 117
6.29. Student Discipline and Code of Conduct 117
AUK CODE OF CONDUCT FOR STUDENTS 117
Objective 117

7. STUDENT CAREER ASPIRATIONS, SUPPORT & PROGRESSION 129

7.1. Aspirational Survey 129
7.2. Initial Academic Assessment Service 129
7.3. Career Counselling 130
7.4. Personal Career Aspirations, Goal Setting 130
Graduate attributes as placed below. 130
7.6. Understanding other career related requirements 131
7.7. Competency Mapping 131
7.8. Support for Personal Enhancement and Development for Attainment of Career Aspirations 131
7.9. Industry & Alumni Mentoring 131
7.10. Selecting the right electives 132
7.11. Selecting the right Internships/major projects/dissertation 132
7.12. Remedial Coaching 132
7.13. Capacity Enhancement and Skill Development 132
7.14. Career guidance, Industry Placement and Entrepreneurship 132
7.14.1. Aspiring to Start a New Venture 132
7.14.2. Aspiring to join the Family Business 132
7.14.3. Aspiring for Campus placement 133
7.14.4. Industry Interaction Cell(IIC) 133
7.14.5. Grooming for Interviews 133

7.14.6. ASPIRING FOR COMPETITIVE EXAMINATIONS 133
7.14.7. ASPIRING FOR HIGHER EDUCATION 133
7.14.8. VALUE ADDITION COURSES FOR SKILL DEVELOPMENT FOR EMPLOYABILITY 134

8. STUDENT PARTICIPATION 135

8.1. CONTRIBUTION OF STUDENTS IN LEADERSHIP AND GOVERNANCE THROUGH ACADEMIC AND ADMINISTRATIVE BODIES/COMMITTEES 135
8.2. STUDENT FEEDBACK AND QUALITY ASSURANCE 136

9. ABOUT RESEARCH PROGRAMME (PH.D.) 138

10. AMITY ACADEMIC INTRANET ZONE-AMIZONE 150

10.1. INTRODUCTION 150
10.2. REGISTRATION-CUM-ENROLLMENT PROCESS / RE-REGISTRATION 151
10.3. DEEKSHARAMBH-STUDENT INDUCTION PROGRAMME 152
10.4. DOCUMENTS DOWNLOAD, NOTICES, PRE-READS ETC 152
10.5. ACADEMIC CALENDAR 152
10.6. CURRICULAR ASPECTS 152
10.7. ASSESSMENT OF STUDENT LEARNING OUTCOMES 155
10.8. EXAMINATION 155
10.9. EXTRA-CURRICULAR ACTIVITIES 157
10.10. STUDENT SUPPORT AND ACHIEVEMENTS 158
10.11. INDUSTRY INTERACTION AND ENGAGEMENT 159
10.12. CAREER ASPIRATIONS AND STUDENT PROGRESSION 160
10.13. CONCLUDING CEREMONY AND CONVOCATION 160
10.14. ALUMNI RELATIONS 160

MESSAGE FROM THE

VICE CHANCELLOR

Amity University, Kolkata has become one of the most sought-after destinations for students. It has shown remarkable growth in last couple of years. Over 6000 students in just few years is the testimony of its quality education, world class infrastructure, state-of-art laboratories, highly qualified and experienced teachers, sound learning - teaching pedagogy, rich resource centers and importantly student's satisfaction. Thanks to students and parents who have shown their keen interest to be a part of Amity family.

My dear Students! We are ushering into the new era of education where the new education policy 2020 has completely revamped the old pattern of education. A lot many changes have been brought in for student's benefits. The most important changes for you is the credit bank system where you can get your earned credits accumulated and will remain valid even if you leave the university in the middle of your course due to medical or economic reasons. When you come back, after some time, you can restart your education from where you left the course curriculum with your earned credit. Similarly, there are so many changes. We are fully geared up to adopt the changes and implement the same. Also, the university is going to soon establish MSME approved Incubation Centre. Your any idea will get incubated, nurtured and get fructified as commercial product.

