



AMITY
UNIVERSITY

STUDENT HANDBOOK

(For Guidance & Compliance by Students)



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MESSAGE FROM THE PRO CHANCELLOR



Since the inception of Amity University Madhya Pradesh, our aspiration to be one of the foremost in academic and research excellence has been shaped by the vision of our Founder President, Dr Ashok K. Chauhan, and the dynamic leadership of our Chairman, Dr Aseem Chauhan. This has not only enabled us to fulfill our institutional commitments but also garner accolades along the way. We have been adjudged the Best Private University in Madhya Pradesh by various ranking agencies. Our academic and research infrastructure is second to none and our student placements stand testimony to the quality of education we provide at the University.

Our University has experienced academicians and industry veterans who are entrusted with ensuring that our curriculum is not only academically robust and challenging, but also addresses contemporary issues and practices in technology, management, design etc. We also believe that industry ready professionals, graduating from Amity, cannot rely on technical skills alone. They require a multitude of soft skills, emotional intelligence, environmental and social consciousness etc. to be successful in their chosen professions. Thus, we ensure that alongside imparting technical knowledge, students are also given opportunities for holistic development through such platforms as student seminars, NSS activities, hobby clubs and societies, sports meets, youth festivals, inter/intra university competitions etc. We have formalized value addition to their technical education through training on communication & behavioral skills, foreign languages and environmental consciousness by making these as compulsory subjects which are a graded part of the curriculum.

Further, students also have the opportunity to develop themselves and specialise in areas other than their 'major' fields of study by choosing a minor track. For example, students majoring in computer engineering might choose multimedia, fashion design, labour laws, psychology etc. as their minor track and specialize in an area which interests them.

Students at Amity University Madhya Pradesh enjoy the dual advantage of availing placement opportunities not only through the University's Corporate Resource Center but also through Amity Technical Placement Cell of the Amity Education Group at Noida. With the collective efforts of these two departments, we provided ample opportunities for placements to our students. Our placement record has also been fairly impressive with more than 90 percent of our graduates being placed in reputed companies and aiming to achieve 100 percent placement in the upcoming years.

We take pride in being a ragging free campus. There are very strict protocols to ensure that ragging/ harassment of students does not take place. We have also institutionalized welfare and psychological wellbeing of students by creating single window mechanisms for grievance redressal, provisions for academic and psychological counseling (especially during exam time) and round the clock access to a member of faculty who also performs the role of their mentor throughout their tenure at the University.

Leveraging Information Technology advancement, most of the functions/ processes have been automated and all information regarding programmes, course curriculum, academic calendar, class schedule, examination results, suggestions, notices etc. are available on AMIZONE. Students are advised to make full use of it and keep themselves updated.

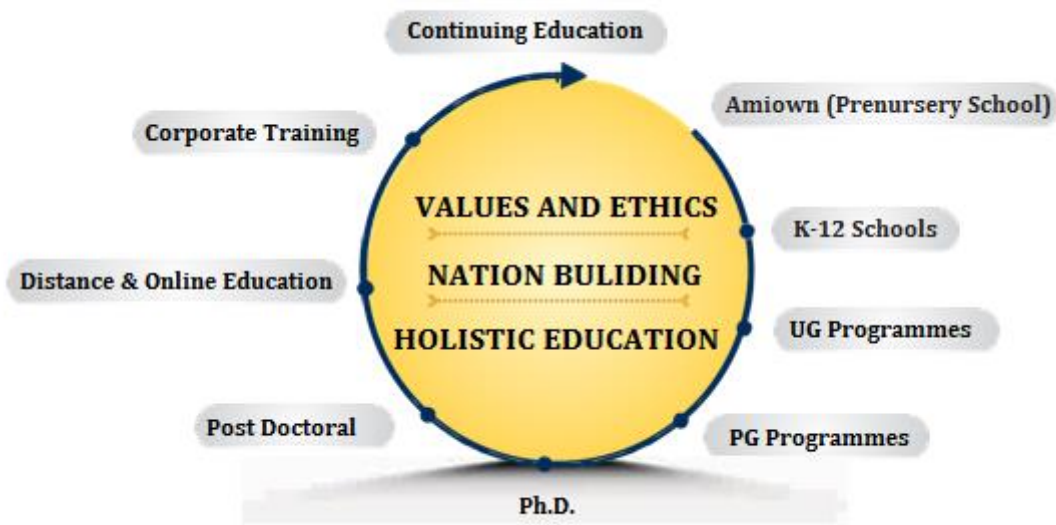
I congratulate you on being accepted to study at Amity and wish you the very best in your academic and professional journey ahead.

Jai Hind

Lt Gen VK Sharma, AVSM (Retd)
Pro Chancellor

AMITY EDUCATION GROUP

Amity Education Group is one of India's leading private non-profit education group, offering globally benchmarked education right from pre-schools to Ph.D. level. Amity's fast expanding network of globally benchmarked institutions has resulted in campuses at Dubai, Abu Dhabi, London, Singapore, New York, Mauritius, China, South Africa, Romania, Sharjah, San Francisco, Nairobi, Amsterdam and Tashkent with further plans of establishing campuses in 25 countries in the next few years.



Over 1,75,000 students, 1,50,000 alumni, 6000 faculty members and scientists, 300 research projects, 1200 acres of hi-tech campuses, 12 Universities (in the states of Uttar Pradesh, Haryana, Madhya Pradesh, Rajasthan, Jharkhand, West Bengal, Maharashtra, Bihar, Karnataka and Chhattisgarh), 14 overseas campuses (Dubai, Abu Dhabi, London, Singapore, New York, Mauritius, China, South Africa, Romania, Sharjah, San Francisco, Nairobi, Amsterdam and Tashkent), and 18 Schools & pre-schools are the group's assets. All campuses are fully Wi-Fi enabled with over 4000 networked HP/IBM machines.

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

AMITY UNIVERSITY MADHYA PRADESH

Amity University Madhya Pradesh (AUMP) was established by Ritnand Balved Education Foundation (RBEF) at Gwalior by Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhiniyam – 2007 and Dwitiya Sanshodhan Adhiniyam (No. 27 of 2010) vide State Government Notification No. 7692-406 dated 30 Dec 2010, with the view to promote professional, industry-oriented education in the state of Madhya Pradesh. Amity University Madhya Pradesh, Gwalior located on a sprawling campus of 102 acres of land opposite Gwalior Airport, imparts modern, practical and research-oriented courses which lead to the development of professionals who are employable and industry ready. This in turn drives the socio-economic upliftment of the region.

Amity University Madhya Pradesh (AUMP) imparts education in almost all areas including management, engineering, architecture, biotechnology, law, Journalism & mass communication, behavioral science, Psychology, fashion, Political Science, Pharmacy etc.

AUMP has state of the art infrastructure with modern amenities which matches with the best across the country and is of international standards. The whole campus is wi-fi enabled. Electricity is available 24X7 and all the buildings are air conditioned.

The university has its own intranet named AMIZONE (Acronym for Amity Intranet Zone), which is equipped to store all the academics and administrative data of the university, thus promoting digitalization. Session Plans, Lesson Plans, Examination Details, Fee Details, Payment Details, Attendance Report, Grievance Redressal, and other administrative details are all available through AMIZONE. The students can access study materials and tutorials anytime, anywhere which is a step towards beyond class room teaching. Mentor Mentee systems are in placed in the campus with an objective of mentoring and recognizing the potential of students and help improve their self-esteem and confidence. Apart from this trained counsellors have been appointed to provide prompt assistance on issues related to health and emotional wellness.

