

**7.1.10 The Institution has a prescribed Code of Conduct for students, teachers, administrators, and other staff and conducts periodic programs in this regard.**

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**AMITY UNIVERSITY**  
MADHYA PRADESH

**101**  
**Attributes of an**  
**AMITIAN**

**Norms And Guidelines**

## QUOTES FOR AMITIANS

- ❖ Leadership isn't about being the best; it's about bringing out the best in others.
- ❖ Stay focused on your goals, not your immediate problems.
- ❖ If you want to be happy and successful in life, never stop learning.
- ❖ There is no happiness like knowing that you have made a difference in someone else's life.
- ❖ When the load gets too heavy or the task too hard, give it to God. Nothing is too heavy or too hard for Him.

# 101 ATTRIBUTES OF AN AMITIAN

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## FOREWORD



Erosion of values and ethics is a matter of grave concern to all those involved in education. It is not only in India, deterioration in human values has attracted a lot of attention at international level too. While the ancient Indian education system laid great stress on ethical-moral content, our modern education system is, by and large, bereft of any such emphasis. The success of education depends on developing individual excellence, i.e. development of the whole spectrum embracing cognitive skills, social responsibility and ethical-moral dimensions. Education in a country has also to keep

pace with structural changes in its culture and society because the way people view themselves, others, and their values are closely related and influenced by the content of their knowledge. If the education system does not equip those passing out from educational institutions with moral values and ethics, as also the knowledge relevant of appreciating cultural diversity, it fails to realise the objectives of education related to social, moral and cultural responsibility. It was with this concern and sense of purpose that I set about the '101 Attributes of an Amitian.'

To succeed in life it is not sufficient to excel academically. The challenges of competitiveness demand an all-round and wholesome personality based on strong values and ethics. It is equally important to develop a fine grasp of social and economic issues in the global environment. Participation in extra curricular activities is as necessary as academic excellence since it provides the much needed stimulus to the mental machine. All these essential ingredients have been addressed in the 101 attributes.

It is my firm conviction that inculcation and development of 101 attributes in our students, as also in the members of faculty, will enrich their professional as well as personal lives, and benefit the society. I have no doubt in my mind that inculcation of the '101 Attributes of an Amitian' will be implemented with all the vigour and enthusiasm at your command.

I wish you all the very best in this pursuit.

A handwritten signature in black ink, appearing to read 'Ashok K. Chauhan'.

Dr. Ashok K. Chauhan  
Chairman, AKC Group of Companies &  
Founder President, Ritnand Balved Education Foundation (RBEF)  
(Umbrella Organisation of Amity Institutions)

# 101 ATTRIBUTES OF AN AMITIAN

## Norms and Guidelines

### PREAMBLE

Driven by the Founder President's passion for inculcating good character qualities in our students so that they become good citizens of this country, the crème de la crème of the Amity Senior Advisors and Faculty got together and evolved various attributes desirable in a person. These were then debated upon and finally '101 Attributes of an Amitian' to be inculcated and assessed for each student doing a course in the 'Amity Universe' was promulgated on 15 Sep 2004. The assessment format designed for this purpose has the basic statement of the desired attribute and could be perceived differently by teaching faculty. In order to give direction to the thought process, each of the 101 Attributes in five parts are elaborated upon in this booklet which would assist mentors/faculty members in guiding and rating students. In deciding the interpretation as specifically relevant to a particular Institute/Course, the decision of the Head of the Institute/College would be final. As more experience is gained methods to inculcate these attributes in our students would be continuously improved and Institutionalized as part of Amity's education system. Internalization of these attributes by Amitians would enable them to achieve greater success in life and make them stand tall in society.



Maj. Gen. Chander Bhan Sukhu, VSM (retd)  
Director, Amity Institute of Leadership and Communication

## NORMS AND GUIDELINES

### Part I

#### PERSONALITY

#### 1. Appearance and Bearing

##### The Physical Appearance -

Neat looks, clean, well groomed in contrast to unkempt;  
Organised and composed in appearance.

##### Bearing -

Bearing, demeanour and mannerism;  
The way one carries oneself;  
The way one conducts oneself.

#### 2. Dress sense

Dressing in fitness to the occasion;  
Adherence to the established norms of dressing, though unspecified;  
Following the dress-code, if laid down.

#### 3. Sense of Responsibility and Discipline

##### Sense of Responsibility -

Understanding that one is responsible and accountable for what ever one does; Appreciating that each position and privilege has a degree of responsibility attached to it which one has to live up to.

##### Discipline -

Ability to exercise control over one's own self;  
Functioning in accordance with rules and regulations.

4. **Humility**
  - An attitude of humbleness in behaviour;
  - Sense of being polite;
  - Ability to maintain level-headedness in behaviour, in contrast to arrogance, despite achievement of high performance and success.
5. **Drive and Initiative**
  - Capacity for achievement;
  - Motivation and energy;
  - Energetic desire to perform and achieve results;
  - The 'go factor' in an individual
  - Proactive bent of mind
6. **Determination**
  - Firmness of resolve; to do what has been decided to be done/ carried out/achieved;
  - Ability to make up one's mind to pursue the chosen course of action.
7. **Decisiveness**
  - Ability to make a choice between the options available promptly and implementing it resolutely.
8. **Confidence**
  - A sense of self reliance to achieve the goal;
  - Having faith in one's own competence to carry out the task;
  - Sure of one's skills to perform the task.
9. **Quickness to grasp**
  - Ability to fully comprehend the nuances of an issue;
  - Ability to understand the intricacies involved in an issue;
  - Mentally alert and open mind.



**10. Power of Expression**

Ability to communicate views, both orally and in writing with clarity and precision.

**11. Power of observation**

Ability to notice the happenings/events in the surroundings;

Taking note of changes in environment;

Security conscious and observant.

**12. Dependability**

Can be depended upon to execute a task efficiently;

Can be relied upon / trusted with responsibility for timely execution of task efficiently and economically.

**13. Creativity**

Ability to imagine and visualize to create something;

Ability to think originally, discover and create which can be seen or felt;

Ability to perceive, analyse and then give it a concrete shape;

Inventive and imaginative.

**14. Intuition**

Immediately apprehend a course of action without reasoning;

Intelligently able to foresee the future based on a sense of 'gut feeling'.

**15. Honesty and Integrity**

Truthful

Trustworthy

Honest

Forthright

**16. Loyalty**

True and faithful and steadfast in duty to the organization to which

one belongs (Expects a person to initiate actions which are in the interest of organization and avoid, if not prevent, undesirable actions which bring bad name to the organization);

Provide whole hearted support to the organization;

Faithful to superiors, colleagues and subordinates.

**17. Maturity**

Has the intelligence to distinguish between the desirable and undesired behaviour;

Discretionary approach in dealing with situations, people and work.

**18. Physical fitness**

Has adequate stamina to withstand the pressure of work and stress resulting from long hours of duty.

**19. Tenacity**

Quality to hold fast;

Not readily relinquishing / giving up;

Keeping a firm hold.

**20. Courage**

Ability to share or communicate views and ideas without fear or favour;

Belief in and adherence to conviction.

**21. Introvert and Extrovert**

The business world demands proactive and outgoing behaviour and attitude to seek fleeting opportunities and turn them into success. An extrovert, by nature, is inclined to be outgoing and enthusiastic in his dealings with people which gives him an advantage over the introvert.

## NORMS AND GUIDELINES

### Part II

#### VALUES/ETHICS

22. **Respect for elders and teachers**  
Genuine display of regard and consideration through communication and courtesy through actions.
23. **Outlook towards parents/grand parents**  
Respect for parents and grand parents;  
Sense of commitment to the parents;  
Respect their point of view which may not fit into the modern outlook/may be in conflict with own outlook;  
Genuine sense of concern for aging parents.
24. **Outlook towards/respect for, opposite sex**  
Understand the sensitivities of opposite sex;  
Not take undue advantage of his/her position vis-à-vis colleagues of the opposite sex;  
Discrete and respectful behaviour;  
Attitude of consideration.
25. **Religious Practice – Understanding of good vs. bad and practice of religion faithfully and regularly**  
Unflinching faith in God;  
Regular prayer (enables inculcation of discipline and is a source of strength to withstand the vicissitudes of time);  
Distinguish between good and bad and right and wrong.
26. **Attitude towards handicapped**  
Sympathetic in approach;

Genuine urge to help;  
Treat them with utmost respect;  
Don't make fun of them.

**27. Caring and sharing nature**

Care for the feelings of others;  
Not riding rough shod;  
Shares happiness, joy, sorrow, grief of others.

**28. Punctuality and Meticulous in work**

Adhering to timings and respect for other's time  
Methodical and consistent  
Ability to give great or excessive attention to detail  
Very careful and precise

**29. Behaviour towards colleagues**

One of equality, mutual respect and tolerance;  
Hostile and aggressive behaviour do not allow emergence of  
bonds of faith and trust;  
Displaying a sense of superiority ruins relationship.

**30. Outlook towards copying/unfair means**

Copying / unfair means is violation / breach of moral integrity;  
Worst form of cheating;  
Sign of intellectual bankruptcy.

**31. Behaviour towards poor/down trodden**

One of sympathy but not pity;  
Treat them with concern and piety and not look down upon them;  
Respect for human dignity irrespective of station in life;  
Fowl and insulting language sign of a perverted mind.

**32. Outlook towards neighbors**

Caring and friendly but respect their sense of privacy (which varies from person to person);

Attitude to come to their help, when required;

Sensibility to the inconvenience to neighbors, e.g., loud music, noisy and loud behaviour at night.

**33. Outlook towards waste (food/paper/water)**

Loss of national resources;

Conservation of resources essential to sustain progress and boost economy.

**34. Economy Consciousness**

Awareness of existence of limited resources;

Economic use of resources leads to greater productivity;

Ability to make best use of available resources.

**35. Selflessness**

Disregarding one's own self interest vis-à-vis the interest of the organization;

Working to achieve organizational goal and not seeking personal goals/benefits;

Personal agenda in synch with the organizational goals.

**36. Interest and knowledge of heritage**

Understanding of diverse nature of society and its richness;

Appreciation of multi cultural, multi ethnic, multi lingual and multi religious Indian society and its dynamics;

Knowledge of process of evolution of Indian society over the last 5000 years;

Need to preserve our cultural heritage in the face of globalization, emerging global village and merging civilizations.

