AMITY INSTITUTE OF HIGHER EDUCATION

PROVISIONALLY REGISTERED AS A POST SECONDARY EDUCATIONAL INSTITUTION IN MAURITIUS,

WITH DEGREE AWARDING POWERS, BY THE TERTIARY EDUCATION COMMISSION (TEC)

STUDENT HANDBOOK 2017

The contents of this Student Handbook are applicable to all Full Time / Part Time students of AMITY INSTITUTE OF HIGHER EDUCATION (AIHE)

MARCH 2017
(Updated Version)

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FOREWORD

Welcome to Amity!

The Amity Institute of Higher Education (AIHE) is part of the Amity Education Groupwhich has over two decades of experience in the field of education with over150,000 students currently studying. The Amity Education Group offers IndustryOriented Programs designed by leading academicians and members ofthe corporate world. Benchmarking with the latest content and teaching methodologiesacross the world, the Programs are an ideal platform for the launch of one's career.

Backed by professionals with decades of experience in the corporate world and in theeducation field, the Amity Education Group provides the best mix of practice and theoryto ensure your success.

Here at the Amity Institute of Higher Education, we are passionate of providing thebest to our students. Our Mission, Vision, Values and course designs provide strongfoundations to extend exceptional value in our teaching services. Our teaching facultyis well qualified and is of international repute in terms of research publications. In addition to permanent faculty, AIHEhas a network of leading professionals from the corporate world to interact regularlywith students.

In Amity Institute of Higher Education, we have a highly conducive learning environmentto conduct our classes. Students are given necessary support services to ensure thattheir needs and concerns are looked into.

We are committed to meet the requirements and expectations of our students. We areconfident that our students will achieve their goals of learning at Amity Institute ofHigher Education.

We welcome you as our student and look forward to provide you with an enrichedlearning experience and a rewarding career.

With Best Wishes!

Management

Amity Institute of Higher Education

1. AMITY INSTITUTE OF HIGHER EDUCATION, MAURITIUS

Amity Institute of Higher Education, Mauritius offers Industry Oriented programs in Management, Tourism,Hospitality and Information Technology designed by leading academicians and corporate captains. Benchmarkingwith the latest content and teaching methodologies across the globe, the programs are an ideal platformfor the launch of one's career. Backed by professionals with decades of experience in the corporate worldand in academia, Amity Institute of Higher Education, Mauritius provides the best mix of practice andtheory to ensure success for students.

Amity Institute of Higher Education is located on the 3rdfloor MINDSPACE, Bhumi Park, Ebene.

2. AMITY EDUCATION GROUP

INDIA'S LEADING EDUCATION GROUP

Amity is a leading global education group originated from India, offering globally benchmarked education right from pre-school to Ph. D level.

Starting with campuses in India, Amity has several institutions around the world spread over 1000 acres and built up area of over 5 millions square feet. Amity institutions in London, Singapore, USA,Dubai,Abhudhabi, China, South Africa and Mauritius offer globally recognisedprograms which are accredited and recognized by their respective Education regulatory bodies in their country of operations.

Amity's focus on path-breaking innovations in Science & Technology, globally bench marked infrastructure and unprecedented international linkages with institutions &organisations have resulted in Amity institutions emerging among the most sought after education destinations and ranked India's No.1 private non-profit university.

Today, with 20 yearsof excellence in education, Amity has more than150,000 students pursuing 300 programs spreadacross 150 institutions and 8 universities.

A TEAM OF ERUDITE FACULTY

Distinguished academicians and domain expertsalong with leading corporate professionals with a richindustry experience change the dynamics of education atAmity. They have been credited with 500 managementcase studies bought by top global institutions.
Additionally, industry leaders regularly share theirindustry insights and encourage students to look beyondbooks and explore the subjects with experientiallearning.

GLOBALLY BENCHMARKEDINFRASTRUCTURE

From centrally located, air-conditioned buildings tospacious classrooms equipped with the most modernaudio-visual teaching aids and wireless laptops tohelp students access the Amity intranet, Amity providesan ideal environment to stimulate interactive learning.

MAXIMUM INDUSTRY INTERACTION

Besides getting a global view on contemporary issuesfrom renowned international academicians, studentsat Amity share insights with top industry leaders andlisten to the views of leading statesmen and intellectuals.
They have interacted with over 1500 CEOs and over50 global gurus like Steven Covey and Philip Kotlermorethan any other institution, one of the manyreasons why Amity has consistently been rankedat the top.

OUTSTANDING PLACEMENTS FOR EMPLOYMENT OPPORTUNITIES

Over the years, more than 45,000 students havegot on-campus placements(employments) in the last few yearswith MBA students getting salary packages of up toRs. 1.5 million per year. Placements are ensured by a dedicatedPlacement Cell at each campus that not only guidesstudents on their career plan, but grooms them forsuccess in interviews through group discussion &public speaking techniques.

WORLDWIDE ALUMNI NETWORK

Contacts with friends play a vital role in today'scorporate world. At Amity, students build a lifelong network not onlywith their fellow students but alsowith 100,000 budding Biotechnologists,

Engineers,Psychologists, Telecom, IT and Insurance professionals…highly talented students who are selected out of over150,000 applications received by Amity every year.

AMITY EDUCATION GROUPAT A GLANCE

- **6000**Faculty & Scientists
- **25**Schools & Preschools
- **Over 700** Patents filed over the years &**500** Case Studies developed by facultyin the last one year
- **300** hi-tech Science & Technology Labs
- **80** Linkages with universities globally
- **20,000** Scholarship Holders

3. LEARNING ENVIRONMENT

Amity Institute of Higher Education is located in Mindspace Building in Ebène , Cybcercity - the heart of the knowledgehub in Mauritius with a total floor space of approximately 1800 sq. m., having facilities like class rooms,library and information resource centre and computer labs.

DISTINGUISHED ACADEMICIANS

AIHE believes that the faculty plays an inevitable role in shaping an academic institution. Amity has some ofthe most talented and dedicated thought leaders in the country who come from the best institutions aroundthe world. Not only are they academically and professionally amongst the best, but have high standards ofmoral and ethical values, so that they can be true role models.

CORE FACULTY

At AIHE, the core faculty comprises of academicians in Mauritius who have teaching experience in universitiesand have a vast industrial exposure to add value to the curriculum.

VISITING FACULTY

In addition to the permanent faculty, leading professionals from the corporate world interact regularly withthe students in the classroom as well as at their workplaces. The students get different insights into thesubject with the rich industry experience of the faculty. They encourage the students to look beyond thebooks and explore the subjects with experiential learning.

The present panel of Core Faculty and Visiting Faculty ensures a staff student ratio of 1:20

TEACHING METHODOLOGY

Courses are designed by combining lectures and tutorials. The lessons are supported by audio-visualmedia, quizzes, discussions, case studies, case analysis, team project, student presentation, role plays,simulation games, seminars and exercises. Amity Institute of Higher Education is dedicated to makelearning an understandable, interactive and enjoyable experience.