The courses offered by AUMP are evaluated regularly to achieve the course objectives based on the feedback on placement, employability and latest development in technology to keep pace with the changing times. Faculties and students of AUMP are encouraged to carry out industry oriented cutting edge research work in the university. The faculties of AUMP have been successful in getting several sponsored projects from various state and national funding agencies.

Grooming and etiquette, Communication Enhancement Classes, Behavioural Science, One Foreign Language, Pre-placement Training Classes, and Aptitude Training Classes are a part of curriculum, which helps in overall development of the students. The University offers a Choice Based Credit System, wherein a student can select any one of the 38 minor tracks across discipline.

In terms of placement, AUMP has consistently achieved outstanding results, with an average annual campus placement rate exceeding 90% over the past five years (2018-2019, 2019-2020, 2020-2021, 2021-2022, and 2022-2023). Notably, the highest annual CTC offered last year was INR 14.95 Lac by CISCO, and this year, it has reached INR 34.5 Lac PA, offered by COMMVault. The average annual CTC package has also seen a remarkable 20% improvement compared to the previous year.

The University was ranked under Top 200 in the University Category by National Institutional Ranking Framework (NIRF) India Ranking 2020 and Amity Institute of Engineering Technology was all India ranked 151th in the year 2023, 153rd in the year 2022, 154th in the year 2021 and 162nd in the year 2020 in Engineering Category..

Amity University Madhya Pradesh was awarded as the Best Private University in Madhya Pradesh in years 2014 by CMAI Association of India and in years 2017, 2018 and 2019 by Dialogue India Group. Amity University Madhya Pradesh was also awarded Excellent Higher Education University in India by CMAI Association of India in 2017. The University was awarded “Utkrisht Vishwavidyalaya Samman” by Madhya Pradesh Private University Regulatory Commission, Bhopal in 2018. The University has bestowed with ‘Excellent University Award 2020’ by Zee News. AUMP has been awarded a Five Star Rating under “Eat Right Campus” Competition conducted by Food Standard, Safety Authority of India under the aegis of “Eat Right India” campaign launched by Govt. of India. The University also rated 3 Star in University ranking released by Institutions’ Innovation Council, Ministry of Education 01 Dec 2021. The University was secured 2nd rank under band performer in Atal Ranking of Institutions on Innovation Achievements (ARIIA Ranking 2021).

THE Impact Rankings 2023 AUMP has achieved an overall rank in range 801-1000 Globally by Times Higher Education Impact Rankings (THE Impact Rankings) out of 1591 Institutions and Overall Score : 57.3 out of 100.

Also in Sustainable Development Goal (SDG-4) pertaining to Decent Work and Economic Growth. and ranked 301-400 out of 960 Institutions under SDG for Decent Work and Economic Growth.

The University has been accredited as “Premier University” by Accreditation Service for International Colleges (ASIC),

The Journal of Content, Community & Communication (JCCC) published by AUMP is Scopus Indexed and ranked first media journal in India and 5th in Asia. the University has established following five Centre of Excellence:

- (a) Centre for Excellence for Chemical Biological Radiological and Nuclear (CBRN) Mitigation
- (b) Centre of Excellence in Nanobiotechnology and Alternative Medicine
- (c) The Centre of Excellence for Gwalior as a Smart City
- (d) Centre for Excellence in Detection of Fake News and Disinformation
- (e) Centre for Excellence for Environmental Conservation & Biodiversity

In addition to opening Legal Aid Centres, Judges/Judicial officers are also being trained in Mediation so that out of court settlement specially in family related court cases, can be resorted to. These twin measures initiated by the Apex Court, High Courts and District Courts will go a long way and will stand in good stead to dispense justice to the poor, which is cheap and quick.

AUMP has wholeheartedly embraced the National Education Policy 2020 (NEP 2020) in line with UGC and the Department of Higher Education, Madhya Pradesh guidelines. This transition has been seamlessly implemented since 2023, including the registration of the university on the Academic Bank of Credits (ABC) portal. This initiative facilitates student mobility, credit accumulation, and redemption.

Amity University Madhya Pradesh continues to be a trailblazer in providing world-class education and contributing to research and innovation in the state of Madhya Pradesh. Our unwavering commitment to excellence, extensive academic offerings, remarkable placement records, and recognition from various quarters firmly establish us as a leader in private education in the region.

STUDENT FIRST

Amity University has adopted, with collective passion, determination and commitment, a student-centric approach, to ensure that the student processes are efficient and effective so that students have a sense of belongingness with the University. As a part of this approach, Education 4.0 with flexible Choice Based Credit System (CBCS) is offered across all programs and students are engaged in research studies, which have led to publications/patents/design-based projects and entrepreneurial ventures. The state of the art infrastructure/facilities for teaching-learning, research and recreation etc. support the student-centric approach.

Some of the salient aspects of a well-established student support and progression monitoring system at Amity University Madhya Pradesh are as follows:-

- Holistic development of students beyond class room through activities, social work and community engagement.
- ICT infrastructure/Amizone is leveraged for information dissemination, transparent and smooth conduct of academics, examinations, student support and administrative processes.
- Award of annual scholarships to meritorious, economically weaker and extraordinary achievers in academic / non-academic activities.
- Students are also informed and provided support wherever required, for applying for various government scholarships.

- Proficiency test is conducted for all new students to assess their level of learning. Accordingly, weak- students are supported through bridge courses, remedial coaching and mentoring.
- International Students Felicitation Centre (ISFC) is established to take care of international students and provide adequate support during their studies.
- Class Representations are designated to be a link between students and faculty/management for effective student support, progression and institution building.
- Student grievances are addressed at various levels both in person and through online suggestion/complaint system with multiple level escalation matrix helping in resolving the students' issues with greater urgency.
- Students are active members of various clubs and committees and are encouraged to participate in intra and inter-institutional co-curricular and extra-curricular competitions.
- Career Aspiration Survey of all students is conducted in order to provide necessary support to achieve their aspirational goals.
- University has a robust system to provide support to students for skill development, grooming, career counselling for higher education, competitive exams, placements and entrepreneurship through relevant support system, viz:
 - ✓ Amity Technical Placement Centre (ATPC)/Corporate Resource Centre (CRC)/Industry Interaction Cell (IIC)
 - ✓ Amity Innovation Incubator
 - ✓ Amity Centre for Entrepreneurship Development
 - ✓ Value addition courses for soft skill development
 - ✓ Amity Centre for Guidance & Counselling
 - ✓ Amity Skill Development Centre
- Progression of students is analyzed regularly to identify those aspiring for higher education, placement, joining family business or starting their own ventures.
- Students are actively engaged in Institutional IQAC for participative management & decision-making with an aim to enhance quality of all student centric activities and processes.
- University regularly engages with its alumni through alumni meets, admission boards, IQAC meetings, alumni mentors/career counselling of students, curriculum review, etc.

EDUCATION 4.0

The University is fully seized of the changing needs of society and industry. As the technology drivers like additive manufacturing, artificial intelligence, advanced robotics, virtual and augmented reality, alternative energy systems, etc. are reshaping the industry landscape, in what is being termed as Industry Revolution 4.0, Amity University Madhya Pradesh has adopted Education 4.0 to align its curriculum to the changing needs of the Industry.

“Education 4.0” is the future of education, which:

- ❖ Responds to the needs of “Industry 4.0” or the fourth industrial revolution, where man and machine align to enable new possibilities
- ❖ Harnesses the potential of digital technologies, personalized data, open sourced content, and the new humanity of this globally-connected, technology-fuelled world
- ❖ Establishes a blueprint for the future of learning – lifelong learning – from childhood schooling, to continuous learning in the workplace, to learning to play a better role in society.