37. **Cleanliness "Than ki Shuddhi Man ki Shuddhi"**  
Personal hygiene and cleanliness;  
Cleanliness of habits;  
Effort to achieve and maintain cleanliness of immediate environment.
38. **Urge for learning through successful people**  
Existence or otherwise of role models;  
Study of behaviour of successful people;  
Study of biography of successful personalities.
39. **Positive outlook and Adaptability**  
Optimistic attitude;  
Faith in one's own abilities;  
Ability to easily adapt to different people, circumstances and surroundings.
40. **Secular in outlook**  
Respect for other religions;  
Participation in religious ceremonies of other religions;  
Knowledge of other religions and evolution of multi religious society.
41. **Faith in Indian system**  
Understanding of constitutional parliamentary democracy, and Indian multi party political system, its pulls and pushes, and challenges;  
Synergy created by legislative, judiciary and executive branches of govt;  
Appreciation of freedom of thought and expression.
42. **Upholding Indian Values/tradition.**  
Awareness of our inheritance;  
Role played by tradition in the milieu and individual's life;  
Inherent protection and care of Indian values.

## NORMS AND GUIDELINES

### Part III

#### EXTRA - CURRICULAR ACTIVITIES

43. **Participation in team games**  
Seriousness and consistency of participation;  
Level of enthusiasm.
44. **Playing individual games**  
Pursuing with vigour interest in one or more individual games;  
Frequency of playing
45. **Team spirit (accommodates others)**  
Considers the point of view of other members of the team, examines them and accommodates meritorious suggestion;  
Explores the possibility of reconciling differences to achieve team goals.
46. **Hobbies - kind/nature**  
Pursue a hobby with intensity;  
The amount of effort made to improve proficiency;  
Pursues constructive and mentally/physically stimulating hobbies
47. **Special accomplishments in extra curricular activities**  
Participated significantly in college activities;  
Achieved recognition/award in scheduled activities.
48. **Leadership/Captain of events/games**  
Team leadership qualities / led team in events / games with success.
49. **Interest in political activities/belief in one or other party (student leadership activities- head boy/head girl)**  
Intensity of participation in institutional political activity;  
Held any elected or nominated position;  
Balanced view on national politics.

**69. Dream for India**

Standing of India in the community of nations;  
Development of relations with neighboring countries and advanced economies;  
Anticipation of future- political and economical progress.

**70. Understanding of Impact of modernization on Indian culture/ethos**

Level of knowledge Indian culture and ethos;  
Impact of foreign influences;  
Compatibility between Indian culture and modernization.

**71. Awareness of ethical/moral values and traditions in Indian Society**

Level of knowledge and appreciation of ethical and moral values.

**72. Understanding the profile of Global Indians**

Level of knowledge of Indian diaspora;  
The political and economic power enjoyed by them;  
The changing fortunes of the NRIs;  
Role they can play in economical growth of India.

**73. Belief in Indian Family system/Family values**

Understanding the strength of Indian family values including joint family vis-a-vis decline of the same in western countries.

**74. Possession of Driving License**

Proficiency in driving;  
Understands the nuances of good traffic sense and road etiquette.

**75. Possession of a Passport**

Possesses a passport or makes effort to acquire the same in order to be eligible to seek placement in Global companies.



- 63. Understanding of Issues of Haves and Have nots**  
Knowledge of issues in the context of Haves and Have nots, both at national and international level;  
Positive views on contentious issues.
- 64. Understanding importance of globalization (liberalization & privatization)**  
Impact of globalization on Indian economy with special reference to the rural sector;  
Understands the impact of increased competitiveness and consequent change in value systems;  
Challenges posed by international treaties.
- 65. Understanding Impact of Technology (IT/Electronics/other)**  
Knowledge of advances made in technology;  
Challenges faced by industry in face of fast changing technical regime.
- 66. Awareness of Global village concept?**  
Impact of the concept on future of Indian economy and its ramifications;  
Impact on values and Ethics.
- 67. Understanding of problems of Unemployment**  
Causes and impacts of unemployment;  
The way forward;  
Solution to the problem.
- 68. Eagerness to Contribute to society**  
Understanding of social problems prevalent in the society and their ramifications;  
Area of interest;  
Any participatory effort.

## **NORMS AND GUIDELINES**

### **Part IV**

#### **UNDERSTANDING OF SOCIO-ECONOMIC ENVIRONMENT/ GLOBAL ENVIRONMENT**

- 58. Awareness of Indian Rural cultures/behaviour**  
Knowledge of rural ethos and values and how they differ from urban outlook and practices;  
Are there any major stumbling blocks;  
Any conflicts/disagreements-What is the reconciliation?
- 59. Awareness of political situation and leadership**  
Degree of knowledge of Indian political system and its dynamics;  
Holding a balanced view for benefit of society.
- 60. Awareness of Indian Economy, its history and current level of economic development in India**  
Nature and state of Indian economy in general terms;  
Impact of globalization on the Indian economy.
- 61. Awareness of Ethnic groups (caste/creed) and pluralistic society**  
Degree of understanding of multi ethnic Indian society;  
Dynamics of caste-based politics and future challenges for the national unity, and its impact on the Indian industry.
- 62. Understanding of Indian Rural - Urban Divide**  
Understanding and appreciation of rural way of life and its undercurrents;  
Contradiction between rural and urban ethos.

50. **Academic support rendered in institutes work (supporting in academic & related activities)**  
Level of contribution to activities conceived, planned and conducted by the organization.
51. **Sportive in outlook**  
Lively personality;  
Playful individual;  
Cooperative in team events;  
'Uncomplaining-happy' type of approach.
52. **Social Service outlook/participation in Social service organization**  
Participation in activities outside his formal education and institute for the betterment of society, without expectation of any reward and benefit;  
Volunteers for social service/community service
53. **Outlook toward Environment Degradation**  
Understanding of complex phenomenon of environmental degradation and its likely impact on the future of earth;  
Knowledge of preventive and curative measures to bring life into the decaying environment.
54. **Art & Culture Understanding (Relevance in life)**  
Role played by art and culture in the human life in the past and present;  
Unity that it promotes in a multi cultural society;  
Understands and appreciates art.
55. **Interest in Soft skills (Music/Dance/Theatre Modern/Traditional)**  
Versatility of personality by interest/skill displayed.
56. **Interest in indoor games (Chess/Bridge etc.)**  
Intensity of participation;  
Levels of enthusiasm and skills attained;  
Display of interest to learn.
57. **Practice of Meditation/Yoga**  
Faith in traditional practices;  
Level of knowledge and degree of participation;  
Interest to acquire new knowledge in the field.

manner which is deducible or defensible on the ground of consistency;

Capacity of correct reasoning not contravening the laws of thought

**100. Focus and brevity**

Ability to concentrate mind and attention to the issue being discussed/ considered, and communicating views briefly and accurately.

**101. Understanding and instinctive ability**

Ability to comprehend the crux of the issue and the points of views of others, and to respond / to act without conscious/ deliberate effort or conscious intention;

Innate impulsion.

**92. English**

Ability to communicate views and ideas fluently both verbally and in writing.

**93. National/Regional Language**

Ability to communicate in national / regional language to the desired proficiency.

**94. Mother Tongue**

Knowledge and proficiency as a matter of interest if not national/state language.

**Communication**

**95. Comprehension**

Ability to understand and appreciate the point of view of others;  
Ability to mentally absorb thoughts contained in a piece of work;  
Is a good listener.

**96. Articulation**

Ability to convey views and thought process fluently and coherently  
Proficiency in Public Speaking

**97. Literary skill**

Degree of knowledge of literature and written works whose value lies in beauty of language or in emotional effects

**98. Conversational skill**

Ability to engage in an interpersonal, meaningful exchange of views to share knowledge and information.

**99. Logical thinking**

Logical thinking: ability to think of an issue or a problem in a

Quality of books/literature being read;  
Quality/Impact of presentation/discussions.

**85. Current Awareness**

Degree of knowledge of current happenings in national and international politics, events and the world of business / technology.

**86. Ability to Question**

Degree of inquisitiveness;

Desire to know how, why, when and where;

Alert and questioning mind.

**Application of Knowledge**

**87. Dexterity in practical application**

Proficiency in applying fundamentals and basic concepts in practice to proceed further in inquiry or/and resolve issues.

**88. Clarity about career prospects**

Clarity about the choice of career, the threats and opportunities along the career path.

**89. Clarity of career goals**

Clear in his/her pursuance of and both short term and long term goals.

**90. Professional networking**

Ability to interact with professionals in order to have meaningful dialogue to acquire information and knowledge.

**91. Foreign Languages(s)**

Fluency with foreign languages;

Proficiency in reading, writing and speaking

## NORMS AND GUIDELINES

### Part V

#### ACADEMIC EXCELLENCE

##### Scholastic Knowledge

- 76. Basic concepts and fundamentals**  
Degree of understanding of basic theoretical concepts and fundamentals related to the subjects.
- 77. Major Areas** (of course syllabus) Level of proficiency
- 78. Related Areas** (to the syllabus) Level of proficiency
- 79. Inter-disciplinary Areas** (relative to syllabus) Level of proficiency
- 80. General Areas** (common subjects) Level of proficiency
- 81. Analytical Ability**  
Ability to examine an issue in detail and arrive at workable/plausible choices to deduce a solution/arrive at a decision.
- 82. Innovation and Creativity**  
Ability to bring in new methods to achieve better results;  
Ability to formulate original, and new ideas.
- 83. Intellectual Potential**  
The faculty of reasoning, knowing and thinking as distinct from feelings;  
Ability to achieve a higher level of understanding.
- 84. Potential for self-learning and reading books**  
Degree of thirst/hunger for knowledge;

## 101 ATTRIBUTES OF AN AMITIAN ASSESSMENT AND EVALUATION METHODOLOGY

### General

The '101 Attributes of an Amitian' are to be assessed in regard to each student in the Amity Universe doing a long course of one year and above. Many of the attributes would have to be ingrained into the psyche of a student during his education in the Amity Universe. The attributes can be built into the teaching activities, group activities and included in topics for lectures/discussions by students. By and large this is already being done in regard to most attributes only conscious efforts need to be made to observe these attributes and structure certain activities in order to cover all attributes and bring about a change of attitudes and behaviour. In order to give this aspect due importance and to determine interse evaluation of students it is necessary to have a method of rating, assessment, and counselling. The methodology for implementation is given in succeeding paragraphs.

### Rating

Each attribute is to be rated on a scale of 0-9 within the following classification:-

- a) 3 and Below - Needs Improvement
- b) 4 and 5 - Satisfactory
- c) 6 and 7 - Good
- d) 8 - Excellent
- e) 9 - Outstanding

On compilation of averages under each of the five groups, for filling in the summary at the end of the assessment form, and issue of certificates at the end of the course, average scores will be rounded off to the next higher rating for 0.5 and above.