ATTENDANCE

Students are required to sign an attendance book to ensure that their attendance fulfil regulatory requirements for issuing the students' passes. The course attendance must be at least 75%,except for distance learning courses.

Amity Institute of Higher Education (AIHE) has a strict attendance monitoring system that includes:
- Collecting medical certificates for any absenteeism as appropriate;
- Taking appropriate and timely interventions for absenteeism without valid reasons (including issues ofwarning letters); and
- Informing parents/guardians of regular absenteeism (for international students);

4 PROGRAMS, DURATION AND FEES

MBA

List of modules and credit points

FIRST SEMESTER

Course Code	Course Title	Lectures (L) Hours per week	Tutorial (T) Hours per week	Total Credits
MBA101	Marketing Management	3	1	4
MBA102	Accounting & Finance	3	1	4
MBA103	Quantitative Application in Management	3	1	4
MBA104	Economic Analysis	3	1	4
	TOTAL			**16**

SECOND SEMESTER

Course Code	Course Title	Lectures (L) Hours per week	Tutorial (T) Hours per week	Total Credits
MBA201	Strategic Human Resource Management	3	1	4
MBA202	Operations Research	3	1	4
MBA203	Leveraging Information & Technology in Global Business	3	1	4
MBA204	Research Methods & Report Preparations	3	1	4
	TOTAL			**16**

THIRD SEMESTER

Course Code	Course Title	Lectures (L) Hours per week	Tutorial (T) Hours per week	Total Credits
MBA301	Operations & Supply Chain Management	3	1	4
MBA302	Strategic Management	3	1	4
Elective Papers Marketing				
MBAPBM301	Product & Brand Management	3	1	4
MBAMOS302	Marketing of Services	3	1	4
Elective Papers Finance				
MBAMAR301	Mergers, Acquisitions & Re- Structuring	3	1	4
MBACTP302	Corporate Tax Planning	3	1	4
Elective Papers HR				
MBAIRLL301	Industrial Relations &Labor Laws	3	1	4
MBAMCCM302	Management of Change & Compensation Management	3	1	4
Elective Papers IT				
MBADWDM301	Data Warehousing & Data Mining	3	1	**8**
MBADCNE302	Data Communications, Networking & Emerging Computing Environments	3	1	**8**
	TOTAL			**16**

INT	Summer Internship			**4**

FOURTH SEMESTER

Course Code	Course Title	Lectures (L) Hours per week	Tutorial (T) Hours per week	Total Credits
MBA401	Growth Prospects & Thrust Areas of Mauritian Exports	3	1	4

MBA402	Corporate Social Responsibility & Sustainability Management	3	1	4
Elective Papers Marketing				
MBARSM401	Retail & Sales Management	3	1	4
MBACB402	Consumer Behavior	3	1	4
Elective Papers Finance				
MBASAPM401	Security Analysis & Portfolio Management	3	1	4
MBASFM402	Strategic Financial Management	3	1	4
Elective Papers HR				
MBARSTD401	Recruitment Selection Training & Development	3	1	4
MBAPAPE402	Performance Appraisal & Potential Evaluation	3	1	4
Elective Papers IT				
MBASEPM401	Systems Engineering & Project Management	3	1	4
MBAWEB402	Workflow. ERP & BPR	3	1	4
	TOTAL			**16**

DISPG	**Dissertation**			**10**

Note:

1. **For March Intake the Summer Internship shall be after 1rd Semester and for September intake after 2th Semester.**

2. **Dissertations shall start from Semester 3 and continue till end of Semester 4**

3. **Lecture (L):**Class room teaching/ face to face teaching

   Tutorial (T):Role Plays/ Discussion/ Case Study/ Debate/ Quiz/ Assignment/ Guest Lectures/ Visits/ Library/ Problem solving

4. The Institute may not offer an elective module if a critical mass of students is not attained and may swap modules between semesters, depending on availability of resources.

MBA IB

List of modules and credit points

FIRST SEMESTER

Course Code	Course Title	Lectures (L) Hours per week	Tutorial (T) Hours per week	Total Credits
KMBAIB 101	**Foreign Language (Chinese Mandarin/French/German**	3	1	3
MBAIB 102	Accounting and Financial Management	3	1	4
MBAIB 103	Management and Organizational Behavior	3	1	4
MBAIB104	Managerial Economics	3	1	4
MBAIB 105	Marketing Management	3	1	4
	TOTAL			**19**

SECOND SEMESTER

Course Code	Course Title	Lectures (L) Hours per week	Tutorial (T) Hours per week	Total Credits
MBAIB 201	International Economics	3	1	4
MBAIB 202	International Human Resource Management	3	1	4
MBAIB 203	International Marketing	3	1	4
MBAIB204	International Business Environment	3	1	4
MBAIB 205	Quantitative Analysis for Business Decisions	3	1	4
	TOTAL			**20**

INT	**Summer Internship**			**4**

THIRD SEMESTER

Course Code	Course Title	Lectures (L) Hours per week	Tutorial (T) Hours per week	Total Credits
MBAIB 301	Strategic Management	3	1	4
MBAIB 302	Business Research Methods	3	1	4
MBAIB 303	Cross Cultural Management	3	1	4
MBAIB304	International Financial Management	3	1	4
MBAIB 305	WTO and IPR	3	1	4
	TOTAL			**20**

FOURTH SEMESTER

*Elective Streams – Students need to choose any TWO.

Course Code	Course Title	Lectures (L) Hours per week	Tutorial (T) Hours per week	Total Credits
Elective 1	International Logistics and Supply Chain Management	3	1	4
Elective 2	International Trade Finance	3	1	4
Elective 3	Risk Management & Insurance	3	1	4
Elective 4	Mergers & Acquisitions	3	1	4
Elective 5	International Trade Logistics (Shipping and Transport)	3	1	4
Elective 6	Country Risk Analysis	3	1	4
Elective 7	Management of International Development Organizations	3	1	4
	TOTAL			**8**

DISPG	**Dissertation**	Interaction between Dissertation supervisor and	**10**

		scholar	
			14

Note:

5. **For March Intake the Summer Internship shall be after 1rd Semester and for September intake after 2th Semester.**

6. **Dissertations shall start from Semester 3 and continue till end of Semester 4**

7. **Lecture (L):**Class room teaching/ face to face teaching

   Tutorial (T):Role Plays/ Discussion/ Case Study/ Debate/ Quiz/ Assignment/ Guest Lectures/ Visits/ Library/ Problem solving

8. The Institute may not offer an elective module if a critical mass of students is not attained and may swap modules between semesters, depending on availability of resources.