As the University has implemented Education 4.0 for Emerging New Age / Disruptive Technologies with competencies requirements of Industry 4.0, the Professional Skill Development Activities (PSDA) have been integrated with the Course Curriculum for better Learning Outcomes and Student Development at Course-Level.

Distinguished Faculty

Our faculty has been credited with having written more than 1000 research articles, filing patents in the last few years in future-focused areas of science & technology and have come up with the good quality of book publications.





The following facilities are available for faculty members -

- Financial assistance and incentive for research
- Faculty exchange programme
- Professional development programmes
- Generation of IPR and research commercialization
- Technology Transfer
- Prestigious International partnerships for Global Outreach
- Transcending Boundaries in Innovation & Research

With an unmatched culture of excellence in education, Amity is committed to science & technology, innovation and high-end research. This is aptly reflected in its distinguished faculty carrying out high-end government funded research in future focused areas like Nano-technology, Biosciences, Thin Film Technology, CBRN Mitigation, Climate Change, Global Warming and allied fields. Amity has been recognized as the Scientific & Industrial Research Organization (SIRO) by the Government of India.

PRESTIGIOUS NATIONAL, INTERNATIONAL RECOGNITIONS & ACCREDITATIONS

A testimony to Amity’s globally benchmarked standards of education are the prestigious National and International Recognitions & Accreditations which include the following:-

	<p>Amity University, Gwalior (Madhya Pradesh) has been established by the Madhya Pradesh Legislature through an amendment in Madhya Pradesh NijiVishwavidyalay (SthapanaAvamSanchalan) Andhinyam - 2007 as Madhya Pradesh Act (No. 27 of 2010) vide State Government Notification No. 7692 -406-इक्कीस-अ-(प्रा.) dated 30.12.2010 as a State Private University.</p>
 <p>ज्ञान - विज्ञानं विमुक्तये</p>	<p>The University Grants Commission vide its letter number F. No. 8-33/2010(CPP-1/P dated 24thAugust, 2011 has notified Amity University Madhya Pradesh and is empowered to award degrees as specified by the UGC under section 22 of the UGC Act 1956.</p>
	<p>The University has been accredited as “Premier University” by Accreditation Service for International Colleges (ASIC).</p>
	<p>Architecture programs are approved by Council of Architecture</p>
	<p>Law programs are approved by Bar Council of India</p>
	<p>Pharmacy programs offered are approved by the Pharmacy Council of India</p>
	<p>Clinical Psychology Programs offered are approved by the Rehabilitation Council of India</p>



Amity University Madhya Pradesh is a member of Association of Indian Universities (AIU).

AWARDS

1. Amity University Madhya Pradesh has ranked between 151 - 200 in the University category by National Institutional Ranking Framework (NIRF) India Ranking 2023.
2. Amity University Madhya Pradesh has ranked between 153 - 200 in the University category by National Institutional Ranking Framework (NIRF) India Ranking 2022.
3. Amity University Madhya Pradesh has secured position in **“THE Impact Ranking 2022”**.
4. Amity University Madhya Pradesh has bestowed the position in “The Week - Hansa Research - Best University Survey 2021”.
5. Amity University Madhya Pradesh has Been Awarded “Excellence in Academics (Engineering) Award 2020” by Zee News.
6. Amity University Madhya Pradesh has bestowed the position in “The Week - Hansa Research - Best University Survey 2020”.
7. Adjudged as the ‘Best University of Madhya Pradesh – 2019’ and ‘10th Best Private University in India – 2019’ by Dialogue India in 2019.
8. ‘Best Media and Communication Department in Madhya Pradesh 2019’ to Amity School of Communication by Dialogue India in 2019.
9. “Best Private University in Madhya Pradesh” by Dialogue India Group in 2018.
10. “The Emerging Department in the field of Engineering and Technology in Madhya Pradesh” by Dialogue India Group in 2018 to Amity School of Engineering & Technology (ASET).
11. Amity University Madhya Pradesh was recognised as follows by ‘The Week - Hansa Research - Best University Survey 2018’:-
 - (a) Top Multidisciplinary University (West Zone) Category: 17th Position
 - (b) Top Private & Deemed University (All India) Category: 25th Position
 - (c) Top Private & Deemed University (West Zone) Category: 6th Position
12. “Excellent Higher Education University in India” by CMAI Association in 2017.
13. “Best Private University in Madhya Pradesh” by Dialogue India Group in 2017.
14. “Best Private University in Madhya Pradesh” by CMAI in 2014.

INDUSTRY PARTNERSHIP

Establishing Relationship with Industry Partners is essential for an Educational Institute as it can better prepare students with in-demand skills and open pathways for rewarding career opportunities. Amity University Madhya Pradesh has always welcomed Industry Partners to share their expertise and skill with the learners of various courses offered by the University by nominating experts from Industry as members on its statutory bodies, syllabus drafting committees, as resource persons for various academic events and guest lectures, as

trainers for specialized workshops etc. They are an integral part of the University systems. The University has also signed MoUs with some of the under mentioned Industries / Companies for the benefit of its students:



AUMP has a Memorandum of Understanding with National Stock Exchange to train our students who have opted for specialization in Trading and Equity. It also offers some short term courses for the interested students of University who wish to pursue their career in stock exchange, trading and equity. Apart from this, the training provided by NSE also helps in getting placement for the students who have completed their Course.



The scope of collaboration on academic and research activities in this MoU include developing research projects, exchange academic informations, training and placement of the students etc.



The SafeExpress has signed an MoU with Amity University Madhya Pradesh which enables learned Resource Persons of the organization to deliver modules of major subjects and practical aspects related to Supply Chain & Logistic Management for Post Graduate Diploma in Supply Chain and Logistic Management Program. It also offers the learners of the program opportunities for placement in SafeExpress as well as other firms.



AUMP and NETLINK have signed an agreement to confirm their ambition to collaborate in teaching and research. A workshop on latest technologies and upcoming market demand for Computer Science engineering students was organized in collaboration with NETLINK. The agreement also stipulates that NETLINK shall endeavor to provide job opportunities to B-Tech CSE students in their company.



Amity University Madhya Pradesh has signed an MOU with ADDECO for students' internship and final placements. The objective of this MOU is to ensure that ADDECO will handhold AUMP UG students and will provide opportunities for Projects and Placements to the them.



The University provides consultancy services to the firm by conducting training sessions for its employees. In return, the group provides a practical learning environment for the students of the University by the means of study tours. It also offers placement to the students in the firm.



The MoU with SakRobotix Pvt Ltd has benefitted the students through opportunities for hands-on training for development of application based robots through the kits specially provided by the firm. It has also provided opportunities for the engineering students to participate in summer internship programs and other training programs as well.



Amity University and Jiwaji University are sharing a common desire to explore, extend and strengthen the functional relationship between the universities.



The MoU has provided opportunities for the engineering students to participate in summer internship programs and other training programs as well.



The MoU has provided opportunities to undertake research project/activities through sharing of research ideas, data and academic resources.

The MoU with MU-Sigma has benefitted the students through interdisciplinary perspective under the School of Engineering and Technology.



The MoU will help to share recent technological development and automation in the field of waste-to-energy projects to meet the quality standards for various types of R & D activities. This collaboration helps in improvement of the quality in developing the state of the art, eco-friendly and cheaper technologies which are ready to scale-up and licensing to the customers, apart from this it will also enhance the skills of students/aspirants through internship and vocational training -exchange programme.



The scope of collaboration on academic and research activities in this MoU include developing student exchange programme, faculty and staff exchange programme, short courses / summer school, organizing seminars, workshops, conferences etc.



The University has signed an MoU with the Gwalior Nagar Nigam to act as a knowledge partner for making Gwalior a Smart City.