### Self Assessment

From the Academic year 2005-06 self assessment is to be carried out by students in the first column of the assessment form. This will be discussed



during counselling of the student by faculty mentors after the 1<sup>st</sup> year of assessment and each year thereafter. Gaps in self perception and assessment by faculty should be reduced to the minimum.

#### **Assessment by Faculty**

Assessment of the attributes can be done by respective faculty/mentor, by peer feedback, during conduct of various professional and extra-curricular activities, during military training, etc. The Mentor of each student/nominated faculty member of the course could be made responsible to compile the ratings awarded against the attributes by the above method and the assessment form filled in for each student after self-assessment as explained above. This activity could be done once a year for courses of two years and above, and once per semester for courses of one year duration. Year-wise ratings for each year up to 5-year duration course is indicated on the form. Only relevant year-wise columns need to be filled in. A final rating could be drawn up for each student at the time of graduation and placed in a dossier for record. A copy of the same could be handed over to the student for self-reference when he/she leaves the college. Institute Heads and members of the faculty should be aware that there will be overlaps amongst various attributes within a group or across groups of attributes. They should consciously differentiate these overlaps while assessing students. They must also ensure that the assessments are not structured to present a good profile of their students. Our aim is to help students develop a positive and unique personality of an Amityian. This can only be done over a period of time to change undesirable attitudes, and the change may spill over to the period after they leave Amity campus and compare similar attributes in their work environment. In order that this aspect gets due importance, the rating scored by a student could be given as an additional certificate at the time of graduation and later may be integrated in the Cumulative Grade Point Average (CGPA). The certificate should only include the average of scores of the main groups.

#### **Counselling**

After compilation of rating against the attributes in each year, students can be counselled by the mentor/designated member of the faculty, as an ongoing process. Such counselling should aim at improvement of rating of students in the attributes which are found to be below average/

average in their first year. Self assessment by the students must also be discussed against assessment by faculty and differences in perception reduced through discussion. Care must be taken by counsellors that they do not put students under additional pressure and that students do not put up false or structured behaviour just to fulfill the requirement of assessment. This should be taken as more of a self awareness and improvement exercise by the students.

#### Conclusion

The '101 Attributes of an Amitian' were evolved to add rigour to the education of students of the Amity Universe. Implemented earnestly, these will help transform an Amitian into a thorough bred professional with the right mix of moral and ethical values. Each attribute may be interpreted in a different way, one interpretation is reflected in this brochure. Should there be other interpretations they could be used at the discretion of the Head of Institution/College. The success of implementation lies in continuity of counselling and objectivity in assessment. It needs to be emphasized that any attempt to boost the profile of a student will mislead him/her, and defeat the very purpose of the exercise. The result achieved after each year of assessment will be subject to a review, for which the modalities have been communicated to all concerned. The proceedings of the review will be put up for perusal of the Founder President, and further refinements will be incorporated till '101 Attributes' are Institutionalized as part of the Amity Education Ethos.

*'Sukhasya Moolam Dharam'*  
*(Happiness is rooted in Ethics)*  
- Chanakya

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AMITY UNIVERSITY MADHYA PRADESH

DRESS CODE

**FOR STUDENTS**

Postgraduate – Boys:

- **In Winter** – Lounge Suit / combination of coats / blazers or pullovers with sobershirt, sober trousers & tie, formal shoes & socks.
- **In Summer** – Sober shirt & sober trousers, formal shoes & socks. Tie on all formal occasion.

Undergraduate – Boys:

- **In Winter** – Sober shirt & sober trousers, formal shoes & socks with coat or formal pullover.
- **In Summer** – Sober shirt and sober trousers, formal shoes & socks. Tie on all formal occasion.

Postgraduate and Undergraduate – Girls:

- **In Winter** – Sarees / Churidar / Salwar Suit or formal western dresses e.g. sobershirt with sober trousers with pullovers / coat. Sober shawls may be used.
- **In Summer** – Sarees / Churidar / Salwar Suit or formal western dresses e.g. sobershirt with sober trousers.

  
Registrar  
Amity University Madhya Pradesh  
Gwalior

  
**(Rajesh Jain)**  
Registrar



# AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Ref. No. AUMP/RO/2022/168

Date: 27.04.2022

## RECONSTITUTION OF PROCTORIAL BOARD COMMITTEE

1. The Proctorial Board of the University in accordance with the Statutes Number 35 of the first Statutes of Amity University Madhya Pradesh is re-constituted as below:-

(a) **Chairman**

Prof. (Dr.) M.P. Kaushik, Professor and Pro-Vice Chancellor, AUMP

(b) **Convener**

Brig. Rajesh Gangele (Retd), Director-Hostel & Chief Proctor

(c) **Members**

(i) Prof. (Dr) Iti Roychowdhury

Dy. Dean Student Welfare and Joint Proctor

(ii) Prof. (Dr.) Arvind Kumar Upadhyay

Professor, ASET and Asst. Proctor

(iii) Dr. Manoj Pandey

Associate Professor, ABS and Proctor Secretary

(iv) Mr. Tara Singh Jadon

Senior Warden (Boys Hostel)

(v) Mr. Harendra Singh

Warden (Boys Hostel)

(vi) Ms. Rajnish Kushwah

Warden (Girls Hostel)

(vii) Ms. Anita Soni

Warden (Girls Hostel)

(d) **Faculty Member**

One faculty member to be nominated by HoI of respective institute whose student is involved.

(e) **Student Members**

(a) Ms. Pragya Dubey

B.Tech (CSE), VI Sem.

(b) Ms. Chyna Kumari

B.Com LLB (H) IV Sem.

2. This committee will function w.e.f. the date of issue of this office order.  
3. The tenure of the committee members will be of 03 years from the issuance of this notification  
4. The previous notifications in respect of constitution/reconstitution of Proctorial Board stand cancelled with the issue of this notification.  
5. This bears the approval of Hon'ble VC

*Rajesh Gangele*  
Rajesh Gangele  
27/04/22  
Registrar  
AMITY UNIVERSITY MADHYA PRADESH  
Maharajpura  
Gwalior



# AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Ref. No. AUMP/RO/2022/365


Date: 11.10.2022

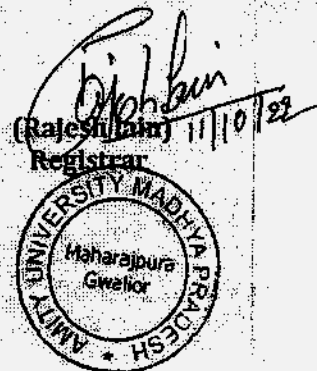
## RECONSTITUTED ANTI RAGGING MONITORING COMMITTEE

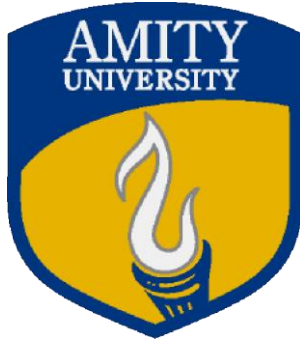
1. Anti Ragging Monitoring Committee of Amity University Madhya Pradesh is hereby reconstituted as below:-

| S. No. | Name                         | Designation                       | Designation in Committee | Mobile No. |
|--------|------------------------------|-----------------------------------|--------------------------|------------|
| 1.     | Prof. (Dr) R S Tomar         | Director AIB and Dean (Academics) | Chairman                 | 9301117515 |
| 2.     | Brig. Rajesh Gangele (Retd.) | Director-Hostel & Chief Proctor   | Member                   | 9481079380 |
| 3.     | Mr. Rajneesh Kant Sharma     | Director (Liaison)                | Member                   | 9425307677 |
| 4.     | Dr. Vikas Shrivastava        | Professor-AIB                     | Member                   | 9425491300 |
| 5.     | Mr. Siddharth Sharma         | Assistant Professor-ASCO          | Member                   | 8103388461 |
| 6.     | Dr. Neha Sharma              | Assistant Professor-AIB           | Member                   | 8120140568 |
| 7.     | Mrs. Rinkoo Bhatia           | Assistant Professor-ASET (ECE)    | Member                   | 9827680640 |
| 8.     | Dr. Vivek Parashar           | Assistant Professor-ASET (CSE)    | Member                   | 8878644486 |
| 9.     | Mr. Rajiv Kumar Dwivedi      | Assistant Professor-ABS           | Member                   | 9336494153 |
| 10.    | Mr. Sudheer Singh Sikarwar   | Associate Professor-ASAP          | Member                   | 8269432109 |
| 11.    | Mr. Arun Sharma              | Assistant Professor-ALS           | Member                   | 9713840698 |
| 12.    | Mr. Sunil Goyal              | Media Coordinator                 | Member                   | 9827353578 |

2. The committee will ensure that the University become a Ragging Free Zone with Zero level of tolerance towards Ragging.
3. Issued by the order of Hon'ble Vice Chancellor.

  
Registrar  
Amity University Madhya Pradesh  
Gwalior





AMITY UNIVERSITY MADHYA PRADESH

REGULATIONS

FOR BANNING RAGGING & ANTI RAGGING MEASURES

TO BE ISSUED TO ALL STUDENTS

For Strict Compliance by Students

A handwritten signature in blue ink, appearing to read 'Ajesh Kumar'.

Registrar  
Amity University Madhya Pradesh  
Gwalior

## **SECTION FOR FRESHERS**

### **1. SPECIAL ADVISORY TO FRESHERS**

- (a) Freshers should not hesitate or feel shy of reporting any incidence of ragging either as a victim or as a witness.
- (b) Freshers (particularly the hostel freshers) should move in groups. They should be advised that they may resist individually or collectively any attempt by seniors towards bullying or ragging and immediately report to any of the authority whose contact numbers are made available to them.
- (c) The important contact numbers should be entered and saved in their respective mobile phones.

### **2. ANTI-RAGGING COMPLAINT BOXES**

Each Department and Director of Administration will place Anti-Ragging Complaint Boxes in selected areas in the Departments and in the Hostels for students who may drop in their complaints on any incidence of ragging which has not otherwise been reported for necessary action by the Anti-Ragging Committee / Squads. The complaint Boxes will be emptied daily by the Department/ Warden / Director Administration/DSW at 1000 hours.