List of modules and credit points

First Semester

Course Code	Course Title	Lecture: Hours Per Week	Tutorial: Hours Per Week	Total Credits
BBA101	Financial Accounting – I	3	1	4
BBA102	Microeconomics	3	1	4
BBA103	Business Mathematics	3	1	4
BBA104	Computers in Management	3	1	4
	TOTAL			16

SECOND SEMESTER

Course Code	Course Title	Lecture: Hours Per Week	Tutorial: Hours Per Week	Total Credits
BBA201	Financial Accounting-II	3	1	4
BBA202	Macroeconomics	3	1	4
BBA203	Business Statistics	3	1	4
BBA204	Database management Systems	3	1	4
	TOTAL			16

THIRD SEMESTER

Course Code	Course Title	Lecture: Hours Per Week	Tutorial: Hours Per Week	Total Credits
BBA301	Marketing Management-I	3	1	4
BBA302	Operations Research	3	1	4
BBA303	Business Law	3	1	4

BBA304	Financial Management – I	3	1	4
	TOTAL			16

FOURTH SEMESTER

Course Code	Course Title	Lecture: Hours Per Week	Tutorial: Hours Per Week	Total Credits
BBA401	Marketing Management- II	3	1	4
BBA402	Financial Management – II	3	1	4
BBA403	Research Methodology	3	1	4
BBA404	Managing Human Resources	3	1	4
	TOTAL			16

INT		6 Weeks	4 credits

FIFTH SEMESTER

Course Code	Course Title	Lecture: Hours Per Week	Tutorial: Hours Per Week	Total Credits
BBA501	Entrepreneurship Development	3	1	4
BBA502	Business Policy & Strategic Management	3	1	4
Elective Papers in Marketing				
BBA CB 501	Consumer Behavior	3	1	4
BBASM502	Services Marketing	3	1	4
Elective Papers in Finance				
BBAIFA501	International Finance & Accounting	3	1	4

BBAFS502	Financial Services	3	1	4
Elective Papers n HR				
BBAIHRD501	International Human Resource Development	3	1	4
BBAODC502	Organizational Development and Change	3	1	4
	TOTAL			20

Note: Any two electives have to be chosen

SIXTH SEMESTER

Course Code	Course Title	Lecture: Hours Per Week	Tutorial: Hours Per Week	Total Credits
BBA601	Global Corporate Social Responsibility	3	1	4
BBA602	Leveraging Information Technology in Global Business	3	1	4
DISUG	**Dissertation**			9
Elective Papers in Marketing				
BBABM601	Brand Management	3	1	4
BBAASP602	Advertising and sales Promotion	3	1	4
Elective Papers in Finance				
BBAFD601	Financial Derivatives	3	1	4
BBAACF602	Advance Corporate Finance	3	1	4
Elective Papers in HR				
BBAPMS601	Performance management System	3	1	4
BBAIRLL602	International Relations &Labor Law	3	1	4

	TOTAL			25

Total Credits for the program:- **109**

Note:

1) For March Intake the Summer Internship shall be after 3rd Semester and for September intake after 4th Semester.
2) Dissertations shall start from Semester 5 and continue till end of Semester 6
3) Lecture (L): Class room teaching/ face to face teaching
4) Classroom Tutorial (CT): Role Plays/ Discussion/ Case Study/ Debate/ Quiz/ Assignment/ Guest Lectures/ Visits/ Library/ Problem solving

BFIA

List of modules and credit points

FIRST SEMESTER

Module Code	Module Title	Lecture: Hours Per Week	Tutorial: Hours Per Week	Total Credits
BFI 101	Introduction to IT	2	2	4
BFI 102	Principles of Finance	2	1	3
BFI 103	Business Organization and Management	2	2	4
BFI 104	Macroeconomics for Business	2	1	3
BFI 105	Quantitative Finance 1	2	2	4
	TOTAL			**18**

SECOND SEMESTER

Module Code	Module Title	Lecture: Hours Per Week	Tutorial: Hours Per Week	Total Credits
BFI 201	Financial Markets and Intermediation	2	2	4
BFI 202	Accounting and Financial Analysis	2	2	4
BFI 203	Investment Mathematics	2	2	4
BFI 204	Financial Law and Regulations	2	1	3
BFI 205	Introduction to International Finance	2	1	3
	TOTAL			**18**

THIRD SEMESTER

Module Code	Module Title	Lecture: Hours Per Week	Tutorial: Hours Per Week	Total Credits
BFI 301	Corporate Finance	2	2	4

BFI 302	Ethics, CSR, Governance	2	1	3
BFI 303	Financial Institutions Law	2	2	4
BFI 304	Management Accounting for Decision Making	2	1	3
BFI 305	Quantitative Finance 2	2	2	4
	TOTAL			**18**

INT	**Summer Internship**			**4**

FOURTH SEMESTER

Module Code	Module Title	Lecture: Hours Per Week	Tutorial: Hours Per Week	Total Credits
BFI 401	Investment and Security Analysis	2	2	4
BFI 402	Islamic Banking and Finance	2	2	4
BFI 403	Strategic Risk Management	2	1	4
BFI 404	Marketing Management	2	2	3
	TOTAL			**15**

FIFTH SEMESTER

Module Code	Module Title	Lecture: Hours Per Week	Tutorial: Hours Per Week	Total Credits
BFI 501	Econometrics	2	2	4
BFI 502	International Accounting and Reporting	2	2	4
BFI 503	Global Business Strategy	2	2	4
BFI 504	Business and International Taxation	2	2	4
	TOTAL			**16**

SIXTH SEMESTER

Module Code	Module Title	Lecture: Hours	Tutorial: Hours Per	Total

		Per Week	Week	Credits
BFI 601	Option Strategies and Financial Modelling	2	2	4
BFI 602	Financial Economics	2	2	4
BFI 603	Strategic Business Planning and Management	2	1	3
	TOTAL			**11**

DIS	**Dissertation**	Interaction between Dissertation supervisor and scholar	**9**

Note:

1) For March Intake the Summer Internship shall be after 3rd Semester and for September intake after 4th Semester.

2) Dissertations shall start from Semester 5 and continue till end of Semester 6

3) Lecture (L): Class room teaching/ face to face teaching

4) Tutorial (T): Role Plays/ Discussion/ Case Study/ Debate/ Quiz/ Assignment/ Guest Lectures/ Visits/ Library/ Problem solving

5) The Institute may not offer an elective module if a critical mass of students is not attained and may swap modules between semesters, depending on availability of resources

B Sc IT

List of modules and credit points

FIRST SEMESTER

Course Code	Course Title	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Practical (P) Hours Per Week	Total Credits
BScIT101	Computer Technology 1	2	1	-	3
BScIT102	Programming and Algorithms 1	2	-	2	4
BScIT103	Information Systems in Organisations	2	1	-	3
BIScT104	Computing Fundamentals 1	2	1	-	3
BScIT105	Interface Design and Web Development	2	-	2	4
	TOTAL				**17**

SECOND SEMESTER

Course Code	Course Title	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Practical (P) Hours Per Week	Total Credits
BScIT201	Computer Technology 2	2	-	2	4
BScIT202	Database Systems	2	-	2	4
BScIT203	Programming and algorithm 2	2	-	2	4
BScIT204	Computer Fundamentals 2	2	1	-	3

Course Code	Course Title	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Practical (P) Hours Per Week	Total Credits
BScIT205	Computer Communications and networking	2	2	-	4
	TOTAL				**19**