This MoU is intended to establish the framework for understanding and cooperation between the University and firm in educational related activities or

academic engagements that will be of mutual benefit to staff and students and in respect to the sharing of expertise, knowledge and information.

UNIVERSITY COMMUNITY

The University has a disciplined community of students, faculty and staff working together on shared principles and values. Individuals in the community accept their obligations to others and well-defined governance procedures guide behaviour of all Amityians alike, with the shared goal of developing students holistically, intellectually, emotionally, socially, ethically and spiritually.

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Ik'kq%AA

(Knowledge indeed makes a man more presentable; it is a valuable treasure which is always well-guarded and concealed. It gives us glory and happiness. It is the teacher of all the teachers. Knowledge is our friend and relative in foreign countries. Knowledge is the supreme divinity. It is knowledge that is appreciated by everyone not money or material wealth. A man without knowledge is nothing but an animal.)

The University stands committed to fulfill its broader teaching and research mission through individual achievement and excellence while also expecting the the highest standards of academic integrity and honesty from each member of the Amity community.

The University's students are treated as adults and are legally responsible for their own actions. The University has zero tolerance towards willful indiscipline, substance abuse, sexual harassment, ragging, violation of rules, ordinances and legislations and breach of constitutional framework.

The University supports and cooperates with the Central Government, University Grants Commission, the Madhya Pradesh Private University Regulatory Commission and all Statutory Bodies to create community awareness on national integration, health, child labor, law, equality, values & ethics, substance abuse, sexual harassment, etc.

STUDENT SUPPORT CENTRES / DEPARTMENTS

Amity has established the following Student Support Centres / Departments at its Gwalior Campus:

I Student Welfare Department

Student Welfare Department promotes holistic development of students through activities, events, services and interventions; provides critical student support system; promotes an equitable, inclusive, disciplined, safe, vibrant, healthy, resilient campus climate and responds to emerging needs of the students. Dean Student Welfare and Faculty Mentors from students' respective institutions provide the support for students' social, emotional and career counselling needs.

The Dean Students Welfare looks after the welfare and discipline of students with the assistance of Proctors, Wardens and other staff directly connected with management of student affairs.

II Scholarship Programme for Meritorious Students

To ensure that meritorious students do not lose out on a world-class education experience, Amity has awarded crores worth of scholarships to thousands of talented students from across the world. So far, around 3000 outstanding students have benefited from Amity's Scholarship Programme.

III Academic Affairs & Support Services

The University has an Office of Dean Academics which resolves academics related issues of students and provides necessary support for academic processes and procedures.

IV Amity Centre for Guidance and Counselling

The Amity Centre for Guidance and Counselling (ACGC) has trained counselors who are available round the clock thorough a helpline for students with counseling needs. The Centre also has arrangements for face-to-face counselling as per requirement of the student. Complete confidentiality in respect of all cases is maintained.

V Amity Sports Department

Amity University Madhya Pradesh has state of the art sports infrastructure which includes facilities for basketball, cricket, volleyball, football, hockey, tennis, badminton, yoga, etc.

Amity Sports Department encourages students to participate in intra and inter-institutional sports competitions. Inter-Institutional sports meet 'Sangathan' is organised annually, which offers students a platform to students to not only participate in sports competitions to exhibit their sporting talent but also to foster spirit of togetherness and leadership. Sports coaching in various sports is also provided to interested students or those that show an aptitude and talent for a particular sport.

VI Corporate Resource Centre (CRC)

Corporate Resource Centre (CRC) is established with the aim of guiding and helping the students to get deserving placements in their fields of expertise. The Placement Cell not only guides students on their career plan, but also grooms them for success in interviews through training on group discussion & public speaking techniques. Leading companies across different sectors have come to prefer graduates of various programmes for their on-campus recruitments at Amity.

VII Engineering Design Centre

Engineering Design Centre has been established to address important innovation and design challenges in all areas of engineering & technology and facilitate students and faculty innovate and prototype their designs and innovations. It benefits the students in attaining design skills as a result of contributions within the curriculum and through the support of industry partners. The Design Centre focuses on hands-on, project-based learning, with students working in teams to solve real world problems. The Centre also helps students ideate, develop and prototype their designs. The design centre also provides industry problems to the students where they can provide solutions. The other objectives of the design Centre are to enhance industry collaboration for design and development of innovative products, to create a culture of innovation driven entrepreneurship through student projects, organise short term courses and workshop on capacity building and skill enhancement and contribute to the ecosystem of innovation and research in this campus.

VIII Amity Business Incubator

Amity Business School has established Business Incubators in order to motivate young students to start their own venture and tap the various schemes launched by the state and central government. It has been successful in encouraging around 10 to 15 students to open their Startups. In future it aims to get government funding to help and motivate students to become entrepreneurs, thus making them Job Providers rather than the Job Seekers.

IX Amity University - Institution Innovation Council

Institution Innovation Council has been established at Amity Campus under 'MHRD's Innovation Cell (MIC)' to systematically foster the culture of innovation in the University through multitudinous modes leading to an innovation promotion eco-system. Major focus of IIC is to create a vibrant local innovation ecosystem, Start-up supporting mechanism in the University, prepare the University for Atal Ranking of Institutions on Innovation Achievements Framework, establish function ecosystem for scouting ideas & pre-incubation of ideas, and develop better cognitive ability for technology students.

X World-wide Alumni Network

Today the Amity community has expanded across the globe to include not only Amity campuses but also a closely networked fraternity of over 60,000 Amity alumni, successfully pursuing their careers in top organizations or top universities globally. Not surprising that Amity alumni have gone on to become captains of the industry and leaders in their scope of work, research and expertise.

LIST OF IMPORTANT FUNCTIONARIES

FOUNDATION

1.	Dr. Ashok K. Chauhan	Founder President
2.	Dr. Aseem Chauhan	Additional President and Chairman

UNIVERSITY OFFICIALS

S. No.	Name	Designation
1	Dr. Aseem Chauhan	Chancellor
2	Lt. Gen. V.K. Sharma(Retd), AVSM	Pro Chancellor
3	Prof. (Dr) Anil Vashisht	Pro Vice Chancellor and Offg. Vice Chancellor Director ABS
4	Prof. (Dr) M.P. Kaushik	Pro Vice Chancellor (Research)
5	Mr. Rajesh Jain	Registrar
6	Prof. (Dr) Iti Roychowdhary	Dy Dean Student welfare
7	Brig (Dr) Jitendra Matta (Retd)	Controller of Examination
8	Col S K Sethi (Retd)	Director (Administration)
9	Mr Rajneesh Kant Sharma	Director (Liaison)
10	Brig Rajesh Gangele (Retd)	Chief Proctor and Director Hostels
11	Mr. Rajat Pathak	Director, CRC
12	Mr. Swopnil Agrawal	Director, Admissions & Marketing
13	Prof. (Dr) Vivek Jaglan	Director, ASET

14	Maj Gen Rajinder Kumar, AVSM, SM, VSM (Retd.),	Director, ALS
15	Prof. (Dr) S Mohanalakshmi	Director, AIP
16	Dr. Trishu Sharma	Director, ASCO
17	Prof L K Jain	Director, ASAP
18	Prof (Dr) Kuldip Dwivedi	Head, ASLS
19	Dr. Novrattan Sharma	Director, AIBAS
20	Ms Anshu Singh Chaudhary	Head, ASFDT