### 3. IMPORTANT CONTACT NUMBERS

#### Anti-Ragging Monitoring Cell:

| S. No. | Name                        | Designation                      | Post     | Contact Number |
|--------|-----------------------------|----------------------------------|----------|----------------|
| 1.     | Prof. Dr. R. S. Tomar       | Director, AIB and Dean Academics | Chairman | 9301117515     |
| 2.     | Brig Rajesh Gangele (Retd.) | Chief Proctor & Director Hostel  | Member   | 9481079380     |
| 3.     | Mr. Rajneesh Kant Sharma    | Director (Liaison)               | Member   | 9425307677     |
| 4.     | Dr. Vikas Shrivastava       | Associate Professor, AIB         | Member   | 9425491300     |
| 5.     | Dr. Neha Sharma             | Assistant Professor-AIB          | Member   | 8120140568     |
| 6.     | Mrs Rinkoo Bhatia           | Assistant Professor, ASET (ECE)  | Member   | 9827680640     |
| 7.     | Mr. Vivek Parashar          | Assistant Professor, ASET (CSE)  | Member   | 8878644486     |
| 8.     | Dr. Dhruv Sabharwal         | Assistant Professor, ASCO        | Member   | 9897553499     |
| 9.     | Dr. Rajiv Kumar Dwivedi     | Assistant Professor, ABS         | Member   | 9336494153     |
| 10.    | Mr. Sudheer Singh Sikarwar  | Assistant Professor, ASAP        | Member   | 8269432109     |
| 11.    | Mr. Arun Sharma             | Assistant Professor, ALS         | Member   | 9713840698     |
| 12.    | Mr. Sunil Goyal             | Media Coordinator                | Member   | 9827353578     |

#### Other Important Contact No.

|   |            |
|---|------------|
| Prof (Dr) Anil Vashisht, Dy. Pro-VC, Director, ABS and Dean Student Welfare | 835792050  |
| Col. S. K. Sethi  | 982705229  |
| Prof (Dr) Iti Roychowdhury, Director-ASCENT and Dy Dean Student Welfare     | 9165905884 |
| Mr Umesh Kumar Sharma, Assistant Director Maintenance                       | 9893043846 |
| Mr. Tara Singh Jadon, Senior Warden (Boys Hostel)                           | 8109075771 |

|   |            |
|---|------------|
| Mr. Harendra Singh, Warden (Boys Hostel)                    | 9111744013 |
| Mr. Ris Maj Hony Capt. Atmaram Tiwari, Warden (Boys Hostel) | 9584276282 |
| Mr. Ajeet Sharma, Warden (Boys Hostel)                      | 8982352309 |
| Ms Rajnish Kushawah, Warden – (Girls Hostel)                | 9039525267 |
| Ms Pragya Sharma, Warden- (Girls Hostel)                    | 8659952065 |

**All freshers are advised to save these Mobile Numbers in their Mobile Phones for any future need.**

### **ANTI RAGGING AFFIDAVITS ONLINE**

1. Each Student (Senior or Junior, Undergraduate or Postgraduate) must submit an Undertaking / Affidavit to his / her college at the time of his / her Registration each year.
2. This is the requirement of the Regulations on Prevention of Ragging in India. These regulations were framed on an order of the Hon. Supreme Court in 2009.
3. Students are directed to fill their undertaking on any of the two web sites.
  - [www.amanmovement.org](http://www.amanmovement.org)
  - [www.antiragging.in](http://www.antiragging.in)
4. Students should submit the printout of online undertaking at the time of registration duly signed by him / her along with their parents.

  
Registrar  
Amity University Madhya Pradesh  
Gwalior

# **REGULATIONS FOR BANNING RAGGING & ANTI-RAGGING MEASURES**

## **1. Aim**

To ensure that no ragging takes place in the University by introducing stringent anti- ragging measures and provisions for strict punishments to defaulters.

## **2. Terms of Reference**

- (a) Supreme Court Orders
- (b) UGC Draft Regulations and Guidelines

## **3. What constitutes Ragging**

- (a) Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness or any other student.
- (b) Indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological or physical harm or to raise fear or apprehension thereof in a fresher or any other student.
- (c) Asking the students to do any act or perform something which such student will not do in the ordinary course, and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.
- (d) Teasing, embarrassing, humiliating, assaulting or using criminal force or criminal intimidation, wrongful restraining or confining or causing grievous hurt, kidnapping, extortion or molesting or committing unnatural offences or causing death or abetting suicide, use of criminal force, criminal trespass and intimidation.

## **4. Prohibition of Ragging**

- (a) Ragging within the University Campus including its Institutions / Departments and Hostels is strictly prohibited.
- (b) Ragging in any form is prohibited also in the private lodges/buildings where these University students are staying.
- (c) Ragging in any form is prohibited in Hostel, Mess, Canteen, Cafeteria & Transport (University & Private).

- (d) No person including students / staff / faculty shall participate or abet or propagateragging in any form.

## 5. **Punishment**

Ragging is a cognizable offence under the law and the punishment to be met out must be exemplary and justifiably harsh to act as a deterrent. It may include one or more of the following: -

- (a) Cancellation of admission, suspension, rustication or expulsion from the University / Hostel.
- (b) FIR with the police and arrest.
- (c) Collective punishment may be imposed where involved persons are not identified.

## 6. **Measures for Curbing Ragging**

### (a) **Before Admissions**

- (i) **Application Form and especially the Registration Form at the time of Registration for a semester will require two Affidavits on Rs.**

**10.00 stamp paper each, duly notarized, one signed by the student and the other signed by the parent. Draft of the Affidavits required are given at: -**

- **Annexure I - By the student**
- **Annexure II - By the parent**
- **Annexure III - Indemnity Bond by Parent**

- (ii) A student will not be admitted/registered until the Affidavits mentioned above are submitted.

- (iii) **Students who are allotted Hostel Accommodation are required to submit three copies of details of parents and local guardian along with their photographs on the form as at Annexure IV along with two affidavits on Rs 10.00 stamp paper each duly notarized, one signed by student and other signed by parent. Students will not be registered and assigned hostel seat until the above document is submitted at the time of registration for the Hostel. Draft of the Affidavits required are given at:**

- **Annexure V – By the student**
- **Annexure VI – By the parent**

(b) On Admission & Registration

- (i) **Every student, at the time of Registration will be given the Leaflet giving details of Anti-Ragging Regulation for which he will sign having received it and its Record will be maintained in the Institution.**
- (ii) The Leaflet will have a 'Section for Freshers' which will give instructions on whom to contact in case of incidence or attempt at ragging. This would include contact mobile numbers of selected persons from General Administration, Anti-Ragging Committees/ Anti-Ragging Squads.

(c) Particulars required at the time of Registration

- (i) Every **non-hostel** student, at the time of Registration will provide full particulars of his/her stay during the semester, whether staying with parents, relatives, friends, hired hostel / PG accommodation. The details will include full address, name and contact number of the person at the address in the Form as given below: -
  - Registration cum Enrollment Form for Freshers - **Annexure VII**
- (ii) Every hostel student will provide three copies of full details of Father & Mother and Local Guardian with three copies of their photographs of which one copy will be with Reception / Gate, second copy with the Director/Deputy Director/Programme Coordinator and third copy with the Proctorial Board Office.
- (iii) Every student who wants to avail Transport facility must submit '**Annexure VIII**' on Rs 10/- non judicial stamp paper to Administrative department of AUMP.

7. General Instructions

(a) Anti-Ragging Committees

- (i) Each Department will form an "**Anti-Ragging Committee**" headed by the Director/Deputy Director/Programme Coordinator. It will comprise of selected faculty members, parents, students from the fresher's category as well as seniors and selected non-teaching staff.

- (ii) This Committee will be fully and totally responsible to ensure that no incidence of ragging as given in this regulation takes place and will also monitor and ensure that the instructions of this regulation are always followed fully.
  - (iii) The Committee will also maintain alert vigil at all times and ensure that the Anti-Ragging Squads of the Institutions carry out their functions properly.
- (b) Anti-Ragging Squads
- (i) Each Director/Deputy Director/Programme Coordinator will constitute several **Anti-Ragging Squads**. The number of squads will be based on the number of blocks / floors and strength of the students so that the Anti -Ragging Measures can be effectively implemented.
  - (ii) Anti-Ragging Squads will comprise of senior faculty members and responsible representatives of senior and fresher students. Its function will include going around / patrolling the Department and the Campus common areas, maintain vigil at all times on all days by rotation as decided by Director/Deputy Director/Programme Coordinator and take action if they notice any incidence of ragging either in their department or any other Department/ or in the Campus.
  - (iii) The Squads will also have the responsibility to investigate incidences of ragging and to report to the Anti-Ragging Committee / Anti-Ragging Control Room for immediate action / punishment wherever required.
  - (iv) Director/Deputy Director/Programme Coordinator will forward the names of Anti-Ragging Committees and Anti-Ragging Squads to Amity Gwalior HQs. Anti-Ragging Monitoring Cell.
  - (v) On the report of Anti-ragging Squad or any other person who witnesses the incidence of ragging or on the complaint of any fresher student, immediate action will be taken by the Anti -Ragging Committee to decide appropriate punishment from the list of punishments in the Regulation and award it with intimation to the University Administration.

## 8. Instructions specific to Hostels

- (a) The accommodation for fresher students will be in separate floor of the hosteland entry to this floor will be monitored by security staff round the clock.
- (b) No one, particularly senior students will be permitted to enter the freshers' hostel at any time. Similarly fresher students are not permitted to visit hostels of senior students. The responsibility for ensuring the above instructions will be of the security guard / guards on duty at the entry points to the freshers' hostels. Responsible security guards will be detailed by Director Administration. The duty roster of the security guards for freshers' hostel will be given to Anti- Ragging Control Room.
- (c) All students will report back in their respective hostel rooms latest by 09:30 PM.
- (d) Proper attendance of hostel students both freshers and seniors will be taken at 9:30 PM, daily by members detailed from the Anti-Ragging Squads and the attendance report submitted to - one copy to Anti-Ragging Control Room and - one copy to DSW/Director/ Dy. Director Hostel Administration.
- (e) All hostel students will abide by the Hostel Rules in addition to the Anti- Ragging Regulation.
- (f) All Day Scholars are required to leave the Campus latest by 08:00 PM. Entry / presence of Day Scholars in the Campus will not be permitted beyond 08:00 PM and on holidays unless specifically allowed under the authority of the respective Director/Deputy Director/Programme Coordinator. Strict disciplinary action will be taken if a day scholar is seen in the Campus after 08:00 PM or on holiday without proper authority. The timings for reporting back into the hostel and entry / presence in the Campus of day scholar may be reviewed and revised after 30 September of every year.

#### 9. **Anti-Ragging Patrols**

Anti-Ragging Patrols will be detailed by the DSW/Director Administration. These patrols will operate 24 hours on all days in the campus, hostels (both inside & outside the campus) particularly where freshers are staying.

#### 10. **Anti-Ragging Monitoring Cell**

The Anti-Ragging Monitoring Cell will be established at the University HQ level and will be totally and fully responsible to ensure that all Anti-Ragging Rules, Regulation and Measures are strictly followed. The Monitoring Cell will also ensure that appropriate action is taken in all areas of ragging. Its endeavors will be to make Amity University Madhya Pradesh “Ragging Free”.