Our aim is to build the nation and society through providing total, integrated, and trans-cultural quality education and become the global front runner. In this endeavor, we constantly improve our infrastructure, quality of teachers and laboratories. University strives for the uncompromising quality, upholds the highest ethical values, integrity and professionalism, unwavering commitment to academic freedom, transparency, and accountability. Our university nurtures the most conducive and friendly environment for students. We pamper our students to lead the academic shows, cultural activities, fests, workshops, seminars, and many other co- curricular activities. The most interesting and attractive place for students is the canteen of Amity where you can seat relaxed with your friends. You will be glad to know that inside our campus we have Café Coffee Day (CCD) and two additional multicuisine canteens. In addition to this, there is a Coffee House, and many tea stalls right Infront of the main building. We do have a very descent and well-furnished hostel for boys and girls.

I can assure you that university will provide you ample opportunities to realize your dreams. We have a wonderful placement team who will map your aptitude and place you for the right job. But above all, you must be willing to learn, and for that you have to put in relentless efforts to build your professionalism and personality to get placed in the best companies. We can take you the pond but certainly cannot make you drink. It is your willingness to learn which will help you to come out with flying colors on the day you graduate from the portal of the university.

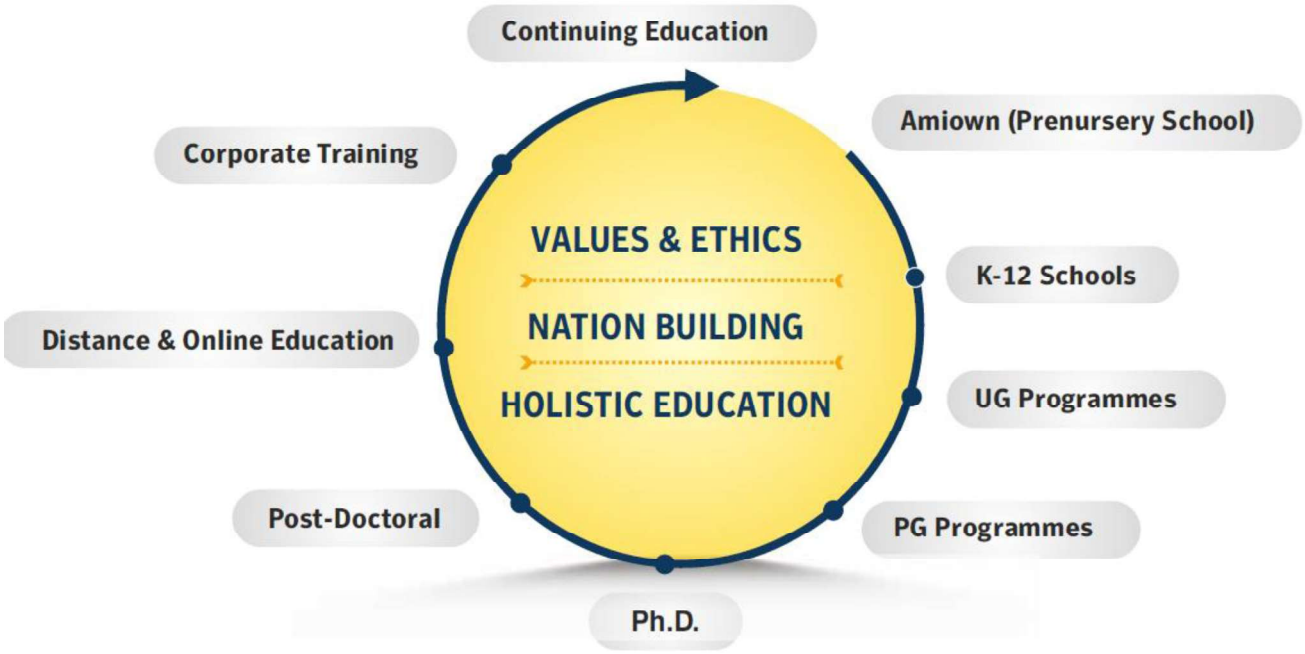
Wish you all the best! Good Luck! Stay safe!