LIST OF IMPORTANT OFFICES CONTACT NUMBERS

S. No.	Name of Office	Contact & Email.
1.	Registrar	0751-2496021 registraraump@gwa.amity.edu
2.	Dean (Student welfare)	0751-2496401 avashisht@gwa.amity.edu
3.	Dy. Dean (Student welfare) & Chairperson, Committee Against Sexual Harassment	0751-2496058 iroychowdhury@gwa.amity.edu
4.	Controller of Examinations	0751-2496040 jmatta@gwa.amity.edu
5.	Dy Dean Academics	0741-2596249 kdwivedi@gwa.amity.edu
6.	Chief Proctor and Director Hostels	0751-2496060 rgangele@gwa.amity.edu
7.	Director Administration	0751-2946030 sksethi@gwa.amity.edu
8.	Director (Liaison)	0751-2496077 rksharma2@amity.edu
9.	Director Admission	0751-2496022 sagrawal@gwa.amity.edu
10.	Director CRC	0751-2496372 rpathak@gwa.amity.edu
11.	Director HR	0751-2496016 arandhawa@gwa.amity.edu
12.	Manager Accounts	0751-2496033 psrivastava@gwa.amity.edu
13.	Sports Officer	Ext: 6381/9584283531 msingh2@gwa.amity.edu
14.	Security Supervisor	Ext: 6035 /8982820284 hstomar@gwa.amity.edu
15.	Fire Supervisor	Ext: 6035/8349136236 psing@gwa.amity.edu
16.	Medical Assistance	0751-2496176/9755522504

		ysbhadoriya@gwa.amity.edu
17.	Counselling Cell	Ext: 6375 / 9165733965 dpandey@gwa.amity.edu
18.	Anti-Ragging Cell	0751-2496380 nsharma4@gwa.amity.edu

*It is advisable for all students to meet a Counsellor at Amity Guidance & Counseling Cell (ACGC) at least once in a semester to seek professional assistance for their overall well-being.

1. ACADEMICS AT AUMP

At Amity University Madhya Pradesh, academic excellence is the central focus of teaching and learning. The academic rigor observed and practices at the University provides students an advantage to grow into leaders in their chosen fields. Students can choose from more than 43 programmes across 10 institutes. Conferences, workshops and seminars are conducted throughout the academic year, with active participation from the Industry and Academia.

The University tends to serve as a vibrant platform for scientists, researchers and academicians drawn from world-renowned scientific and research organizations.

The academic atmosphere of the University is encouraging, engaging, equitable and non-discriminatory. The Students, Faculty and Staff work together as a community. Each Amitian is groomed for the holistic development. Behavioural Science, English/Business Communication and a Foreign Language are taught in every semester. Students are encouraged to participate in various co-curricular and extra-curricular National and International Competitions as well as in Military Training Camps. Students are offered Open and Domain Electives in different courses to give students an exposure to diverse areas as per their choice.

The University is at the forefront of cutting edge technology and scientific research. It has a strong R&D infrastructure and has numerous facilities and labs with modern state of the art equipments. Today, AUMP is the hub of scientific learning, innovation and high-end research not only in Gwalior but also in the state of Madhya Pradesh.

1.0 University Core Values and Graduate Attributes

Core Values

The University has following eight Core Values:

- i. Academic Excellence:** University strives for uncompromising quality and the highest standard of excellence in teaching, learning, research and scholarship across various disciplines.
- ii. Integrity & Ethics:** University upholds the highest ethical values, integrity and professionalism and an unwavering commitment to academic freedom, transparency and accountability.
- iii. Diversity & Mutual Respect:** University nurtures an environment of safety, trust & mutual respect and embeds equality & diversity in its strategy by ensuring that the strategic plans are fair and inclusive.
- iv. Expand Horizons Of Knowledge:** University is driven by research and innovation and ensures continuous engagement in the scholarly activities in the pursuit of innovation, creativity and excellence

- v. **Shared Governance:** University encourages shared decision-making through a process that rests upon collaborative consultation, open flow of information, diverse involvement and collective deliberations of all stake holders
- vi. **Social Responsibility:** University creates and nurtures an inclusive environment where everyone can develop their full potential and contribute to the interest of the society as a whole.
- vii. **Environmental Responsibility:** University is acutely aware of its environmental responsibilities and embraces principle of sustainable development to ensure that any adverse environmental impact of its activities is minimized.
- viii. **Service:** University seeks to serve the diverse, personal and professional development needs of its constituents and encourage habit of engagement, caring, and civic responsibility by emphasizing a connect between service, excellence, and career growth.

Graduate Attributes

Graduate Attributes are central to the design, delivery and assessment of student learning in all faculty of Studies at the University. These University Graduate attributes are as follows:

- Knowledge & Expertise of a Discipline
- Research and Enquiry
- Information & Digital Literacy
- Problem Solving
- Communication
- Behavioral Skills, Teamwork and Leadership
- Global Citizen
- Ethical, Social and professional understanding
- Employability, Enterprise & Entrepreneurship
- Lifelong Learning

The Graduate attributes flow from University level to domain level, from domain level to institution level, and from institution to programme level. For each programme, graduate attributes are defined and the programme aims to inculcate these attributes in the students during their course of study.

1.1 Education 4.0

Education 4.0 is a response to the needs of IR4.0 where humans and technology are aligned to enable new possibilities. As per Peter Fisk (2017), the nine trends related to Education 4.0 emerged as under:

- i. Learning can take place anytime anywhere
- ii. Learning will be personalized to individual students
- iii. Students have a choice in determining how they want to learn
- iv. More project-based learning
- v. More hands-on learning through field experience
- vi. Students will be exposed to data interpretation

- vii. Students will be assessed differently
- viii. Students' opinion will be considered in designing and updating the curriculum
- ix. Students will become more independent in their own learning

Education 4.0 – Industry Oriented Approach

Responds to the need of Industry 4.0, where man and machine align to enable new possibilities. This approach:-

- Harnesses the potential of digital technologies, personalized data, open sourced content, and the new humanity of this globally-connected, technology-fueled world.
- Establishes a blueprint for the future of learning-lifelong learning to play a better role in society.

To ensure the alignment of graduate attributes with requirement of Industry, University offers:

- Industry oriented courses
- Industry exposure through industry visits, guest lectures, expert series etc.
- Cohesive curriculum developed with the involvement of industry experts
- Industry oriented modules integrated in the curriculum

1.2 Semester System

The University follows semester system. Each semester is of 15-18 weeks as per UGC and other relevant statutory bodies.

1.3 Credit Hours and Credit Units

Class Contact Hour

55 minutes of contact class of instruction is considered to be a Class Contact Hour.

Credit Unit

This requires that an amount of work for each unit of credit course be institutionally established, represented in intended learning outcomes, and verified by evidence of student achievement.

Credit Hour

A credit hour is a unit of measure for representing the equivalent of a Class Contact Hour (55 minutes) of instruction per week over the entire semester of minimum 16 weeks. AUMP follows the guideline set by UGC / AICTE & other relevant statutory bodies and such other guidelines which are widely applied by national and international Accrediting Bodies for determining the amount and level of credit to be awarded for courses regardless of format or mode of course delivery.

Credit

Credit defines the quantum of content/syllabus prescribed for the course. It may be a unit prescribed for a course and is determined by the number of hours of instruction required per week. Thus, in each course credit will be assigned on the basis of the number of hours required per week for lectures/tutorials/lab work/field work/studio to complete the course in a single semester. The students acquire credits by passing courses every semester.

- i. 1 credit of lecture/tutorial (L/T) = 55 minutes of direct teaching /tutorial in a week with minimum of 55x16 weeks =15 hours engagements in a semester of 16 weeks.
- ii. 1 credit of practical (P) = 2x 55 minutes of lab/practical work /studio in a week with minimum of 30 hours engagements in a semester.
- iii. 1 credit of project/field work for Science, E&T subjects (NTCC)= 3x55 minutes of engineering, technology and science project assignment/industry internship/field work in a week with minimum of 40 hours engagements in a semester for science, engineering and technology programmes under NTCC.
- iv. 1 credit of field work for humanities and management subjects (NTCC) = 2x55 minutes of project/field work/survey/internship in a week with minimum of 30 hours engagements in a semester for management and humanities and other programmes under NTCC.
- v. 1 credit of self-work = 2x55 minutes of self-work by student

For further details students are requested to consult their Head of Institution and peruse Regulation on Choice Based Credit System uploaded on Amizone.