**11. Anti-Ragging Execution Cell**

The Anti-Ragging Execution Cell will function directly under the directions of the Monitoring Cells and Coordinate its activities with the Anti-Ragging Committees, Anti-Ragging Squads & Patrols.

**12. Responsibilities and Reporting**

- (a) The Anti-Ragging Monitoring Cell and Proctorial Board will be responsible for implementation of all Regulations and function under the overall direction of the Vice Chancellor.**
- (b) The Anti-Ragging Execution Cells will be responsible to function under the direction of the Monitoring Cells / Anti-Ragging Control Room and will coordinate with the Anti-Ragging Committees, Anti-Ragging Squads and Patrols.**

**13. Action Procedure**

- (a) Anti-Ragging Squads and Anti-Ragging Patrols will immediately report any incidence of ragging or abetment of ragging noticed by them to the Anti-Ragging Control Room immediately and to the Anti-Ragging Committee of each Department.**
- (b) Faculty in-charge of the Anti-Ragging Control Room will take immediate action as per the situation which may include:**
  - Immediate suspension of involved students
  - Sending reinforcements or any medical help if required.
  - Forward the main gist / report of incident to the Anti-Ragging Committee and the monitoring cell.
- (c) The Anti-Ragging Committee of the concerned Department will examine the report and recommend appropriate**



punishment which will be awarded after the approval of the Monitoring Cell.

14. **Fresher's Introduction / Induction**

A systematically organized Freshers' Introduction / Get-Together party will be organized by various Departments as per policy issued by the Vice Chancellor which would conform with the decorum and dignity as expected by the University and act as a forerunner for introductions and ice breaking between seniors and freshers.

\*\*\*\*\*



Registrar  
Amity University Madhya Pradesh  
Gwalior

**AFFIDAVIT BY THE STUDENT**

(ON Rs.10/- NON-JUDICIAL STAMP PAPER)

I, \_\_\_\_\_

S/o / D/o of Mr / Mrs \_\_\_\_\_

Resident of \_\_\_\_\_

do hereby solemnly affirm and declare as under:

1. That I am a student of Amity University Madhya Pradesh in its \_\_\_\_\_  
\_\_\_\_\_ Course / Programme.
2. That I have received and gone through and understood the Amity University Regulation for Banning Ragging and Anti-Ragging Measures, on curbing the menace of Ragging, to be followed by all the students.
3. I hereby solemnly affirm that
  - ❖ I will not indulge or involve myself in any behavior or act that may come under the definition of ragging,
  - ❖ I will not participate in or abet or propagate ragging in any form,
  - ❖ I will not hurt anyone physically or psychologically or cause any other harm.
4. I have fully understood that if found indulging or guilty of any aspect of ragging within or outside the University Campus, I may be punished as per the provisions of the Amity University Madhya Pradesh Regulation for Banning Ragging and Anti-Ragging Measures, mentioned above and / or as per the law in force and for which I will be solely responsible and shall not claim any compensation whatsoever from the University, or its office bearers.

Deponent

VERIFICATION: Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,  
that the above affidavit is true and correct.

Deponent

Name:

Address & Contact No:

**AFFIDAVIT BY THE PARENT**

(ON RS.10/- NON-JUDICIAL STAMP PAPER)

I, \_\_\_\_\_

S/o D/o \_\_\_\_\_

Resident of \_\_\_\_\_

do hereby solely affirm and declare as under:

1. That my son / daughter Mr./ Ms/ \_\_\_\_\_ is a student of Amity University Madhya Pradesh in its \_\_\_\_\_  
\_\_\_\_\_ Course/Programme.
2. That I have gone through and fully understood the Amity University Regulation for Banning Ragging and Anti-Ragging Measures, on curbing the menace of Ragging, to be followed by all the students.
3. I assure you that my son / daughter / ward will not be involved or indulge in any act of ragging that may come under the definition of ragging.
4. I have fully understood that in case my son / daughter / will be found indulging or involved in Ragging within or outside the premises of the University, he / she shall be appropriately punished for which he / she shall be solely responsible. I or my son / daughter shall not hold liable the University or any of its officials for any loss (s), damage (s) and shall not claim any compensation from the University or its office bearers.

Deponent

VERIFICATION: Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,  
that the above affidavit is true and correct.

Deponent

Name:

Address & Contact No:

**GENERAL INDEMNITY BOND BY PARENTS**

**(ON RS 10/- NON JUDICIAL STAMP  
PAPER)**

I, \_\_\_\_\_ S/D/O \_\_\_\_\_

R/o \_\_\_\_\_ father of  
Mr./Ms. \_\_\_\_\_ R/o \_\_\_\_\_

aged about \_\_\_\_\_ who has taken admission / is studying in Amity  
Institute/School of \_\_\_\_\_ at Amity University Madhya  
Pradesh (hereinafter referred as "AUMP"), in ..... Year.....

Programme, bearing Registration/Enrollment No. ...., have  
understood that during the said Programme the AUMP shall be arranging some  
activities (within & outside India), with a view to give practical overview/exposure to  
the students about their respective fields. Further, the AUMP also arranges Military  
Training Camps/Industrial Visits/Educational Tours/Field work/Placement Visits/  
Attending Seminars, Conferences, Workshops, Quiz Competitions, Annual Functions  
/Participation in Cultural/Technical Competitions of other Institutions/Universities,  
attending training programmes, presentation of research paper and participation in any  
other co-curricular & extra-curricular activities out of the Campus to different places,  
(within India and abroad) for the students. I have gone through the guidelines/rules  
and regulations prescribed by the AUMP to be followed by their students &  
teachers/faculty/management members during the said tours, which I have found  
very appropriate, and the same has also been read and understood by my  
son/daughter who has also executed an undertaking to abide the same.

I hereby promise to indemnify and keep indemnified and harmless the AUMP, its  
parent body, their employees/officials, from every type of loss(s) or damage(s) which  
may arise out from the action or inaction of my son/daughter, during the said  
activities for the entire tenure in the AUMP and also from any claim arising from those  
action or inaction of my son/daughter.

Signature of the Indemnifier \_\_\_\_\_

Date: \_\_\_\_\_

---

1. Signature of Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

2. Signature of Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

---

Form No .....

**AMITY HOSTEL**

(PLEASE USE BLOCK LETTERS)

**Personal Particulars**

Name .....

Course .....

Batch .....

University/Institution Enrolment No .....

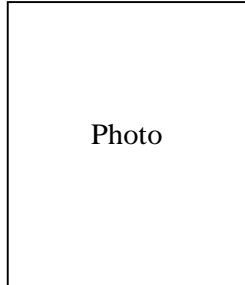
Mobile No. ....

Email ID .....

Blood Group .....

Medical History (deserving special attention) .....

.....



**Type of Accommodation** (Please tick) AC / Non AC

**Family Particulars**

Father

Name .....

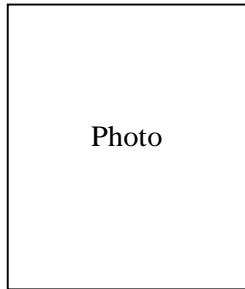
Occupation .....

Address .....

..... Mobile

No. .... Tel ..... Email ID

.....



Mother

Name .....

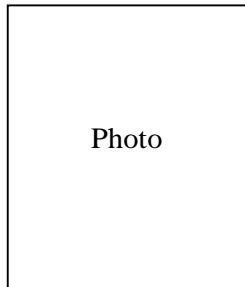
Occupation .....

Address .....

..... Mobile

No. .... Tel ..... Email ID

.....



**Local Guardians**

Local Guardian 1

Name .....

Relationship .....

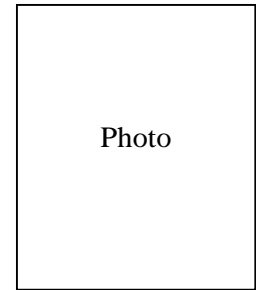
Occupation .....

Address .....

..... Mobile

No. .... Tel ..... Email ID

.....



Local Guardian 2

Name .....

Relationship .....

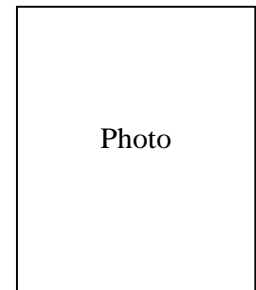
Occupation .....

Address .....

..... Mobile

No. .... Tel ..... Email ID

.....



UNDERTAKING

1. I hereby affirm that I have read and understood the Rules and Regulations of Hostel and of the Amity University Madhya Pradesh and I will abide by them.
2. I convey my willingness to accept the Hostel Accommodation ON/ OFF Campus as allotted to me.
3. My aggregate attendance is ..... or above for the last academic year (for senior only).
4. I affirm that I was not involved in any indiscipline case nor is any such case pending against me (for seniors only).
5. I certify that the above information is correct. My hostel allotment may be cancelled if any of the above information is found to be incorrect.
6. I will inform the Hostel Administration promptly if there is any change in the status of the above information.

(Signature of Student)

(Signature of Parent)

Name : \_\_\_\_\_

Name: \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

For Hostel Office use only



**ANNEXURE - V**

**AFFIDAVIT BY THE STUDENT STAYING IN HOSTEL**

(On Rs. 10/- NON JUDICIAL STAMP PAPER)

I, \_\_\_\_\_  
Son/Daughter of \_\_\_\_\_  
\_\_\_\_\_ Mr./Mrs. Resident of \_\_\_\_\_  
\_\_\_\_\_ do hereby

solemnly affirm and declare as under:

1. That I am a resident student of Amity University Madhya Pradesh in its \_\_\_\_\_ Course / Programme.
2. That I have received and gone through and understood the Amity University Hostel Rules to be followed by all the resident students.
3. I hereby solemnly affirm that
  - (a) I will comply with Hostel Rules in letter and spirit.
  - (b) I will not indulge in any such activities which will disturb discipline, peace and harmony in the campus.
  - (c) I will not consume any type of intoxicants like liquor, drugs etc.
  - (d) I will look after the hostel property and fixtures.
  - (e) I will not leave the hostel campus without obtaining proper out pass.
  - (f) I will not visit any place, dhabas / tharies etc which have been placed out of bounds by the University Authorities.
4. I have fully understood that if found indulging or guilty of violating any of the Hostel Rules within or outside the University Campus, I may be punished as per the provisions of Amity University Madhya Pradesh Regulation for maintenance of discipline among students and Regulations on Hostel Accommodation / or as per the law in force and for which I will be solely responsible and shall not claim any compensation whatsoever from the University, or its office bearers.