THIRD SEMESTER

Course Code	Course Title	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Practical (P) Hours Per Week	Total Credits
BScIT301	Object Oriented Programming.	2	2	-	4
BScIT302	Information System Project management	2	1	-	3
BScIT303	Advanced Computer Networking	2	-	2	4
BScIT304	Internet application	2	-	2	4
BScIT305	Software Engineering	2	-	2	4
	TOTAL				**19**

FOURTH SEMESTER

Course Code	Course Title	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Practical (P) Hours Per Week	Total Credits
BScIT401	Professional and Legal issues	2	1	-	3
BScIT402	IT management	2	1	-	3
BScIT403	Advanced database Systems	2	2	2	4
BScIT404	Geographic Information systems.	2	2	2	4

Course Code	Course Title	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Practical (P) Hours Per Week	Total Credits
BScIT405	Research Methodology	3	-	-	4
	TOTAL				**18**

INT	**Internship**				**4**

FIFTH SEMESTER

Course Code	Course Title	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Practical (P) Hours Per Week	Total Credits
BScIT501	Information Systems	2	1	-	3
BScIT502	Security and Cryptography	2	1	-	3
BScIT503	Information Risk Management	2	1	-	3
BScIT504	Artificial Intelligence	2	-	2	4
	TOTAL				**13**

SIXTH SEMESTER

Course Code	Course Title	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Practical (P) Hours Per Week	Total Credits
BScIT601	Spatial Database	2	1	-	3

		L	T	P	
BScIT602	Information Security services.	2	-	2	4
BScIT603	Distributed Systems and Systems Integration	2	-	2	4
BScIT604	Cloud Computing & Automating the Virtualized Data	2	-	2	4
	TOTAL				**15**

DISUG	**System Development Project**	Interaction between Project supervisor and scholar	**9**

Total credits for the program is 114.
Note:

1) For March Intake the Summer Internship shall be after 3rd Semester and for September intake after 4th Semester.

2) System Development Project shall start in Semester 5 and continue till end of Semester 6

3) Lecture (L): Class room teaching/ face to face teaching

4) Tutorial (T): Role Plays/ Discussion/ Case Study/ Debate/ Quiz/ Assignment/ Guest Lectures/ Visits/ Library/ Problem solving

5) Practical (P): Hands on Experience through simulating the concept

List of modules and credit points

FIRST SEMESTER

Course Code	Course Title	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Practical (P) Hours Per Week	Total Credits
BTA101	Principles of Tourism Management	3	1	-	4
BTA102	Tourist Market and Behavioral Motivations	3	1	-	4
BTA103	Contemporary issues in International Tourism	3	1	-	4
BTA104	Computer Fundamentals	3	-	2	4
	TOTAL				16

SECOND SEMESTER

Course Code	Course Title	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Practical (P) Hours Per Week	Total Credits
BTA201	Marketing of Tourism and Hospitality	3	1	-	4
BTA202	Business Environment of Tourism	3	1	-	4
BTA203	Air Travel and Transport	3	1	-	4
BTA204	Special Interest Tourism	3	1	-	4
	TOTAL				16

THIRD SEMESTER

Course Code	Course Title	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Practical (P) Hours Per Week	Total Credits
BTA301	Destinations of Mauritius	3	1	-	4
BTA302	Managing People in Tourism	3	1	-	4
BTA303	Environment and Ecology of Tourism	3	1	-	4
BTA304	Automation in Tourism, Aviation & Hospitality	3	1	-	4
	TOTAL				**16**

FOURTH SEMESTER

Course Code	Course Title	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Practical (P) Hours Per Week	Total Credits
BTA401	Event and Conference Management	3	1	-	4
BTA402	Research Methodology	3	1	-	4
BTA403	Managing Tour Operations	3	1	-	4
BTA404	Media Studies for Tourism	3	1	-	4
	TOTAL				**16**

INT	**Summer Internship**				**4**

FIFTH SEMESTER

Course Code	Course Title	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Practical (P) Hours Per Week	Total Credits
BTA501	Strategic Management in Tourism	3	1	-	4
BTA502	Tourism Policy and Planning	3	1	-	4
BTA503	Airline Operation Management	3	1	-	4
BTA504	Financial and Management Accounting	3	1	-	4
	TOTAL				**16**

SIXTH SEMESTER

Course Code	Course Title	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Practical (P) Hours Per Week	Total Credits
BTA601	Destination Planning and Development	3	1	-	4
BTA602	Tourism Laws	3	1	-	4
BTA603	Sales Management	3	1	-	4
BTA604	Adventure and Alternate Tourism	3	1	-	4
	TOTAL				**16**

DIS	**Dissertation**	Interaction between Dissertation supervisor and scholar	**9**

Fee

	Programs on Offer	Mode	Duration	Fees in MUR per year	Fees In USD $ per year @
1	Bachelor of Business Administration - BBA (Hons)	FT	3 years	80,000	USD $ 2255
2	Bachelor of Financial and Investment Analysis - BFIA (Hons)	FT	3 years	80,000	USD $ 2255
3	BSc (Hons) Information Technology	FT	3 years	80,000	USD $ 2255
4	Bachelor of Arts Tourism Administration BTA (Hons)	FT	3 years	80,000	USD $ 2255
5	Masters in Business Administration, MBA	FT/PT/	2 years	120,000	USD $ 3380
6	MBA - International Business	FT/PT	2 years	120,000	USD $ 3380

@ Subject to variation inExchange rate US $ = MUR

5 ACADEMIC CALENDAR

There are two intakes every year. One in March & the other in September. An academic year will have 2 semesters. Exact dates of start of the year/semester, and examinations will be announced in advance of academic session.

6 MODE OF STUDY

FULL-TIME MODE (FT)
The Full-time mode of study applies where a student attends scheduled day classes on aregular basis and takes the standard load for this mode.

PART-TIME MODE (PT)
The Part-time mode of study applies where a registered student attends scheduled eclasses in the evenings and weekends regularly and takes the standard load for this mode.

7 GRADUATION REQUIREMENTS

A student may graduate after completing all the general and specific requirements of the academicprogramme.
- I. To be considered for graduation, a student must meetthe following requirements:
- a. Complete the minimum requirement.
- b. Complete and pass all the specified pre-requisite and core courses.
- c. Obtain the minimum number of credits required for the programme in which the studentisregistered.
- d. Obtain a minimum Cumulative GPA of 4.00on a scale of maximum 10
- e. Have no pending disciplinary case.
- f. Meet all financial obligations.
- g. Clear all outstanding liabilities.

8 ADMISSION PROCEDURE

Admissions to various programmes of AIHE are done twice in an Academic year. You are required to note the following steps.

FOR LOCAL APPLICANTS

Step 1: Admission Requirements: Ensure that you have met the admission requirements for the programme that you are interested in.

Step 2: Fill up all the forms Amity Institute of Higher Education Student Application form. You can download this from the website.