Prof (Dr.) Sanjay Kumar

Vice Chancellor
Amity University, Kolkata

1. AMITY EDUCATION GROUP

Amity Education Group is one of India's leading private non-profit education group, offering globally benchmarked education right from pre-school to Post-Doctoral level. Amity's fast expanding global network of institutions has resulted in campuses at Dubai, Abu Dhabi, London, Singapore, New York, San Francisco, Sharjah, South Africa, Mauritius, Tashkent, Amsterdam and South Africa with further plans of establishing campuses in 25 countries in the next few years. The figure below depicts the entire canvas of educational curriculum of Amity.



Over 1,75,000 students, 2,00,000 alumni, 6,000 faculty members and scientists, more than 284 research projects, more than 1733 patents have been filed, 1200 acres of hi-tech campuses, 12 Universities (in the states of Noida, Lucknow, Jaipur, Gurgaon, Gwalior, Greater Noida, Mumbai, Raipur, Kolkata, Ranchi, Patna and Mohali), 17 overseas campuses and 28 Schools & pre-schools. All campuses are fully Wi-Fi enabled with over 4000 networked HP/IBM machines.

All Amity locations are connected to Amity University Campus, over MPLS VPN Network, enabling us to transmit Live Classrooms to all locations through e-Learning Solution and IP Cameras. High throughput Wi-Fi Access Points with Omni and Sectoral Antenna helps students to browse Internet for education from any part of the Campus. 1 Gbps internet bandwidth from multiple ISP's give high speed bandwidth to students.

Amity's focus to transform the future of world education by a true convergence of knowledge, application, opportunity, ethics and excellence and on path-breaking innovations in science & technology, a globally benchmarked curriculum, infrastructure, strong industry linkages and global exposures have directly resulted in career opportunities. The Amity Institutes are emerging as the most sought after education destinations for student

Amrita Saha/Romica Bhatt	AISS/ASCO	Social Science/Communication	Assistant Professor	Professor-in-charge	asaha@kol.amity.edu / rbhat@kol.amity.edu	9830535722/9873377290	Event Club
Arindam Choudhury	Registrar Office	NA	Asst Mgr Operations	Secretary	achoudhury@kol.amity.edu	9433435357	Event Club
Manoranjan Roy	Admin	NA	Asst Mgr Security and Admin	Treasurer	mroy1@kol.amity.edu	8697553116	Event Club

6.28. Student Grievance Redressal

1. To make student's stay in AUK comfortable and stress free, the University has a multi layered student grievance redressal system. Student having a problem will approach the Collegiate/Departmental/ Institutional Student Grievance Redressal Committee at his/her College/Department/Institution. Student's problems that cannot be resolved at the department level will be referred to the University Level Committee. Issue will definitely get resolved within a short period of time.
2. The suggestions / grievances by students/parents can also be sent on-line through Amizone.
3. In addition, problems related to wellbeing of students warranting urgent attention can be submitted directly to the Director / Dean Student Welfare (swd@kol.amity.edu)
4. Problem / suggestion are monitored / resolved as given in the table below.

Student grievances not being covered by the mechanism stated above & below or their grievances not being addressed adequately shall be referred to the 'University Grievance Redressal Committee' constituted as per UGC Regulation notified vide F.No. 14-4/2012(CPP-II) dated 6th May 2019.