Deponent

VERIFICATION: Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 , that the above affidavit is true and correct.

Deponent

Name:

Address & Contact No.

**AFFIDAVIT BY THE PARENT**

(On Rs. 10/- STAMP PAPER)

I, \_\_\_\_\_

S/D/O Mr./Mrs. \_\_\_\_\_

Resident of \_\_\_\_\_

do hereby solemnly affirm and declare as under:

1. That my son/daughter Mr./Ms. \_\_\_\_\_  
is a student of Amity University Madhya Pradesh in its  
\_\_\_\_\_ Course/Programme.
2. That I have received and gone through and understood the Amity  
University Hostel Rules to be followed by all the resident students.
3. I hereby solemnly affirm that: -
  - (a) My Son / daughter will comply with Hostel Rules in letter and spirit.
  - (b) He / She will not indulge in any such activities which will  
disturb discipline, peace and harmony in the campus.
  - (c) He / She will not consume any type of intoxicants like liquor,  
drug etc.
  - (d) He / She will look after the hostel property and fixtures.
  - (e) He / She will not leave the hostel campus without obtaining proper  
outpass.
  - (f) He / She will not visit any place, dhabas/tharies etc which have  
been placed out of bounds by the University Authorities.
4. I have fully understood that if found indulging or guilty of violating any  
of the Hostel Rules within or outside the University Campus, My Son /  
daughter may be punished as per the provisions of Amity University  
Madhya Pradesh Regulation for maintenance of discipline among students  
and Regulations on Hostel Accommodation / or as per the law in force and  
for which I will be solely responsible and shall not claim any  
compensation whatsoever from the University, or its office bearers.

Deponent

VERIFICATION: Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
20 , that the above affidavit is true and correct.

Deponent

Name:

Address & Contact No.

AMITY UNIVERSITY MADHYA PRADESH

REGISTRATION-CUM-ENROLLMENT FORM(FOR NEW STUDENTS)

Name of the Institute : .....

Programme Enrolled For .....

Academic Session .....

Admission Category .....

Full Name of the Student .....

Father's Name .....

Father's Occupation .....

Mother's Name .....

Mother's Occupation .....

Nationality .....

Date of Birth .....

Sex .....

\*Category student is .....



(\* SC/ST/OBC/SOBC

required to submit a certificate issued/ counter signed by District Magistrate in proof thereof)

Emergency Contact No .....

Correspondence Address

Address .....

City .....

State .....

Pin .....

Tel .....

Fax .....

Mobile .....

Email .....

Permanent Address

Address .....

City .....

State .....

Pin .....  
 Tel. ....  
 Fax .....  
 Mobile No .....  
 Email .....

**Local Guardian(s) duly authorized by the parents of the student to be Contacted in emergency**

Full Local Guardian .....  
 Name .....  
 Address .....  
 City .....  
 State .....  
 Pin .....  
 Tel. ....  
 Mobile No .....  
 Fax .....  
 Email .....

**Place of Stay during this semester (Non-Hostellers)**

With Parent / Guardian  Own arrangement

Address :

City :

Pin :

Contact No. \_\_\_\_\_ Tel. \_\_\_\_\_ Mob, \_\_\_\_\_

e-mail: \_\_\_\_\_

**Details of educational Qualifications (from High School onwards)**

| Name of Qualifying Exam | Year of Passing | School/College | Board/University | Subjects / Stream | Class/ Division /Grade |
|-------------------------|-----------------|----------------|------------------|-------------------|------------------------|
|                         |                 |                |                  |                   |                        |
|                         |                 |                |                  |                   |                        |
|                         |                 |                |                  |                   |                        |

Any type of sickness that you are prone to and the line of

treatmentAny particular Doctor to be contacted in case of your  
sickness

Full Name of Doctor .....  
Address .....  
City .....  
State .....  
Pin .....  
Tel. ....  
Mobile No .....  
Fax .....  
Email .....  
Your Blood Group .....

**UNDERTAKING**

I solemnly affirm that the above information made and furnished by me is true and correct. Further, I am being admitted to the above stated Programme entirely on my request and I agree to abide by all the rules and regulations of the Institution/University which I have read and understood. I was given opportunity to clarify any doubts I had and I shall not hold the Institution/University responsible for not understanding the same. In the event of suppression or distortion of any fact like educational qualification, nationality, etc. made in the Registration-cum-Enrolment Form, I understand that my admission is liable for cancellation.

I have full knowledge of the fact that in case my attendance in any subject falls below 75%, I shall not be allowed to appear in the end term Examinations

Date: .....

Place .....

(Signature of  
Student)

Office Seal

(Name & Signature of the Verifying  
Faculty)

Date .....

---

For official use

Enrollment no. allotted

|  |
|--|
|  |
|--|

Date.....

Place .....

(Signature of Authorised  
Officer)

**PROVISION OF TRANSPORT FOR THE UNIVERSITY GOING**  
**STUDENTS OF AMITY UNIVERSITY MADHYA PRADESH -**  
**BOND OF INDEMNITY**



To,  
The Director Administration  
Amity University Madhya Pradesh, Gwalior

1. In consideration of .....(Guardian's Name) Father/Mother/Guardian of.....(Name of Student) of whom I am the legal/natural guardian being carried at my request as a passenger in Amity University Madhya Pradesh, Gwalior transport In-Charge or any officer or any other person, employee of the Amity University. I undertake and agree that neither I nor my executors or administrators or other legal representative will make any claim against the AUMP against any officer or any employee of the AUMP or against any person in the service of AUMP in respect of any loss or injury to property or person including injury resulting in death which the said may suffer while the said ward is or in consequence of the said ward being so carried or whilst he/she is boarding or alighting from the transport and I understand and agree that no compensation will be paid by the AUMP any officer or any employee of the AUMP or any person in the service of the AUMP in respect of any such loss or injury and I further agree so as to bind myself, my heirs, my executor and administrators to indemnify you and any officer or any employee of the AUMP or any person in the service of the AUMP against any claim which be made by any third party against you or them or any of them arising out of any act or default on the part of the said ward during or in connection with such journey in the AUMP Transport or AUMP outsourced transport.

(Name & Signature of Student)

Age ..... Years      Student of (Course Name) ..... Contact No.....

**AMITY UNIVERSITY MADHYA PRADESH** (Name &

Signature of

Parent/Guardia

n) Address

.....



**Policy Guidelines on Employee-Student Relationship  
(Total 06 pages)**

*Rajesh Jain*  
Rajesh Jain  
Registrar  
Amity University Madhya Pradesh  
Maharajpura Gwalior



# AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Ref: AUMP/RO/2020/99

Date: 22 March, 2020

## POLICY GUIDELINES ON EMPLOYEE-STUDENT RELATIONSHIPS

### 1. BACKGROUND

Any employee of, or person(s) associated in an official or professional capacity with, Amity University Madhya Pradesh (hereafter referred to as 'the University'), by virtue of his/ her role and proximity to the University's students, may be in a position to wield disproportionate power and influence over a student. In doing so, s/ he might knowingly or unknowingly transgress certain boundaries of professional ethics and University's Code of Conduct for employees and persons associated with the University in a professional or official capacity. In some cases, doing so might also be in violation of the law. This might not only breach the trust of the student, but also have an adverse effect on the student. Furthermore, doing so but might also invite legal proceedings against the person and the University, bringing both entities disrepute.

### 2. AIM

- (a) To lay down policy guidelines which govern the dynamics of relationships/ association between students and employees of the University/ persons associated with the University in a professional/ official capacity.
- (b) To lay down a procedure for reporting and addressing violations of the policy as mentioned in para 2(a) above.

### 3. SCOPE

- (a) All permanent full time and part time employees of the University
  - (b) All contractual full time and part time employees of the University
  - (c) All outsourced and temporary employees of the University
  - (d) All persons engaged by the University in a visiting capacity
  - (e) All persons associated with the University in an honorary capacity
  - (f) All persons seconded to the University
  - (g) All persons visiting the University in an official capacity
  - (h) All students of the University
- All persons listed above at 3(a) - (g) shall hereafter be referred as 'employees'.

  
Rajesh Jain

Registrar


Amity University Madhya Pradesh  
Maharajpura Gwalior

#### 4. DEFINITIONS

- (a) **Intimate personal relationships.** An intimate personal relationship is a relationship between an employee and a student which, even if consensual, goes beyond the bounds of a platonic or working relationship, regardless of gender. For example romantic or sexual relationships.
- (b) **Close personal relationships.** A close personal relationship may involve a friendship, relative or family relationship or financial dependent.
- (c) **Coercive personal relationships.** A coercive personal relationship is one which misuses employee's power over a student, or uses force or improper threat to persuade a student to do something. Eg. A faculty member arranges for private one-on-one sessions at their home with a student, indicating that if the student spent more time with them, it would improve their (student's) grade.
- (d) **Exploitative personal relationships.** An exploitive personal relationship is one in which an employee makes use of a situation or academic relationship to gain a personal advantage or benefit. Eg. A faculty member asks their student to care for their child, house sit for them whilst they are away or fetch their children/ relatives from school/ market/ railway station/ airport. A student being asked to perform secretarial duties when not employed to do so will also be tantamount to exploitation. A tutor making repeated attempts to impose unwanted communication or contact or touching a student inappropriately, or demanding/ accepting favours/ discounts/ hospitality from a student shall also be termed as exploitative. Soliciting or accepting high value gifts/ hospitality and borrowing or accepting money/ monetary benefits from students is also exploitative.
- (e) **Conflict of Interest.** A situation where a conflict arises for an employee between their University duties and their own personal interest/s. Conflicts of interest may be reasonably perceived, potential or actual. Conflicts of interest can involve financial or non-financial interests of the employee, or such interests of a business partner or associate, family member, friend or a person who is in or has been in a close personal relationship with the employee.
- (f) **Financial Interest.** Any employment, business activity or other right, claim, title or legal share in something that has a monetary or equivalent value including intellectual property. Examples of financial interest include, but are not limited to, shares, share options, dividends, and the right to receive remuneration or other benefits such as salaries, director's fees, consulting fees, allowances and discounts.

#### 5. UNIVERSITY'S VIEW ON EMPLOYEE-STUDENT RELATIONSHIPS

- (a) All intimate personal relationships, coercive personal relationships and exploitative personal relationships between all employees and students of the University are strictly prohibited.
- (b) Any violation of the above will invite strict disciplinary action upto and including termination of employee's services by the University.

  
Rajesh Jain  
Registrar  
Amity University Madhya Pradesh  
Maharajpura Gwalior

(p) Refuse any bribes or inducements and report inducements and bribery attempts to their HoI or HoD.