Step 3: Provide the following supporting documents

Prospective students arerequested to provide the following:

I.   4 passport-size photographs with white background
II.   1 photocopy of original birth certificate
III. Copies of your secondary and university educational certificates and transcripts
IV. A bank draft of Course Registration fees (non-transferable and non-refundable) payable to "Amity Education Private Ltd".
V.   Types of payment Modes: Bank Transfers and Demand Draft only. Payment is accepted in MUR orUSD $.

Note: Additional supporting documents may be required on a case-to-case basis, which our staff will advise the applicant accordingly .Only duplicate copies of these documents (except photographs) should be submitted to the Institute. Students will be required to produce original documents for verification. The same will be returned upon verification.

Step 4: Send us your application

You are required to submit all application forms and required documents by mail or in person to Amity Institute of Higher Education at the following address:

Amity Institute of Higher Education
Third Floor
Mindspace Building
45 Bhumi Park, Cybercity
EBENE

Phone: 230 4547146 / 230 4547147
Fax : 230 4547146
E-mail : admissions@mauritius.amity.edu

Step 5: Acceptance

Processing of completed application will be done within 5 working days. An interview will also be conducted prior to the issue of offer letter to check the level of English and enthusiasm to study at AIHE. Applicants who have been offered a place at Amity Institute of Higher Education will receive the following via email:

I.   A letter of offer
II.   Fees payable; refund and withdrawal policy;

Step 6: Fee Payment

Upon receiving the letter of acceptance from the student, the Amity Institute of Higher Education shall also ensure that the following are adhered to:

I.   The Amity Institute of Higher Education will prepare the payment schedule and inform the student of the payment schedule;

II. The Student will pay to the Amity Education Private Ltd according to the Payment schedule issued by the Amity Institute of Higher Education;

III. The AIHE will issue a payment receipt upon receiving the Student's scheduled payments.

Step 7: Induction session

Once above formalities are made, the student will be informed by e-mail on the exact date and time for an induction session to be held at the AIHE.

ENTRY REQUIREMENT FOR ADMISSION TO UG PROGRAMME

Either Pass in:
3 Subjects at A – level and 1 subject at subsidiary level at Higher School Certificate Examination

Or Pass in:
2 Subjects as A level and 2 subjects at subsidiary level at the Higher School Certificate Examination and

Or Pass in :
3 subjects at A level at the London General Certificate Examination.

9   FOR FOREIGN STUDENTS

Step 1: Admission Requirements: Ensure that you have met the admission requirements for the programme that you are interested in, including English Proficiency test. International students may be asked to confirm the proficiency in English by showing either TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing Systems)scores. The minimum score required for admission is 5 for bachelor level programs and 5.5 for masters' level, with no components less than 5.The requirement to provide TOEFL/TELTS score may be waived for students whose medium of instructions for the qualifying level was English.

Step 2: Fill upAmity Institute of Higher Education Student Application form

Step 3: Provide the following supporting documents

Prospective students arerequested to provide the following:

I. 4 passport-size photographs with white background
II. 1 photocopy of applicant's original passport (Please photocopy the page showing applicant'spersonal particulars and the expiry date of the passport)
III. 1 photocopy of original birth certificate
IV. Copies of your highest educational certificates and transcripts and English requirement certificates.
V. Documentary proof of financial ability and parent's monthly income statement (Bank statement / Fixed Deposit accounts/ Saving accounts
VI. A bank draft of Course Registration fees (non-transferable and non-refundable) payable to "AmityEducation Private Ltd".
VII. Applicant MUST bring along original copies of these supporting documents when completingformalities for Student's Visa application
VIII. Types of payment Modes: Bank Transfer. Payment is accepted in MURand/or USD.

Note: Additional supporting documents may be required on a case-to-case basis, which our staff willadvise the applicant accordingly .Only duplicate copies of these documents (except photographs)should be submitted to the Institute.

Step 4: Send us your application

You are required to submit all application forms and required documents by mail or in person to Amity Institute of HigherEducation at the following address:

Amity Institute of Higher Education
Ground Flooor and Third Floor
Mindspace Building
45 Bhumi Park, Cybercity
EBENE, Mauritius
E-mail : admissions@mauritius.amity.edu

Step 5: Acceptance

Processing time of completed application will take approximately 5 working days. An interview may also beconducted if required for candidates who may be eligible on maturity grounds. Applicants who have beenoffered a place at Amity Institute of Higher Education will receive the following via email:
I. A conditional letter of offer
II. Fees payable; refund and withdrawal policy;
III. Information on accommodation, student visa services and compulsory medical insurance for foreignstudents.
IV. Once the entry permit is approved, applicants will receive the approval letter for student visa (applicablefor foreign students) and an acceptance letter from AIHE.

Step 6: Fee Payment

Upon receiving the letter of acceptance from the student, the Amity Institute of Higher Education shall alsoensure that the following are adhered to:

IV. The Amity Institute of Higher Education will prepare the payment Voucher (PV) and inform the studentof the payment schedule;

V. The Student will pay to the Amity Education Private Ltd according to the Payment schedule issued by theAmity Institute of Higher Education;

VI. The AIHE will issue a payment receipt upon receiving the Student's scheduled payments.

Step 7: Induction session

Once above formalities are made, the student will be informed by e-mail on the exact date and time for an induction session to be held at the AIHE. All arrangements for travel to Mauritius has to be made such that the student is on time for the induction session. In the event that the student is not able to be in Mauritius, on or before the induction session, he / she should inform the AIHE in advance.

10 ARRANGEMENTS REQUIRED FORTRAVELLING TO MAURITIUS

FLIGHT ARRANGEMENTS

Student should start making flight arrangements to Mauritius upon receiving the Letter of Offer and ensure status of Student entry permit before confirming departure. The student should travel with the entry permit that would be sent to the student after fee payment and prior to the departure.

MINIMUM REQUIRED FUNDS ON ARRIVAL

Foreign Students should travel to Mauritius with about US$1,000. This will help in the payment for accommodation and living expenses for about 2 weeks.Money-changing servicesare available at the Airport and at other approved moneychangers in the city.Students also will be required to pay for their accommodation either before arrival or immediately on arrival for a period of 3-6 months in advance which will be approximately at the rate of MUR 4,000 to 6,000 per month.

Relevant original documents required on arrival for Immigration at Sir SeewoosagarRamgoolamInternational Airport, Mauritius

Documents to be produced include
• Passport validfor minimum of 6 months
• Letter of Offer from Amity Institute of Higher Education
• Return Air Ticket
•Copy of entry permit Letter from Passport and Immigration Office (PIO) , which will be sent to the student by Amity

ACCOMMODATION IN MAURITIUS

Assistance will be provided tolocate off campus accommodation to Foreign Students with contacts to housing agents and hostels. Foreign Students will makedirect dealings with the housing agents and hostels to find suitable accommodation

UPON ARRIVAL AT AMITY INSTITUTE OF HIGHER EDUCATION

Amity Institute of Higher Education will complete the admission process–including verifying all original documents. Payment should be made according to the Schedule ofPayment for the Course as stipulated in the offer letter.AIHE will then forward application of the student for residence permit from the PIO (Passport Immigration Office).