1.4 Outcome Based Education

At AUMP we follow an outcome based education system. The curriculum, pedagogy and assessment process are driven with the desired outcome. Outcome Based Education promises high level of learning facilitated carefully to achieve outcomes, characterized by its appropriateness to each learner's development.

Outcome based education system is a systematic, evaluative process that is implemented to assure learning experiences that are congruent with original goals and objectives; thereby providing a basis for the effectiveness and continuous quality improvement of the programme of study. It focuses on the measurement of outcomes that have taken place based on strategies and actions implemented in the pursuit of achieving pre-determined objectives.

Each programme has well defined Programme Education Objectives (PEOs) and Programme Learning Outcomes (PLOs). The relationship of PEOs and PLOs is clearly indicated through the mapping of learning outcomes with the established objective. Each outcome addresses a defined objective and achievement of outcome indicates the attainment of objective. The assessment of each learning outcome is done annually to identify that the established learning objectives are achieved. The gaps identified are analyzed and addressed through a properly laid academic action plan.

The assessment of outcomes is both quantitative and qualitative and focuses on improving teaching by analyzing student learning outcomes. The appropriate direct and indirect tools

are developed to measure the extent of learning. Each learning outcome is assessed by at least one direct and one indirect method.

The results of the annual assessments and other data are used to determine the effectiveness of the programme during the programme review process. It also ensures that the outcomes achieved corresponds with the mission of institution, domain and University.

1.5 Educational/ Learning Assessment Methods

Direct methods of Assessment:

- Capstone Projects
- Comprehensive examinations
- Viva Voce
- Practicum / Internship evaluations
- Scoring Rubrics etc.

Indirect methods of Assessment:

- Exit surveys etc.

1.6 Uniform Course Coding

University follows Uniform Course Coding system which ensures the removal of any overlapping of course curriculum at domain level and at programme level (UG / PG / Doctoral). By this, students have same course curriculum for a specific course irrespective of a programme.

1.7 Course Review and Curriculum Development with focus on Student Learning Outcomes (SLOs) and their assessment:

- i. Onus of learning will be with the students as they will know beforehand what they are expected to learn from a course (SLO). Further, the student learning outcomes are also defined at programme level as Programme Learning Outcomes (PLOs). A student is expected to achieve the specified learning outcomes on completion of a course / programme. This brings a greater onus of learning and self - development on a student, which motivates the student to do self-study, projects, exercises and readings in addition to regular teachings in the classrooms, laboratories and studios.
- ii. All lab courses are a part of respective theory courses; hence credit units for a theory/lab depend upon the L-T-P and SW/FW structure prescribed in the course curriculum of a course. The final grade of the course is determined accordingly based on the marks obtained in theory and practical / lab / studio part of the course.

1.8 Model Framework for Programme Structure:

Depending upon the type of degree, duration of programme and level of programme (UG, PG, regular degree programme, honours programme) Model Framework for programme groups has been developed in-terms of course types, credit units and depth of the topics at semester level and programme level. All programme structures are developed as per the model framework.

1.9 Flexi Choice Based Credit System:

The University offers Choice Based Credit System (CBCS) in all programmes. Currently, 38 CBCS courses are offered by 10 institutes of AUMP. This ensures student centric contextual curriculum and achievement of desired student learning outcomes

CBCS enables the students to satisfy their scholastic needs and aspirations, as the system provides enhanced learning opportunities through interdisciplinary curriculum.

1.10 Salient Features of Flexi Choice Based Credit System (CBCS)

Choice Based Credit System (CBCS) offers a flexible system of learning. The system permits the student to:

- i. Choose electives from a wide range of courses.
- ii. Undergo additional courses and acquire up to 15% more credits than required number of credits
- iii. Adopt an interdisciplinary approach in learning
- iv. Inter Institution / University transfer of Credits
- v. Complete a part of programme in the parent institute / department of the AUMP and get enrolled in another institution / department of AUMP for specialized courses/ OE / DE / OABC etc. Each student fills his own Academic Planning Worksheet – the students have a wide variety of courses (E.g. Open elective (OE) / Domain elective (DE) / Outdoor Activity Based Courses (OABC) and Specialization Elective (SE)) to choose from keeping their core area intact.
- vi. Enhance their skill/employability by taking up project work, entrepreneurship and vocational training as OE / DE / SE / OABC
- vii. Choice in the timings / time slots in the selection of courses based on core courses
- viii. Choice of preparing his / her own Time-table, programme structure and academic planning worksheet as per model framework of programme structure.
- ix. Balanced curriculum, (e.g. In engineering, a student can have judicious mix of engineering, science, humanities, management and other courses completely fulfilling engineering studies).
- x. Ample opportunities to opt inter-disciplinary courses.
- xi. Lighter options for slow learners by providing important / common courses, bridge course, Guided Self Study Courses (GSSC) as required.
- xii. Opportunity of under graduate research experience.
- xiii. Value addition with double Major / Minor option.
- xiv. Outdoor Activity Based Courses.
- xv. Human Values Community Outreach (HVCO) through NSS.
- xvi. Independent Study Research (ISR) is research based NTCC course for students of AUMP.
- xvii. Entrepreneurship Awareness Camp
To create awareness about entrepreneurship to start a business.
- xviii. Industry Led Courses

- xix. Skill Enhancement Courses aim at enhancing students' technical skills.
- xx. Study Abroad Programme-Students can go to different international campuses for studying a semester.
- xxi. Semester exchange
- xxii. Credit equivalence

1.11 Open Elective (OE) / Domain Elective (DE) / Outdoor Activity Based Courses (OABC) Amity

Keeping the core area intact, students have a wide variety of choices of courses to choose from Open elective (OE) / Domain elective (DE) / Outdoor Activity Based Courses (OABC) and Specialization Elective (SE).

1.12 Multiple Language Options:

Opportunity to study multiple Language Courses and earn certificates. Currently only French is offered at AUMP as foreign language and German is being planned to introduce soon in the next academic year.