(q) Do not indulge in behaviour of a threatening or criminal nature, or which reasonably makes the student feel unsafe, including stalking, repeated attempts to impose unwanted communication or contact that is not the appropriate performance of your University duties, harassment, assault, sexual assault or bullying;

(r) Do not engage in any other conduct towards a student which is unreasonable and unwelcome, and could reasonably be expected to make the student feel offended, humiliated or intimidated.

#### 7. REPORTING INSTANCES OF VIOLATION

(a) Anonymous reports/ complaints of violation shall not be entertained.

(b) A student may file a report/ complaint verbally or in writing with his/ her mentor/ faculty member/ HoI who will necessarily escalate all such complaints through e-mail to Dy Director - HR.

(c) An employee may file the report/ complaint against another employee directly with Dy Director - HR or may choose to do so through his/ her HoI or HoD.

(d) All reports/ complaints must be made in writing through e-mail to Dy Director - HR who may recommend to the Vice Chancellor to constitute a committee for investigation of the report.

(e) Name of the person making the report/ complaint shall be kept confidential.

(f) If a report/ complaint is found to be baseless, strict disciplinary action upto and including termination of services shall be taken against the person who had made the report/ complaint.

#### 8. TYPES OF DISCIPLINARY ACTIONS WHICH MAY BE INITIATED IN CASES OF VIOLATIONS AND FALSE REPORTING OF VIOLATIONS

(a) Recordable displeasure of the Vice Chancellor with adverse remark in Annual Appraisal

(b) Stopping of increments/ promotion for upto two years

(c) Temporary suspension

(d) Termination of services


(e) Reporting to police in case the violation is a criminal offence

#### 9. INAPPROPRIATE CONDUCT BY STUDENT TOWARDS EMPLOYEE(S)

(a) Unprofessional or inappropriate conduct towards a employee that is initiated by a student is not acceptable and will be in breach of the Student Discipline Guidelines.

(b) A staff member must report the unprofessional or inappropriate conduct initiated by a student to their HoI or HoD.

(c) The HoI or HoD may recommend further investigation through Office of Chief Proctor who may recommend appropriate action based upon findings of the investigation.

  
Rakesh Jain  
Registrar  
Amity University Madhya Pradesh  
Maharajpura Gwalior

**10. CONCLUSION**

The contents contained herein are only elaborative and not exhaustive, and may be modified, as deemed appropriate, from time to time.

Copy to :-

1. PS to Hon'ble Vice Chancellor
2. Pro-Vice Chancellor Office
3. All HoI's
4. All HoD's (Teaching & Non - Teaching)
5. Office Record

*Rajesh Jain*  
Registrar



*Rajesh Jain*  
Rajesh Jain  
Registrar  
Amity University Madhya Pradesh  
Maharajpura Gwalior



# AMITY UNIVERSITY

## MADHYA PRADESH

### Code of Conduct

All students of AUMP are required to abide by the following code of conduct with immediate effect:-

1. **Dress Code:** Students are expected to be elegantly dressed every day. Clothes with obscene messages or graphics are not allowed.
2. **Footwear:** Wearing casual foot wear (slippers, floaters) is not allowed .
3. **Mobile Telephone Etiquette:** All students are expected to follow the mobile etiquette such as:
  - i. Keeping the ringer on the silent mode during class and otherwise on meeting mode while in campus.
  - ii. Not talking on mobile while walking up and down the corridors.
  - iii. Not taking photographs furtively.
4. **Class Decorum:** The students are expected to maintain the decorum of the classroom at all times even when the session is not going on. This includes not disturbing the furniture and keeping the room well lit at all times. The lights and fans of classrooms should be switched off , when the room is not in use.
5. **Driving:**
  - i. Use of Helmet: All students will wear helmets (including the pillion rider) when driving to the campus and back.
  - ii. Not more than one pillion rider is allowed.
  - iii. Students shall not put on headphones while driving.
6. **Damage /Misuse of Institutional Property:** Damaging /misusing institutional property is a punishable offence at AUMP. Any student caught indulging in such activities will be severely dealt with and a fine of up to 10 times the cost of property/item damaged may be imposed.
7. **Ban on Political Activities:** All political activities, dharnas, gheraos etc within the campus are prohibited.
8. **Unparliamentary Language:** Talking loudly, using unparliamentary or abusive language is prohibited.
9. **Net-etiquette:** Posting of tweets/messages/photographs with objectionable contents, use of unparliamentary / vulgar/ double meaning language on the net or hurting someone's sentiments, will invite severe disciplinary action including police action.
10. **Littering:** Students are expected to keep the campus clean and not to litter by throwing wrappers and bottles here and there.
11. Students are expected to stand up and greet faculty and authorities of the university if they are passing by.
- **Most Important:** Violation of the code of conduct would result in disciplinary action as deemed fit by the Proctorial Board.


Registrar  
Amity University Madhya Pradesh  
Gwalior

(Rajesh Jain)  
Registrar

# AMITY UNIVERSITY MADHYA PRADESH



**Code of Professional Ethics – Teaching Policy  
(Total 05 pages)**

  
Rajesh Jain  
Registrar  
Amity University Madhya Pradesh  
Maharajpura Gwalior

Ref: AUMP/RO/2019/10

Date: 07 January, 2019

## CODE OF PROFESSIONAL ETHICS - TEACHING

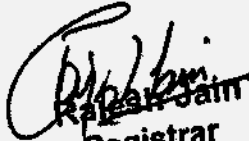
The Code of Conduct lays down values, principles and practices that establish standards for ethical conduct on the part of faculty members so as to uphold the trust of the general public and all the stakeholders in the higher education.

### I TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

#### Teachers should:

- (i) Adhere to a responsible pattern of conduct, demeanour and dress expected of them by the profession.
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them,
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and examinations, including supervision, invigilation and evaluation; such other academic responsibilities assigned from time to time and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

  
Rajesh Kumar  
Registrar  
Amity University Madhya Pradesh  
Maharajpura Gwalior

## **II TEACHERS AND THE STUDENTS:**

### **Teachers should:**

- (i) Respect the right and dignity of the student in expressing his/her opinion
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace,
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals
- (x) Retrain from inciting students against other students, colleagues or administration.

## **III TEACHERS AND COLLEAGUES:**

### **Teachers should:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

## **IV TEACHERS AND AUTHORITIES:**

### **Teachers should:**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through

  
Rajesh Jain  
Registrar  
University Madhya Pradesh



their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate in the formulation of policies of the other institutions
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### V **TEACHERS AND NON-TEACHING STAFF:**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should extend all help in the functioning of the university and covering both teachers and the non-teaching staff.

#### VI **TEACHERS AND GUARDIANS:**


**Teachers should:**

- (i) Try to see that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### VII **TEACHERS AND SOCIETY:**

**Teachers should:**

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;

  
Registrar  
Madhya Pradesh

- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

*Bijohani*  
Registrar



Copy to :-

1. PS to Hon'ble Vice Chancellor
2. Pro-Vice Chancellor Office
3. All Hol's
4. All HoD's (Teaching & Non - Teaching)
5. Office Record



AMITY UNIVERSITY

MADHYA PRADESH

Maharjpora (Opposite Airport)


Gwalior – 474005 (Madhya

Pradesh)Email:

info@gwa.amity.edu

**ORDINANCE NO. 8****Disciplinary Action against the Students**

1. Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the institutions of which he/she is a student.
2. (a) When a student has been found guilty of breach of discipline within or outside the premises of University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the Institution, at which such student is studying, should inform the Chief Proctor/Registrar/VC. Depending upon the nature/gravity of the offence the HoD/HoI may:
  - (i) Suspend such a student from attending classes for not more than two week at a time, or
  - (ii) Expel such a student from his institution;
  - (iii) Disqualify such a student from appearing at the next ensuing examination; or
  - (iv) Rusticate such a student.
- (b) Before Inflicting any punishment as aforesaid, the HoI/Registrar/VC shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
- (c) The HoI/Registrar/VC shall have power to suspend for such time as may be necessary, a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.
- (d) The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
- (e) The rustication of a student from an/institution shall entail the removal of his name from the register of enrolled students.
3. All students pursuing a course of studies at the Departments/Schools/Institutes shall observe a code of conduct as may be laid down by the Board of Management and also abide by all rules and regulations of the University framed and notified from time to time.
4. Any violation of the code of conduct or breach of any rule or regulation of the University by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
5. The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render himself liable for disciplinary action against him:

  
Registrar  
Amity University Madhya Pradesh  
Gwalior

- (a) Disobeying the teacher or misbehaving in the class;
  - (b) Quarrelling or fighting in any University building or in the campus among themselves;
  - (c) Quarrelling or fighting with a University employee or any employee of the University canteen, mess or any other public utility functioning in the campus;
  - (d) Writing of slogans or any material, making of skeletons or figures on any wall or portions of any building within the campus which is not authorized by the University administration.
  - (e) Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or hurt the teachers; officers or employees of the University.
  - (f) Any other act which the discipline committee may determine and Vice-Chancellor may accept as an act of gross indiscipline.
  - (g) However, all cases of indiscipline within hostel premises shall initially be dealt by the warden concerned. To deal with such incidents the warden shall have all the powers prescribed for the Proctor in this Ordinance. Any act of indiscipline should invariably be reported to the Proctorial Board.
6. Proctorial Board will consist of Chief Proctor as Chairperson, Proctor, Joint/Assistant Proctor and faculty members as members of the Board and shall be duly constituted by the Vice-Chancellor.
  7. The Chief Proctor, Proctor, Joint/Assistant Proctor and Members shall be appointed by Vice-Chancellor from amongst the faculties of the University ordinarily for a period not exceeding two years at a time:
  8. **Power and Duties of Chief Proctor.** The Chief Proctor shall take action in all matters which are referred to him by the Proctor for disciplinary action, or by any responsible person or constituted authority of the University. He may also take action in matters which come to his knowledge and which in his opinion call for disciplinary action.
  9. The Chief Proctor may delegate any of his powers to Proctors. In the absence of Chief Proctor the Proctor/Senior most Joint Proctor shall act as Chief Proctor.
  10. If in the opinion of Chief Proctor, the act of indiscipline requiring action is not of a serious nature, he may hold a summary inquiry and shall have powers to impose the penalties.
  11. If in the opinion of Chief Proctor, the breach of discipline is of a serious nature, he may refer the case for investigation to the Proctorial Board. Chief Proctor, Proctor and Joint/Asstt. Proctor or Proctor and two Joint/Asstt. Proctors shall constitute the quorum for sittings of such investigations.
  12. There shall be a Discipline Committee consisting of the following:
    - (a) Chief Proctor- Chairman
    - (b) Proctor- Secretary
    - (c) Dean Student Welfare