STUDENT VISA/RESIDENCE PERMIT PROCESSING AT PIO

All necessary assistance will be given to Foreign Students to apply for the Student Visa with PIO. Documents to be produced include
- Passport valid for minimum of 6 months
- Letter of Offer from Amity Institute of Higher Education
- Copy of entry permit letter from PIO
- Proof of Parents' Occupations
- Accommodation letter to be obtained from landlord in Mauritius
- Medical Certificate

MEDICAL SCREENING

Foreign Students receive the Approved-in-Principle Letter (Entry Permit)from PIO and will have to proceed for Medical Screeningat a clinic or public hospital once in Mauritius. The estimated cost is $50 to be paid by the Student.

The Medical Report is submittedto PIO by AIHE as a requirement for obtaining ofthe Student Visa/Residence Permit This requires about 5-7 working days for the wholeprocess.

Foreign students are advised that their visa/residence permit be will not be granted, should the medical results prove +ve for HIV, Hepatitis B and tuberculosis or infectious diseases. It is highly recommended that all foreign students undergo a medical test in authorised clinics in their own country to make up their final decision beforecoming to Mauritius. However, the reports from the country of origin will not be accepted to PIO. They require reports from a clinic/laboratory in Mauritius.

SETTING UP OF BANK ACCOUNT

There are different requirements by the banks. Students need to ensure that they provide passport andentry permit for identification, for cashing travellers' cheque or money from parents in terms of bankdrafts. These can be deposited in the Student's Account and drawn in 1 to 2 working days.

ORIENTATION FOR ALL STUDENTS

A comprehensive Orientation Programme will be conducted to introduce all Students of Amity Instituteof Higher Education to the Course and the administration facilities.
The Orientation Programme will cover:

I. Students' Code of Conduct – including dress code, class attendance, behaviour, leave of absence,restrictions of working as per the guidelines of the Passport and Immigration Office.

II. Grievance Procedure

III. The requirements of the Course – course work, assignments, projects etc.

IV. Examinations regulations

V. Library and study facilities

VI. Student Services – including welfare and counselling services

VII. Accommodation and Transportation

VIII. Insurance cover when studying at AIHE

IX. Contact Numbers of Key Staff, useful contact details, feedback channel and reference to officialwebsite of the Tertiary Education Commission (TEC).

X. Examination policy

11 REFUND POLICY

The AIHE's refund policy is as follows:

REFUND FOR WITHDRAWAL FOR CAUSE

I.   AIHE fails for any reason to start the Course on the Course Commencement Date;

II. AIHE terminates the Course for any reason prior to the Course Commencement Date;

III. AIHE fails, for any reason, to complete the Course by the Course Completion Date;

IV. AIHE terminates the Course, for any reason, prior to Course Completion Date; or

V.   An entry permit application for a foreign student is rejected by Passport and Immigration Authority (PIO).

Theamount of the fee paid, less 3rd party charges will be reimbursed within 1 month withnecessary documentation.

REFUND FOR WITHDRAWAL WITHOUT CAUSE

Where the Student withdraws from the Course for any reason other than those set out in 'Withdrawalfor Cause' above or 'Force Majeure' conditions as decided by the Academic Council.

Amount: The amount refunded is based on when the student's written notice of withdrawal is received,as indicated below, less any 3rd party charges

% of [the aggregate amount of the Course Fees and Miscellaneous Fees paid]	If Student's written notice of withdrawal is received
[100%]	("Maximum Refund") More than [30] days before the Course Commencement Date
[25%]	Before, but not more than [30] days before the Course Commencement Date
[10%]	After, but not more than [7] days after the Course Commencement Date
[5%]	More than [7] days after the Course Commencement Date, but not more than [14] days after the Course Commencement Date
[0%]	More than [14] days after the Course Commencement Date
Exceptional Circumstances	There may be exceptions to any of above that could arise due to a combination of unforeseen circumstances from both the AIHE and the Students, in which case all requests for withdrawal and refund will be treated on a case-to-case basis. In such circumstances, a refund of up to 100% can be considered

12 REFUND PROCEDURE

The Institute's refund procedure covers the following commonly occurring situations:
   I.   School's non-performance
   II.   Passport and Immigration Office (PIO) not approving the entry permit
   III. Student's withdrawal
   IV.   Course deferment
   V.   Student going to another school for further studies

The procedure for student initiated refund is as follows:
   I.   The student gives a written letter to the AIHE requesting a refund with the reasons.
   II.   The Student Liaison Officer gives this letter to the Head of Academics for processing.
   III. The Head of Academics looks into the student's eligibility for a refund. He/She calculates theamount of refund and talks to the student showing the breakdown of the refund. The student thensigns an acknowledgement form.
   IV.   The Head of Academics presents the case to Director for approval.
   V.   Director gives approval to return money to students.

The procedure for AIHE initiated refund (due to the Institute not performing / PIO not approving theentry permit, etc) is as follows:
   I.   Director in consultation with the Head of Academics and the Management Team decides not torun the course.
   II.   Upon receipt of written confirmation that the course will not run, the Students Liaison Officercalculates the amount of refund due to the students and obtains approval from Director to give therefund.
   III. Director gives approval for refund to students.

13 EXIT POLICY

For PG programs the student may be allowed to exit after one years of regular course. The Post Graduate Diploma in respective postgraduate degree programs can be awarded in following conditions,

       a) The students should have earned 50 credit points

       b) The CGPA is Minimum 4

       b) The fees for the course must be paid till the date.

       c) The attendance must be above 70%

For UG programs the student may be allowed to exit after Two years of regular course. The Diploma in respective degree programs can be awarded in following conditions,

        c)   The students should have earned 80 credit points

        d)   The CGPA is Minimum 4

        b) The fees for the course must be paid till the date.

        c) The attendance must be above 70%

        d) The student should not be indulged in any matter leading to legal implications.

14 TRANSFER AND WITHDRAWAL POLICY

The AIHE allows students to transfer from a course X to another course Y within the Institute.The Institute allows students to withdraw from a course in accordance with the fee refund policy.A transfer to another private school is regarded as a withdrawal from AIHE.The table below summarises the key aspects of the transfer and withdrawal policies.

TRANSFER / WITHDRAWAL PROCEDURES
The Institute's procedure for withdrawal/transfer to another department is as follows:

The Institute allows students to transfer from a course X to another course Y within the Institute. This istreated as a withdrawal from course X (refund policy will apply) and a re-enrolment with the Instituteinto course Y.
The Institute may at its discretion give the re-enrolled student a discount on the course fee for Y. Thediscount may be up to the un-used portion of the course fee for X.
A transfer to another private school is regarded as a withdrawal from AIHE.
The table below summarises the key aspects of the transfer and withdrawal policies.