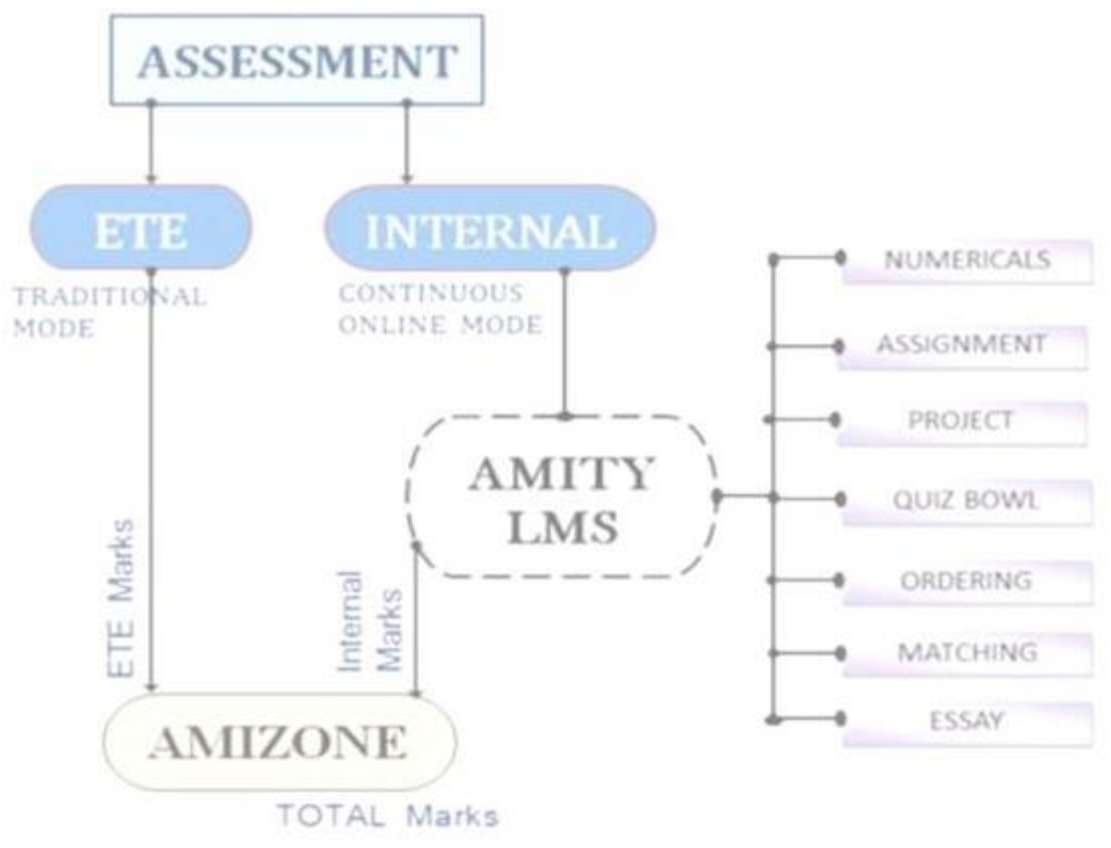
1.13 LMS integrated with AMIZONE

- a) Access to lecture videos and other learning resources
- b) On line internal assessment
- c) Online Group assignments with inbuilt system for plagiarism check
- d) Tracking the extent of learning
- e) Online interactive group forums
- f) Report Generation
- g) Mobile app to access the content anytime anywhere

Features of LMS

- i. Experience Based Learning model
- ii. Focus on Higher Level of Cognitive activities
- iii. The lecture and homework elements of a course gets reversed
- iv. The class time is used to work on assimilating the knowledge through problem solving, discussion and quiz or debates etc.
- v. Transition is from an instructor-centered classroom to a student centered learning environment.
- vi. A class where absent students won't fall behind.
- vii. Continuous Internal Assessment provides better analytics to monitor students.

Assessment through Learning Portal



1.14 Academic Planning Worksheet (APW):

Master Academic Planning Worksheet (MAPW) based on model framework, Programme structure, value addition courses, domain electives and open electives offered during semester is available on AMIZONE for students. A student is required to choose the courses from the offerings and make their own academic plan. A student is required to take minimum prescribed courses as per Model framework.

1.15 Add-on Vocational Certificate/Diploma under CBCS

The Choice Based Credit System (CBCS) is the integral part of various programmes. At present, we offer 38 CBCS courses across 10 institutes of AUMP. Upon completion of 15 credits, student acquires minor degree in a different discipline along with major degree in core discipline. The students are also allowed to pick up one or more MOOCs relevant to a minor track to fulfil the requirement of 15 credits.

1.16 Dual Specialisation/Major-Minor/ Super Specialisation

The specializations are offered in various PG and UG programmes to prepare a specialized human resource in specific domains. All the PG programmes have wide variety of

specializations to choose from. Students can also choose dual degree programme which facilitates them to get two major degrees in a prescribed duration.

1.17 Non-Teaching Credit Courses (NTCC)

The academic philosophy of AUMP revolves around student centric learning, which takes into consideration their varied learning needs and significantly accelerates their retention of both knowledge and skills. It inspires and gives the chance to the student to operate, manage and monitor his/her own learning process under the supervision and the guidance of a faculty supervisor, so that he/she could train himself to be independent and develop oneself to be a good professional.

Non-Teaching Credit Courses (NTCCs) have proved to be great tools to achieve the objectives of student centric learning. Following are the attributes of Non-Teaching Credit Courses (NTCCs):

- i. NTCCs are part of programme structure and are compulsory
- ii. Have credit units assigned to them
- iii. Not conducted as regular class lecture, lab practical or tutorial
- iv. Are self-exploratory / application oriented /field work oriented in nature
- v. Are done under the supervision/guidance of faculty guide and/or external guide depending upon the place of course being undertaken
- vi. Conducted during the summer break or during the semester
- vii. Allow students to pursue their area of interest to greater depth
- viii. Help students to relate theory to actual practice in the industry
- ix. Help students to be innovative, creative and through independent study

The courses are conducted either at institution, industry, other research labs or universities in India and/or abroad.

1.17.1 Registration for NTCC

- i. The students shall register on-line on AMIZONE for all NTCCs.
- ii. A student having genuine reason may be permitted for late registration on grounds such as ill health, student is on approved official duty and in case where institution arranged the internship, but awaits confirmation, provided the student did not opt for self-arrangement, initially.
- iv. The students who have not registered for the NTCC as per regulations shall be treated as failed in the course.
- v. Further, student shall not be promoted to next year especially if he/she has failed in fieldwork / or industry internship etc.
- vi. For a 8 week NTCC the credit units are computed as follows-
 $40 \text{ days} \times 8 \text{ hrs per day} = 320 \text{ credit hours}$
 $320 / (8 \text{ hrs} \times 2 \text{ credit units}) = 20 \text{ credit units}$
- vii. To earn 9 credit units for a NTCC, a student must put in self efforts:
 $- 9 \text{ credits} \times 30 \text{ hrs / per credit} = 270 \text{ hrs}$
 $- \text{No. of days required in Full-time mode : } 270 \text{ hrs} / 8 \text{ hrs per day} = 34 \text{ working days} = \text{approx. 6-8 weeks}$

- No. of Days required in part-time mode : 270 hrs/4hrs per day:=68 working days = approx. 15-16 weeks

1.17.2 Allocation of Faculty Guide

- i. Each student shall be assigned a faculty guide for the NTCC well in advance in a formal manner, depending on the number of students per faculty member, the available specialization among the faculty guides, by Institution NTCC Committee.
- ii. The allotment / allocation of faculty guide shall not be left to the individual student or teacher.
- iii. In case a student is undertaking NTCC outside in an industry or research lab or other university, the students shall have two guides – a faculty guide from the parent institution and an external guide from the concerned organisation. In such cases of joint guidance, the main guide shall be the faculty guide.
- iv. The external guide shall be provided with brief guidelines for performance monitoring and assessment of the student of NTCC.

1.18 Academic Integrity & Ethics

1.18.1 Plagiarism

The NTTC report must be written in student's own words. However, if required to cite the words of others, all the debts (for words, data, arguments and ideas) have to be appropriately acknowledged.

It is mandatory that each project report shall be checked for plagiarism through Turnitin or similar software before submission. The content which is based on existing published work must come from properly quoted material and from the references cited section. After checking the accuracy of the citations and references of such content the plagiarism report should not return similarity index of more than 15% in any circumstance.

However, if the matching text is one continuous block, the index of 15% could still be considered plagiarism. Any report with higher than this percentage matching must be explained by the student. The details of copy rights, professional ethics are given in Plagiarism Prevention Policy of the University.