*Chijh Jain*

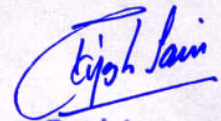
Registrar

Amity University Madhya Pradesh  
Gwalior

- (d) A Professor
- (e) Joint/Assistant Proctor(s)
- (f) Chief Warden and Wardens of the Hostels
13. The Discipline Committee shall ordinarily hold meeting once in each semester of the academic year and it shall review general situation regarding discipline in the University and make suggestions in this regard. Any specific cases of indiscipline may also be referred to the Discipline committee for giving its opinion regarding the action to be taken.
14. All punishments awarded to the students shall be recorded in a register to be maintained by the Chief Proctor. The Register shall be a permanent record of the University and shall contain such details as may be prescribed and approved by Board of Management.
15. Certificate regarding Character and Conduct of students of the Departments / Schools/ Institutes may be issued to them by the Chief Proctor/ Proctor. However, in the case of a student who has been awarded punishment three or more times by the Chief Proctor/ Proctors such cases shall be mentioned in the certificates of character and conduct to be issued by the Chief Proctor/Proctor. The Certificate of Character and Conduct issued by the Chief Proctor/Proctor shall be the only valid Certificate of the University in that regard.
16. If the Proctorial Board finds that in any incident of disturbance or breach of peace, certain persons who are not in the rolls of the University are involved or are likely to be involved, the board may send recommendations to the Vice-Chancellor that the University campus be declared out of bounds for such persons. If the recommendation is accepted by the Vice-Chancellor a notification shall be sent to the District Magistrate and the other administrative authorities as the Vice-Chancellor may deem fit. After such a notification has been issued, any person(s) trying to force their entry into the campus, will be treated as criminal trespass and shall be dealt accordingly.
17. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the HoIs/HoDs/Deans. The decision of the -Vice-Chancellor shall be final.



Registrar  
Amity University Madhya Pradesh  
Gwalior



Registrar  
Amity University Madhya Pradesh  
Gwalior

## AMITY UNIVERSITY MADHYA PRADESH

### REGULARITY OF ATTENDANCE

1. Students are expected to have 100% attendance in all the course units.
2. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students for which written permission of the Head of the Institution /Department is mandatory.
3. A student, whose attendance is less than 75% **whatever may be the reason for shortfall**, will not be permitted to appear in the End Semester Examination.
4. Under extreme special circumstances, Vice Chancellor may condone attendance up to 5% below 75% on the recommendation of the Head of the Institution / Department.
5. Every faculty member handling a class will take attendance till the last day of the class. The percentage of attendance up to this day will be calculated and forwarded to Examination Department by the Head of the Institution/Department for issue of Admit Cards.
6. If a student is continuously absent for a period of fifteen days without permission, a notice will be sent to the student and to his parents/guardians.
7. **If a student remains absent continuously for 30 days without permission, his name will be struck off.** Such a student may apply for re-admission. The Head of the Institution/Department will examine his/her performance in all semesters and backlog of papers and forward recommendation to VC's Office to decide as to whether he/she should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations. The attendance will be calculated as per the decision taken at the time of granting the re-admission.

(Rajesh Jain)  
Registrar

# AMITY UNIVERSITY MADHYA PRADESH

AUMP/OSD/MOM/2016/03

17<sup>th</sup> November, 2016

## MINUTES OF THE MEETING

### OFFICE ASSISTANTS AND THEIR REPORTING AUTHORITIES ON 15<sup>th</sup> NOV. 2016

1. A meeting, chaired by Lt Gen VK Sharma, AVSM (Retd), Vice Chancellor, AUMP was conducted on 15<sup>th</sup> November 2016 at 1600 hrs in the Conference Room, Academic Block – B. The points discussed during the meeting are given in succeeding paragraphs.
2. The Chairperson emphasized the importance of office assistants' role in smooth functioning of organizational machinery. He further stated that the role carried a lot of responsibility and thus, must be discharged with utmost dedication and seriousness.
3. It was also brought out, that owing to the nature of the role, office assistants were privy to a substantial amount of organisational information, and therefore, maintaining confidentiality in their roles was sacrosanct.
4. Citing specific examples of information related to employee compensation and benefits, employee records, employee performance and rewards, exam performance, admissions and placement process etc, the Chairperson cautioned the gathering against sharing such information with unauthorized parties.
5. The Chairperson issued a directive that under no circumstances shall office assistants share information without express approval of their Heads of Department/ Institution.
6. The Chairperson also cautioned the gathered heads of institutions/ departments to desist from the practice of approaching office assistants for information and address their requests to the head of the department/ institution.
7. Heads of department/ institution were also cautioned to exercise due discretion in deciding who to share information with. He emphasized that information must only be shared on a 'need to know' basis and even then, only that which was functionally required by the requesting party to complete an assigned task.
8. The Chairperson also directed that office assistants shall not send e-mails on behalf of heads of department/ institution. In the event that it was inevitable for the office assistant to send an e-mail on behalf the HoD/ Hol, he/ she must necessarily mention that contents of the e-mail had the approval of respective HoD/ Hol.
9. Speaking specifically about departments of accounts, human resources, examinations, placements, admissions and Office of the Registrar, the Chairperson reiterated that all information held by these departments was confidential and must never be shared or spoken about casually with unauthorized parties.
10. The Chairperson informed the gathering that it had come to his notice that certain confidential information had been leaked to unauthorized persons. Issuing a final word of caution, the Chairperson warned the gathering that anyone found sharing information in an unauthorized manner shall face the strictest disciplinary action as such an act will be tantamount to disloyalty to organization.
11. There being no further points of discussion, the Chairperson thanked the gathering for their time and brought the meeting to a close at about 1645 hrs.



(Amanpreet Randhawa)

OSD to Vice Chancellor

#### Copy to:-

- Vice Chancellor's Sectt.
- Pro Vice Chancellor's Sectt.
- All Heads of Department/ Institution (for dissemination to all office assistants/ data entry operators)

# AMITY UNIVERSITY MADHYA PRADESH

Ref: AUMP/RO/2015/253

Dated 27<sup>th</sup> November 2015

## DUTIES OF MARSHALS

1. Marshals will primarily be responsible to enforce discipline amongst the students. Their duties are enumerated in the succeeding paragraphs.
2. Ordinarily one Marshal will be available in each academic block, and will work under the overall directions of Officer – In – Charge of the respective Academic Blocks.
3. To be available at the student's bus arrival / departure areas during the time of opening / closing hours, to ensure discipline among the students, as also, to check I-Card & Bus Pass of students disembarking from the organised transport of university. Hence they should arrive at the university, before the arrival of buses and leave the university after the departure of buses. Their office timings will be from 0830 – 1800 hrs.
4. To be deployed at the Main Gate in the morning and assist OIC Security in ensuring that no bottleneck is created at the main gate during the morning rush hour.
5. To keep a sharp lookout for any mischief being committed by students on floors and be alert to prevent damage to University property and infrastructure by students. They will report all incidents of such nature immediately to Office-in-Charge of their respective blocks.
6. To ensure that classes are being conducted as planned, they will be given a copy of the time table by the Officer – In – Charge of Academic Block. They will go around their allocated academic block, at least once during every lecture hour (7 lecture hours per day) and submit a written report to the officer – in – charge of academics block in respect of classes not being taken by designated instructions, as below :-

### DETAILS OF CLASSES NOT CONDUCTED ON : \_\_\_\_\_


| Ser No | Lecture hours |    | Class/ Pgme /Year/Batch | Name of Faculty Responsible | Remarks |
|--------|---------------|----|-------------------------|-----------------------------|---------|
|        | From          | To |                         |                             |         |
|        |               |    |                         |                             |         |
|        |               |    |                         |                             |         |

7. The said report will be submitted by 1700 hours every day.
8. To check students who are loitering around in the corridors or anywhere else for their classes and report the same to the concerned HOI/HOD or to the block in-charge.

*Amishwari*



9. To ensure that students are actively involved in their work/activity either in the classroom or canteen or anywhere else and are not creating any disturbance to others.
10. To report any case of indiscipline or misconduct immediately to Director Administration/ block in-charge/ or concerned faculty.
11. To ensure discipline of students during central functions in the auditorium, seminar hall / open air programmes to include fresher's party / other stage functions / Independence Day / Republic Day functions etc. For this purpose they will take orders from the officer responsible for organizing such functions.
12. To check guards on duty for alertness at night
13. To report any suspicious activity on campus, damage to infrastructure or any defect affecting essential services to Dir – Admin/ OiC Security
14. To assist the Dir – Admin/ Dy Dir/ In-charge Hostels in maintaining discipline in the hostels. They will also assist in conducting surprise checks in the hostels and of students' mess for cleanliness and hygiene, from time to time as requested by Dir - Admin/ Dy Dir/ In-charge Hostel.
15. They will be firm, but polite while dealing with erring students. They should not use abusive language / un parliamentary language, under any circumstances. Their task should be limited to politely advising the students to observe discipline, failing which they should report the matter to concerned official / in – charge of academic block.
16. They should not get involved in any argument / altercation with any student / security staff / faculty member or any employee of the university.
17. They themselves will be smartly turned out in a grey safari suit at all times and conduct themselves with grace and dignity.
18. These duties are only illustration and not exhaustive. During the visits of VIPs, they may be assigned specific tasks by Director Admin / Pro VC / VC.

  
Dr. Anil Srivastav  
Registrar

Distribution:-

1. VC Sectt
2. Pro VC
3. Hols/HoDs
4. Dir Admin
5. Asst. Dir - HR
6. Hostel Wardens

**UNIVERSITY DUTY OFFICER**  
**DUTIES AND RESPONSIBILITIES**

1. The University Duty Officer (UDO) will be treated as a Representative of the Vice Chancellor and shall have the authority of the Hon'ble Vice Chancellor to perform the tasks given to him/ her and will report directly to the Vice Chancellor.
2. The duties of the UDO will commence on Monday and end of Sunday.
3. The UDO will conduct at least 3 surprise checks on the Hostel Mess to check the quality of food and adherence to menu.
4. He/ She will also conduct surprise checks on the cafeteria (located within academic blocks A, B & C) to ensure that the items are being sold at appropriate rates.
5. In addition to the above, the UDO will also conduct surprise checks of the following:-
  - (a) Security area at the gate.
  - (b) Attendance of housekeeping staff.
  - (c) Documents being maintained by various institutions/ schools/ cells.
  - (d) Classes being conducted as per schedule and time.
6. Any other instructions as given by the Hon'ble Vice Chancellor.