6.29. Student Discipline and Code of Conduct

AUK CODE OF CONDUCT FOR STUDENTS

Objective

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

Introduction

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

The AUK Disciplinary Regulation on and guidelines are intended to ensure that the students of Amity University, West Bengal learn and adopt the values and ethics engrained in the Amity University education system whereby the students are expected to follow the code of conduct and

ethics statement in order to maintain perfect ambience in the campus, radiating spirit of "AMITIAN" in their attitude, demeanor and approach to life and studies.

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

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

Ethics and Code of Conduct

The aim of education is the intellectual, professional, personal and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness, and respect for the rights of all individuals. Self -discipline is necessary for the fulfilment of such goals**.** The Students' Ethics is insisted to promote this environment in the University, not limiting to areas stated herein below:

(i) Respect for self

(ii) Respect for others

(iii) Respect for University Assets

(iv) Respect for University Authority

(v) Honesty, Professional and Academic Integrity, Demeanor

Student Code of Conduct

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

a) Students should maintain highest standards of academic integrity.

Students should conduct themselves in an orderly manner in their academic and recreational activities while they attend the University on campus or online, engage in any University activity in hostels, and/or outside the campus during their visits for training, excursion, sports, and project work etc.

b) Students should respect the rights, privacy and dignity of other members of the University community.

c) Students pursuing programs leading to a professional qualification are also required to conduct themselves in a manner appropriate to that profession.

d) Students should have respect for and compliance with Law of the country.

Amity University is dedicated to the following goals while promoting ethics and code of conduct amongst its students:

(i) Fostering professional excellence.

(ii) Promoting a life of values and ethics.

(iii) Respect for and Compliance with the Law

(iv) Creating responsible and informed leaders and professionals.

(v) Inculcating a spirit of dedication to the service of others and towards nation building.

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

The campus ethos demands integrity and compassion to promote a culture of learning, appreciation and understanding.

The faculty, administrators, staff and students at Amity University, all have the responsibility to take care of the intellectual, social, emotional, psychological and other resources of University that we proudly share.

When students choose to accept admission to Amity University, they accept to follow the norms of university, be it Ethics, Code of Conduct, Rules and Regulations and the Guidelines as may be notified from time to time.

As members of Amity University, the students are expected to uphold its values by maintaining a high standard of conduct.

The student disciplinary regulations and guidelines will be used, to address violations of the Ethics and Code of Conduct, provided that such violation or act of indiscipline warrants actions against the erring students.

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

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

- The Student Code of Conduct specified in this student handbook is to be followed by all AUK students including hostel residents.
- All sections/instructions covered under AUK Regulation, 'Disciplinary Control of Students' will also be applicable to all students.

- All sections/instructions covered under AUK Regulations 'Hostel Accommodation' will also be applicable to the hostel residents.
- University will take appropriate disciplinary action and/or exercise its right to take legal recourse against any person who acts negligently, dishonestly, or commits a crime against the university.
- It is the policy of AUK that violent behavior or the threat of violent behavior will not be tolerated if directed at or caused by college employees, students, visitors to the campus, or damage to University property or facilities.

SCC.1 Students are required to wear their valid Identity Card issued to them by AUK around their neck.

Students without ID card may be denied entry to the campus/hostel.

SCC.2 Students are duty bound to report to the HoI/ Director Hostel/Warden/Asst. Warden/ DSW in case they notice any unwanted or undesirable activity or violation of code of conduct in the campus or in the hostel.

SCC.3 Students staying in Paying Guest/Rented accommodation are required to provide the correct address details to their Institution.

SCC.4 Students are required to inform and ensure updation in the record(s) of the University about any change in their or their parents - permanent/ correspondence/PG address or Telephone no./Mobile No. / E-mail etc. at any point of time.

SCC.5 Ragging is a criminal and nonbailable offence. Ragging or abetment to ragging in any form is totally banned within the premises of the University, its Hostels /Departments/ Institutions/Schools/ Colleges/ Constituent Units/ Centers/Campus grounds and any part of Amity University system, including online system, as well as on public transport system Paying Guest/Rented Accommodation. Any violation will be dealt with as per the regulations/directives/guidelines in this context –

- Supreme Court Guidelines

- The West Bengal Prohibition of Ragging in Educational Institutions Act, 2010

- UGC Regulations, 2009

- AUK Regulations on Ragging

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

SCC.6 Follow all disaster management and health care directives and guidelines issued by the Government of India, UP State Government, UGC and AUK.