Details	Transfer	Withdrawal
Circumstances in which request will be granted	The (new) course is being run and has vacancies	Head of Academics to interview first
Additional fees payable	Nil	Nil
Status of entry permit	Cancel existing and apply a new entry permit for student	Cancel the existing entry permit
Condition for refund [if applicable]	As per refund policy	As per refund policy
Time frame for processing	Up to 4 weeks	Up to 4 weeks

15 ACADEMIC POLICIES AND REGULATIONS

ACADEMIC YEAR & SEMESTERS

Semester	Duration
Semester 1	March to July
Semester 2	August to December/January

MINIMUM REQUIREMENTS FOR UNDERGRADUATE ADMISSION

Students who have passed A level examination or Higher SchoolCertificate or a technical diploma after Secondary School Certificate with English and Maths in theSecondary Education system in Mauritius or equivalent examination in any country.

Applications for admission to undergraduate degreeprogrammes are subject to selection procedure which includes screening of   academic achievements at the secondary level and interview if required.

MINIMUM REQUIREMENTS FOR POSTGRADUATE ADMISSION

Graduates of any stream from recognised universities are eligible to apply. Applicants with professionalqualifications such as ACCA, CPA, CMA or equivalent qualifications of other countries are alsoeligible to apply.Admission to a Master's degree programme requires a Bachelor degree from anaccredited Institute with a minimum GPA of 4.5on a scale of 10 orits equivalent.

EQUIVALENT ENTRY QUALIFICATIONS

The Academic Council has defined the equivalence between equivalent qualifications at A Level/HSC or Senior Secondary School certificate in different countries for admission to Bachelor's level program. Similarly equivalence of equivalence of qualifications for admission to postgraduate degree is predetermined. The admission committee will decide on the equivalence based on available criteria.

16 EXAMINATIONS AND ASSESSMENTS

CONTINUOUS ASSESSMENTS

Continuous Assessments, CAs are taken as tests, quizzes, reports, practicals, and assignmentsduring the semester. At least two evaluations are made for each module. CAs carry normally **30%**or 40% of thetotal marks for each module, depending on the requirements of each programme. CAs may be carried out by the 4th and the 8th week respectively for the 1st and 2nd continuous assessments. Marks for CAs are submitted to theExamination Office before the start of final Examinations.

SEMESTER EXAMINATIONS

Semester examinationsare taken at the end of each semester. The results constitute 70% (or 60%) of thetotal mark for each module. The Academic Council may authorize the organization of somesemester examinations during the semester.

SUPPLEMENTARY EXAMINATIONS

A student who obtains a grade U (Ungraded) in an examination may be allowed to appear for the next availableexamination in the same course on payment of a fee specified by the Academic Council. A student who fails a resitexaminationtwice will be required to repeat the course, on paying a specified re-examination fee.

The final grade obtained in a re-sit exam will be capped to a maximum of B+.

INABILITY TO ATTEND EXAMS

A student who is unable to appear for an examination for reasons acceptable to the Faculty may beallowed to defer such examinations to next time when the examinations are offered. Such reasons mustbe shown to be clearly beyond the control of the student. A request to this effect must be submitted inwriting to the Dean of Faculty.

17 AWARD OF DEGREE

All students will be conferred with the degree from Amity institute of Higher Education, Mauritius on meeting all graduation requirements.

18 RULES AND REGULATIONS FORSTUDENTS EXAMINATIONS

OVERALL-AUTHORITY

All matters concerning Institute Examinations shall be under thegeneral direction of the Academic Council. The Academic Council shall have the overall authority inall matters concerning and affecting examinations, including the setting, moderating, conducting,marking, processing and declaration of results.

EXAMINATION REGULATIONS

I. Amity IHE Examinations are all those examinations, assessments or evaluations that areconsidered in determining whether or not a student shall proceed to the following year of studyor qualifies to graduate.

II. Regular Examinations are those scheduled examinations held at the end of each semester or asdetermined by Academic Council.

III. A resit (Supplementary examination) constitutes a failed course, which a candidate must retakeduring the regular examination time. A resit will normally be done not later than the subsequentyear of study.

IV. Continuous Assessment is any form of evaluation made during the course of the semester suchas tests, graded practicals, projects, quizzes and other assignments.

V. A semester is a period of study of normally sixteen (16) weeks or any period as may bedetermined by Academic Council for any current academic year.

VI. An academic year shall normally consist of two semesters.

VII. A course is that part of a subject described by a coherent syllabus and taught normally over aperiod of a semester. It is designated as one or more units of study.

VIII. A unit of study is two 1 ½ hour lectures per week per semester or 3 hours of practicals per weekper semester.

IX. A semester load is normally between 15 and 21 units unless otherwise approved by AcademicCouncil.

X. Faculty/School comprises specified teaching Departments/Programmes.

XI. Core course is a course which is central to the discipline of study.

XII. Required course is a course which is supportive or beneficial to a discipline/programme asstipulated in the academic syllabi.

XIII. Pre-requisite course is a course which must be successfully completed before one can register ina subsequent course.

XIV. Elective course is a course which may not necessarily be central to the discipline of study andwhich the student selects according to his/her interest subject to prior approval by thedepartment.

XV. Prescribed courses include core, required, prerequisite or elective courses as specified in theacademic programmes.

XVI. A common course is an elective course which must be taken collectively by all the students withinFaculty.

XVII. Faculty/School Examination Regulations shall be approved by Academic Council.

XVIII. Unless approved by Academic Council, all units shall be examined within the semester in whichthey are taken.

XIX. To be eligible to sit for end of semester examinations, candidates must be registered in thecourse being examined, obtain clearance from the Finance Officer and must have attended75% of the unit teaching time in a semester

XX. To be eligible to sit for Institute Examinations, a candidate should normally have taken all theContinuous Assessments in the respective courses.

XXI. The final mark for any one unit shall normally be made up of marks obtained from ContinuousAssessments and the end of semester examinations.

XXII. Unless Academic Council decides otherwise, all inclusive continuous assessments shall constitute30% of the final marks (which may include assignments, class attendance) while end ofsemester examinations shall constitute 70%. For some modules the break-up may be 40:60.

XXIII. A minimum of 40% in BOTH the coursework AND the final exam marks, which account for total marks respectively, is required for the student to pass in any module

XXIV. Faculties/School/Departments shall be required to indicate Core, Required, Prerequisite andElective units for approval by Academic Council.

EXEMPTIONS

I. The Academic Council may grant a Faculty or School exemption from any of the requirements ofthese rules and regulations.

II. The Academic Council on the recommendation of the Faculty Board may grantany student(s) exemption from any of the requirements of these rules and regulations.

19 RE-SIT EXAM POLICY

I. A candidate who is not able to attend the examinations due to sickness or any other specialreason as approved by the Academic Council is allowed to apply for re-sit examinations.

II. The student must submit a medical certificate or any other supporting document/s issued by arecognized doctor or hospital.

III. A candidate who is absent from an examination will have to submit a written request citing a validreason to re-sit the missed exam. The request must be made within seven (7) days of the date theexam was held. Only two (2) resit exams can be appearedfor along with end semester examinations , except under special circumstances.

IV. All re-sit exams will have to be taken in the semester immediately followingthat when the exams were missed or when next offered.