SCC.7 Should dress decently on all occasions during academic and all other activities of the University, on campus or online, befitting a student, and confirming to the cultural values and ethos of the country.

SCC.8 Participate and comply with the University health screening processes and policies before arriving on campus.

SCC.9 Participate and comply with the University's Covid19 protocol and daily self-monitoring requirements including completion of any daily health questionnaires. Comply with requirements to self-isolate or be absent from campus, academic, or University-sponsored events when the University determines doing so is in the best safety interest for you or the members of the University community or pursuant to University process and policies.

SCC.10 Students are advised not to indulge in any of the undermentioned violations and violations/offences described in AUK Regulation or in other Regulations or Guidelines. Hostel residents in addition, are advised not to indulge in any violations/offences described in AUK Regulation. Anyone found doing so will be liable for punishment, including expulsion from University &/or hostel, withdrawal of privileges like scholarships, appearing for campus placement, etc.

SCC.10.1 Gross misconduct, involving any act of intimidation, brawl/fight or violence or drunken or riotous behaviour, including behaving in rowdy, intemperate or disorderly manner or encouraging or inciting any other person to do so.

SCC.10.2 Dishonesty, whether by act of omission, including but not limited to cheating, plagiarism, knowingly furnishing false information to AUK, and forgery or alteration.

SCC.10.3 Screening of pirated / unauthorized /unlicensed movies in their computers &/or common rooms.

SCC.10.4 Possession &/or consumption of Cigarettes, Hookah, other smoking devices, alcoholic drinks, narcotics/ drugs or encouraging or inciting any other person to do so (Please note that Narcotic Drugs & Psychotropic Substances Act views drug offences very seriously and punishments are stiff even for small quantities).

SCC.10.5 Possession &/or consumption of Chewing tobacco, paan, gutka, etc, or encouraging or inciting any other person to do so.

SCC.10.6 Destruction/Damage/Defacement of University property, including records or the property of others.

SCC.10.7 Misbehavior, rude, unmannerly, impolite acts/use of abusive or offensive language, verbal or written/email/on social networking sites, gestures, remarks or inciting others to do so (including discriminatory on grounds of religion, caste, creed, language, place of origin, gender, social or cultural background) etc.

SCC.10.8 Public display, individually or in congregation, for religious activities or religious preaching within the campus.

SCC.10.9 Any form of Public Display of Affection (PDA) or wearing promiscuous are in the campus/hostel.

SCC.10.10 Violation of administrative rules or regulations where safety to self/other personnel or property is endangered.

SCC.10.11 Employing unauthorized persons for any personal work in the hostel premises/University campus.

SCC.10.12 Hosting/harboring an outsider/offender in the campus &/or in hostel.

SCC.10.13 Hosting/harboring a day scholar in the hostel

SCC.10.14 Indulging in any undesirable activities.

SCC.10.15 Physical assault on any student/staff/faculty/guest.

SCC.10.16 Keeping firearms/weapons of any kind anywhere in AUK campus & /or in hostel premises.

SCC.10.17 Theft of property, including AUK's or other students/staff/faculty**.**

SCC.10.18 Participating in anti-national/anti-social activities or in activities against the interest of AUK or in activities which also involves discrimination against the fellow students on grounds of caste, creed, religion, place of origin, social or cultural background, sexual orientation, gender identity or encouraging or inciting any other person to do so in or outside the Campus/Hostel. (offence/s under Transgender Persons Act 2019 are punishable with imprisonment for a term of at least six months, extending up to two years along with fine).

SCC.10.19 Unauthorized presence in a hostel/room.

SCC.10.20 Unauthorized Parties of all kinds, including 'Birthday Parties' in the Campus/Hostel rooms (Students/ Hostel residents can ask for advance permission from HoI/Director Hostel to celebrate a personal party in a common area).

SCC.10.21 Violation of Hostel Timing

a) Hostel Residents are not permitted to leave the campus any time of the day without permission and out-pass.

b) However, if they go to another Amity campus for classes, they must return to home campus before 7p.m.

c) All Fresher's are to return to their rooms by 9 pm and should mark their attendance in the designated register.

d) All seniors are to return to their rooms by 10pm and should mark their attendance in the designated register.

e) Hostel Residents must follow the prescribed hostel timings while staying in the hostel.

SCC.10.22 Unauthorized absence from the Campus/Hostel.

a) Hostel residents who wish to go out of the Campus in the weekends/Amity Holidays may procure a day out-pass. Application for the same is to be given to the Hostel Warden, minimum 24 hours in advance, before issue time of out pass, 9am to 11am. The day out-pass will be issued by the wardens from 9am to11am, for maximum period from 10a.m. to 8 p.m.

b) Hostel residents who are required to go out of the Campus to complete an assignment/ project/training are required to get an authorization from their Head of Institution &/or parent/s.

Application for the same is to be given to the Hostel Warden, minimum 24 hours in advance, before issue time of out pass, 9am to 11am. The day out-pass will be issued by the wardens from 9am to11am, for maximum period from 10a.m. to 8 p.m.

c) For leave of absence from the Hostel during night or for longer period, residents are required to get an authorization from their parent/s (as per performa 'Parents Authorization'). Application for the same is to be given to the Hostel Warden, minimum 24 hours in advance, before issue time of outpass, 9am to 11am. Out-pass will be issued by the wardens from 9am to11am. Girl hostel residents are allowed to leave hostel on Night/long out-passes only if accompanied by parents or a person/local guardian authorized by the parents.

SCC.10.23 Any misrepresentation done and or any wrong information given by the hostel residents for procuring the out-pass, including getting the attendance marked by proxy and marking of proxy attendance for an absentee hosteller by another hosteller, will be considered as indiscipline and will be liable for punishment, including expulsion from hostel &/or University, withdrawal of privileges like appearing for campus placement, etc.

SCC.10.24 Entering certain areas individually or in a group within the campus, including in the hostels, which are notified verbally or in writing as 'out of bound.

Having Electrical appliances such as immersion heaters, electric stove/heaters/electric iron etc. in the hostel rooms.

SCC.10.26 Undertaking Private cooking of food in the hostel room.

SCC.10.27 Impersonation - assuming the identity of another person or having another person assume one's own identity. Using electronic mail to assume the identity of another/organization. Misuse of Amity University name or logo in any form, anywhere without authorization is prohibited.

SCC.10.28 Disrupting or obstructing teaching, research, administration and/or disciplinary proceedings.

SCC.10.29 Conduct in violation of Indian law occurring outside the University that directly affects the academic and professional status of the student and the image of the University.

SCC.10.30 Disobeying the orders of the University or Faculty, Head of Institute or officials of the University.

SCC.10.31 Violence of any kind, including verbal which undermines the dignity, security, physical &/or mental health of fellow students, faculty and employees of the University, in a sudden or repeated manner within or outside the University Campus.

Violence or threatening violence Is not tolerated. No talk of violence or joking of violence is tolerated**.** "Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing a weapon, and threatening or talking of engaging in those activities.