V. A candidate will lose the right of applying to appear forre-sit exams if the above rule is notfulfilled.

VI. Any student who scores a failing grade at the end of the semester will be required to repeat thefailed course.

VII. The maximum attainable grade for res-sit is "B+".

20 GRADING POLICY

The minimum cut off for various grades shall be assessed as given in the following table:

Grade	Qualitative Value of Grade	Percentage of marks for letter Grade for PG Programmes.	Percentage of marks for letter Grade for UG Programmes.
A+	Outstanding	80-100	80-100
A	Excellent	75 - 79	70-79
A-	Very Good	68 - 74	65-69
B+	Good	60 - 67	55-64
B	Above Average	52 - 59	50-54
B-	Average	45 - 51	45-49
C+	Satisfactory	40 - 44	40-44
U	Fail	Below 40	Below 40

Grade Point Earned	Equivalent Letter Grade
10	A+
9	A
8	A-
7	B+
6	B
5	B-
4	C+
0	U

In the case of non-credit and Audit Courses, which are not reckoned with assessment ofSGPA and CGPA, the students shall be awarded "S" Grade for satisfactory performanceand "U" Grade for unsatisfactory performance.

The Semester performance of a student will be indicated as "Semester Grade PointAverage (SGPA). The SGPA will be weighted average of Grade Points of all letter gradesreceived by a student for all the Course units in the semester. The formula for Computing

SGPA is given below:

$$SGPA = \frac{U_1 G_1 + U_2 G_2 + U_3 G_3 + \ldots}{U_1 + U_2 + U_3 + \ldots}$$

Where U1, U2, U3 denote credits associated with courses taken by the Student andG1,G2,G3 are the Grade Point of the letter grades awarded in the respective Course.

MINIMUM AND MAXIMUM REGISTRATION PERIOD

The maximum registration period will be:

(i)   For full time/part time programmes: n + 2

(ii)   For Distance Learning programmes: n + n +1

where 'n' represents the minimum registration period prescribed for the programme.

These students will, however, apply for grant of extension of one year and will be required to pay the prescribed re-registration fees as applicable. They will be required to complete the back papers

21 PASS AND PROMOTION CRITERIA

A student has to fulfil the following conditions to pass any academic programme of the Institute.

I. Each course shall have two components of evaluation: Continuous assessment through 'course work' which normally carries weightage of 30 marks and end-term examination of 70 marks weightage. For successful completion of a course, student must score at least C+ grade both in end - term examination and internal assessment. In some cases the break-up between continuous assessment and final exam is 40:60.

II. (a) A student will be registered for the next year of a programme, provided he/she has obtained at least Semester Grade Point Average (SGPA) of 4.0 on a 10 point scale

(b) If result of previous end -term examination has not been declared before commencement of next semester/academic session, then a student will be registered to the next semester/year of a programme **provisionally** subject to the fulfilment of condition mentioned above. But, if a student fails to fulfil promotion criterion, his/her registration will automatically stand cancelled.

III. If a student fails to score SGPA of 4.0 point in any year, then he/she will be declared u*ngraded* **in** that year and will be required to repeat the semester in which his/her SGPA is less than 4 along with the regular semester examinations by taking re-admission and paying prescribed fees.

IV. To be eligible for an award of the Institute, a student has to pass all courses offered during all the years of the programme and must secure at least Cumulative Grade Point Average (CGPA) of 4.0 on a 10 point scale. A student will be placed under *Academic Probation* for a period of one year to make up the deficiency of minimum CGPA at the end of final year. He/she would be given only two chances to pass his/her ungraded course(s) and can appear to write examination in such courses along with the regular semester examinations only after paying prescribed fees. Under special conditions a supplementary examination may be organized for the students of final year.

V. A student who has reappeared/repeated the examination of course(s), highest grade point obtained in the repeat course(s) shall be taken into consideration for calculating the SGPA and CGPA and eligibility for the award of degree

22 APPEAL PROCESS

Students who have not passed their modules may submit an appeal for review of results usingResults Appeal Form through the Student Liaison Officer giving their reasons. This appealmust be submitted within 1 week of the release of exam results, together with payment ofthe required fee.

The Student Liaison Officer passes the Appeal Form to the Head of Academics, who obtain theresponse from the Lecturer/marker on the merit of the appeal. He/She then submits the appealswith the Lecturer's response to the Exam Board for decision.

The Director communicates the decisions of the Exam Board to the students of the outcome oftheir appeal and the same is updated in the results. (subject to any change in the results)

AIHE works within the following timelines for processing and release of the final exam resultsand appeal results.
a) Release of final exam results – within 4 weeks after completion of the final paper ofthe examination

b) Release of appeal results – within 4 weeks from the official date of release of the exam results(or 3 weeks from the close of the appeal period)

A student whose appeal is unsuccessful may apply to AIHE to take a re-test with payment of are-test fee. This application must be submitted within 1 week of the release of the appeal results.

If the student fails the re-test, he/she must either repeat the module or take a new module inorder to accumulate the required number of passed modules for graduation.

A student who chooses not to appeal may apply to AIHE to take a re-test, with payment of are-test fee, within 1 week of the release of the exam results.

23 ACADEMIC CAUTIONS

A student who does not exhibit steady progress receives academic caution as follows:
- Academic Alert: Given to a student whose GPA drops as follows:
  a. Semester GPA drops in two consecutive semesters.
  b. Semester GPA drops below his/her cumulative level.
  c. The alerts are indicated on the student's Grade Sheet and are to be given by theprogram department.
- • Academic Warning: Given to a student whose GPA drops as follows:
  a. Semester GPA drops below 4.00.
  b. Cumulative GPA is below 4.00 in the first academic year.
  c. Academic warnings are given by the Head of Academics.
- • Referral and/or Discontinuation from a program will apply when a student fails to meet thecontinuation requirements.

24 FEEDBACK AND GRIEVANCE PROCEDURE

The Institute accepts feedback/complaints in hard copy (e.g. letter or fax) or soft copy (e.g. email) from thepublic, staff or students. Upon receipt of the feedback/complaint, Director will direct the relevant manageror staff to look into the matter and to report back to him.

If necessary, the Director discusses the feedback/complaint with the Management Team to draw learningpoints. The relevant manager then follows up with appropriate actions to improve the Institute's operations.The Institute gives an acknowledgment or initial response to the feedback/complaint within 3 days.The Institute targets to resolve feedback/complaints within 14 working days.

All feedback/complaints (including disputes) and the actions taken to resolve them are filed in the Institute'sComplaint Log that also provides information on nature of complaint/grievance and the time taken toresolve. The Institute seeks feedback formally from staff and students.

The Institute uses the feedback/complaints received as one of the inputs for the internal review process.

25 STUDENT ACTIVITIES

Students are encouraged to participate in the typical Events and Meets that are organised by Amity Institute of Higher Education aslisted below.

Induction/Orientation

Industry Visits

Interactions With CEO

Team Bonding Exercise

Freshers Day

Music Day

Sports Day

Industry Visit/Community Visits

Country Tour

Universiade

Talents' Show

Sangathan

End-Of-Year Party