SCC.10.32 Usage of social media is an individual choice. However, as Amity students, it is expected that the ethics and value system of the University will be followed while using social media in their own name or by using an alias. The following are prohibited:

a) using racist, profane, pornographic, sexually oriented, or obscene language or materials

b) attempting to send or sending anonymous messages of any kind

c) providing addresses or other personal information of others without authorization

d) purposely engaging in activity that may harass, threaten, defame, slander, malign, or abuse another individual or group or organization, including Amity University and its Foundation.

e) forgery or attempted forgery of electronic messages. attempts to read, delete, copy, or modify the electronic mail of other students, faculty or staff or deliberate interference with the ability of other students, faculty or staff to send/receive electronic mail

SCC.10.32 Using/Facilitating unauthorized inappropriate materials (text, images, videos, questionable material, etc)

SCC.10.33 Allowing unauthorized persons to utilize your remote course sessions Intentionally facilitating or attempting to facilitate unauthorized persons, including blood relatives, to utilize your remote course sessions or materials for profit or otherwise.

SCC.10.34 Originating or proliferating inappropriate message (s), video(s), image(s) picture(s), etc. on electronic/digital mail &/or in social media. Intentionally using electronic/digital mail & or social media to send or forward inappropriate message (s), video(s), image(s) picture(s), etc. which are deemed to be abusive or obscene or harass, threaten, defame, slander, malign, abuse or hurt the sentiments or image of individuals/groups/organizations AUK.

Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous

SCC.10.36 Engaging in acts against the values and aims of the University including for, but not limited to, political activity, financial gain, or commercial activity

SCC.10.37 Follow digital/online Code of Conduct

The students are expected to use the digital technology resources in a legal, responsible and ethical manner. The digital code of conduct is intended to clarify those expectations. Student(s) who knowingly violates any portion of the digital code of conduct will be subject to disciplinary action in accordance with AUK Regulation.

a) Students will practice responsible use of digital information regarding intellectual property, including complying with software licenses, copyright laws, and all other state and central laws governing intellectual property.

b) Students will practice safe and appropriate online behavior including using professional etiquette while communicating remotely/online. The following are prohibited:

(i) using racist, profane, pornographic, sexually oriented, or obscene language or materials

(ii) attempting to send or sending anonymous messages of any kind

(iii) providing addresses or other personal information of others without authorization

(iv) purposely engaging in activity that may harass, threaten, defame, slander, malign, or abuse another (individual or group)

(v) forgery or attempted forgery of electronic messages. attempts to read, delete, copy, or modify the

(vi) electronic mail of other students, faculty or staff or deliberate interference with the ability of other students, faculty or staff to send/receive electronic mail

c) Students will use online academics, examinations, co-curricular, extra-curricular and all other activities conducted by AUK in a positive and responsible manner so as to promote creativity, innovation, collaboration, communication, critical thinking, and problem solving; Misuse is prohibited, including, but not limited to -

(i) using the online sessions/webinars/digital resources for political activity, financial gain, or commercial activity

(ii) using the online sessions/webinars/digital resources for online impersonation, bullying and harassment

(iii) changing any online sessions/webinars configurations and/or settings

(iv) otherwise engaging in acts against the aims and purposes of the University as specified in its regulations and guidelines or in rules and procedures adopted from time to time

Please note: The University reserves the right to amend the above Student Code of Conduct, at any time, and without notice in its sole, good faith and discretion.

6.18.2 Prohibition of Narcotics and Psychotropic Substances (NPS)

Narcotics refers to different types of substances which makes the senses less effective and refers to heroin, heroin derivatives and their semi-synthetic equivalents, also called Opioids. Psychotropic Substances influence the functioning of the brain and induce alterations in mood, thoughts, emotions or actions.

In general, side effects of NPS range from seizures to agitation, aggression, acute psychosis as well as development of dependence and can sometimes lead to overdose and death.

UN has marked June 26th as International Day against Drug Abuse and Illicit Trafficking.

In India, Narcotic Drugs and Psychotropic Substances Act, 1985 views drug offences very seriously and provides stiff deterrent punishment for various offences under the Act wherein abetment, criminal conspiracy and even attempts to commit an offence attract the same punishment as the offence itself. The offences invite punishment of minimum six months to ten years' rigorous imprisonment which may extend up to twenty years.

6.18.5 Prohibition of Sexual Harassment

Sexual harassment' is type of harassment involving implicit or explicit, verbal, written, physical or visual unwelcome sexual behaviour that's offensive, humiliating or intimidating and affects people in different ways causing stress, anxiety or depression.

Sexual harassment is against the law –

- The Sexual Harassment of Women at Workplace (Prevention, Prohibition And Redressal) ACT, 2013
- Through the Criminal Law (Amendment) Act, 2013, Section 354 A was added to the Indian Penal Code that stipulates what consists of a sexual harassment offence and what the penalties shall be.

In compliance with the directives of Hon'ble Supreme Court Amity University had duly constituted a Internal Complaint Committee for considering complaints of sexual harassment of women.

6.18.6 Guidelines for Use of Social Media

These guidelines are aspirational, suggestions to create awareness about the implications of using various social media.

Social Media is changing the way we used to communicate and the way we used to be informed about various 'happenings' in our global ecosystem.

Given its ubiquitous reach and uninterrupted engagement, it connects people in a way never experienced by

humans before. Used effectively, social media provides a valuable opportunity. However, its use and language will differ from country to country and the laws that apply to its misuse. In India, the IT Act 2000 is quite strict.

Sharing news, events or promoting your work through social media can be a low-cost way to engage with the others. Please follow the guidelines placed below while using social media.

The best way to share university news is to link to the original source.

Guidelines

Think Twice Before You Post

There's no such thing as a "private" social media site**.** Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post**.** If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed.

Post only pictures that you would be comfortable sharing with the general public, current and future peers, employers, etc.

Confidentiality & Privacy

To avoid any legal liability, posting confidential or proprietary information or pictures or videos about the University, other students, faculty, and others without their permission should be avoided. While using social media, keep into consideration whether your posting has the potential to harm the University or any individual.

Responsibility & Liability

You are personally responsible for the content you publish on social media as it will remain in the public domain for a long time. Here are examples of some legal cases **–**

Case #1: Fake profile of posted by imposter

On September 9, 2010, the imposter made a fake profile in the name of The First Information Report Under Sections 469 IPC and 66A Information Technology Act, 2000 was registered based on the … complaint at the police station, Economic Offences Wing, the elite wing of Delhi Police which specializes in investigating economic crimes including cyber offences.

Case #2: Bomb Hoax mail

In 2009, a Bangalore was arrested by the cyber-crime investigation cell (CCIC) of the city crime branch for

allegedly sending a hoax e-mail to a private news channel. Case #3: University MMS scandal

Students were arrested for violation of privacy & cyber-crime.

Case #4: This case is about posting obscene, defamatory and annoying message about a in the Yahoo message

group. The accused was identified and arrested.

Case #5: A fake profile of a person was created on a social networking site. This leads to harassment of the victim. Provisions Applicable:- Sections 66A, 67 of IT Act and Section 509 of the Indian Penal Code.

Case #6: Online Hate Community

Online hate community is created inciting a religious group to act or pass objectionable remarks against a country, national figures etc. Provisions Applicable: Section 66A of IT Act and 153A & 153B of the Indian Penal Code.

Some important questions to consider before you use social media.

- Have I set my privacy setting to control who can view my profile, personal information and photos?
- Who am I connected with on social site?
- What & How much personal information do I want to share? Will it become viral and misused?
- Are the photos or videos I am sharing; I want my present and future friends/relations to know me by?
- Can I delete what I have posted? (permanently deleting a post from social media is next to impossible)
- Have I taken permission before posting someone's image or information? Am I violating IT Act 2000?

6.19 Student Support, Welfare and Discipline Committees

- Scholarship Award Committee
- Student Discipline Committee
- Hostel Management Committee
- Food Committee
- Anti-Ragging Committee
- Student Grievance Redressal Committee
- Examination Discipline Committee