1.18.2 Submission of Final Report

- i. The student shall write the project report / dissertation and submit the final report as per instructions given in Guidelines.
- ii. Following shall be submitted along with final report:
 - WPR
 - NTCC Diary
 - Plagiarism Report

- iii. A student shall be eligible to submit his/her report and final assessment provided he/she meets following conditions:
- Did Online Registration on Amizone for the NTCC course.
 - Topic, Synopsis and Project Plan are approved by the faculty guide.
 - Atleast 90 % of WPRs were submitted
 - Atleast 80% of the WPRs were satisfactory
 - Under special circumstances, Vice Chancellor may condone upto 5% of eligibility criteria for submission of report.
 - Similarity index not more than 15 % as per Plagiarism Prevention Policy

1.18.3 Students not meeting the eligibility criteria as above

The students who are not eligible to submit the report shall re-submit the report as per the undermentioned norms. Such cases will be examined by the NTCC Review committee for special consideration by the Vice Chancellor.

Parameter	Action
Online Registration for the NTCC course not done	Re-do the NTCC
Has not taken the approval of the Topic, Synopsis and Project Plan by the faculty guide	Re-do the NTCC
< 90 % of WPRs were submitted	Penalty in Continuous Internal Assessment marks as under: 80 - 89% = 10 marks deducted 75 - < 80% = 12 marks deducted 70 - < 75% = to be permitted by Vice Chancellor on recommendations of NTCC Review Committee with cap of B+ in grading or deduction of 15 marks from Continuous Internal Assessment. < 70 % = Re-do the NTCC
< 80% of the WPRs were satisfactory	<80-75% = 10 marks to be deducted <75-70% = to be permitted by Vice Chancellor on recommendations of a committee with cap of B+in grading or deduction of 15 marks from Continuous Internal Assessment.
Similarity index more than 15 % as per Plagiarism Prevention Policy.	If in plagiarism report the similarity index is >15%, the student is required to re-write the report/thesis provided meets all the other criteria.
Important: The students not meeting the eligibility criteria shall be required to provide detailed justification for special consideration by the NTCC Review Committee. The students re-submitting the thesis due to plagiarism shall be eligible for the grade earned by him provided he/she has submitted same at least 10 days prior	

to the final assessment of the batch. If the student fails to submit the revised thesis in the prescribed time he / she shall not be awarded more than B+ grade. The students who shall re-do the NTCC shall be awarded grade not more than B+.

1.19 Integration of Professional Skill Development Activities (PSDA) in the Course Curriculum and Revision of Weightage of Internal / External Assessment for the implementation of Education 4.0:

As the University is implementing Education 4.0 for Emerging New Age / Disruptive Technologies with competency requirements of Industry 4.0, the Professional Skill Development Activities (PSDA) are being integrated with the course curriculum for better learning outcomes and student development at course level. Therefore, accordingly the weightage of Internal / External Assessment is revised to align with Course Objectives, Student Learning Outcomes, Teaching-Learning Methodologies and Assessment

Education 4.0 is an institutional thought that encourages non-traditional thinking. The concept essentially uses technology-based tools and resources to drive education in non-traditional ways.

1.20 Summer Semester

A semester for 6-8 weeks is planned for senior batches conducted during summer (after completion of Even semester exams) for a maximum of 6 credit units.

1.21 Intercampus Semester

Students shall be permitted to visit other Amity campuses.

1.22 Internationalisation

Amity University Uttar Pradesh is research and innovation driven, seeking to develop graduates of international repute by providing high quality education and global exposure to students. The University has unique Study Abroad Programmes, Semester Abroad and Student Exchange Programmes for global exposure to students, such as:

1.22.1 Semester Abroad Programme (SEMAP)

Amity has a provision for students to do a semester abroad depending on the MoU's.

1.22.2 Study Abroad Programme (SAP)

Study Abroad Programme (SAP) is offered to students of various disciplines which is important for global exposure. SAP programme has been re-engineered to give an experiential learning platform to the students of Amity on a global scale. The students get hands-on experience of gaining knowledge of foreign culture, industry and economic

dynamics. It provides the students with an opportunity to interact with foreign faculty and carry out focused projects under their expert guidance.

1.22.3 Student Exchange Programme

Several students go to different Universities all over the world and international students visit Amity campus as part of student exchange.

1.22.4 Industry Internships

It is Mandatory for all students to go for an industry internship during their semester breaks. This enables them to have practical exposure of corporate world and implement their theoretical knowledge to practical real life experiences.

1.22.5 International Projects / Dissertations

Many Amity students are doing their NTCC – the major project /dissertation as part of an international project.

1.23 Attendance

100% attendance is expected in each course however with 75% attendance students are permitted to appear in the End-semester examination. This is as per UGC norms. However, in any case where statutory norms are higher than UGC, they will prevail (BCI, RCI, CoA, PCI, NCTE etc).

If a student has any grievance with class attendance for a course she/he should put up their grievance on Amizone before 10:00am next day. The attendance of students may also be verified with biometric entry into the campus, if required.

I. Marks for Attendance:

Percentage of Attendance (%)	Marks
Above 95	5
Between 90 and 94	4
Between 85 and 89	3
Between 80 and 84	2
Between 75 and 79	1

1.24 Evaluations & Examination

Evaluation of the students is done through continuous evaluation during the semester and through end semester examinations as per following for each course as per approval of Academic Council.

- i. Continuous Evaluation (CE) / Internal Assessment (IA) - 30% or 40% or 50%
- ii. Comprehensive VIVA / End Semester Examinations - 70% or 60% or 50%

Components of IA/CE:

Case Discussion / Presentation

Class Test(s)

Written Case Analysis Quiz(es)
Home assignment(s)
Lecture Summaries
Group Presentation

Quiz(es)
Term Paper(s)
Project/ Seminar/ Viva
Attendance (5)

1.25 Amizone

Amity Intranet Zone acts as a single point of access for most of the information and resources to the Students, Parents, Faculty and Staff Members of Amity. Amizone is repository of all data of AUUP. Amizone also offers an archive of recorded classes to students who do not want to miss out on their learning experience, some of the existing facilities on Amizone are:

- a) Academic Calendar
- b) Fee Schedule & Payment
- c) Registration cum Enrollment process/Re-registration
- d) Section formation
- e) Course planning, delivery and progress monitoring & effectiveness
- f) Choosing Elective, Domain elective, Open elective, Special elective
- g) Preparing Time-table
- h) Planning and progress monitoring of term papers, projects, summer training, dissertation & various report generation etc.
- i) Examination Planning, Conduct & Display of Result
- j) Documents upload for students and faculty
- k) Online faculty Feedback
- l) Complaints/suggestion

The Learning and Management System of the University is fully integrated with AMIZONE.

2. CONDUCT OF EXAMS AND SCHEME OF EVALUATION

- (a) The Ordinance No. 4 dated 23 Mar 2013 specifies Regulations for Conduct of Examinations, Scheme of Examinations and Discipline (**REGULATIONS - R3/2019**) among Students during Exams as well as lays down conditions for appearing in an examination of the **AMITY UNIVERSITY MADHYA PRADESH (AU MP)** for a degree or a diploma, either generally or for a particular examination, unless there is anything, repugnant in the subject or context. The ordinance shall be applicable to all courses of **AU MP**.
- (b) The Regulations based on Ordinance makes provisions for setting up of various Committees to facilitate organized conduct of examinations. These Regulations shall act as guidelines for planning, coordinating and conduct of examinations in a fair manner without providing any undue advantage to any particular candidate /examinee. The Vice Chancellor (**VC**) will be assisted by Controller of Examinations (**CoE**) in implementing the guidelines in true letter and spirit.

- (c) **Controller of Examinations (CoE).** The CoE shall be a whole time Officer of the University. All arrangements for the conduct of examination to be held by the University shall be made by CoE in accordance with directions of Academic Council / VC.
- (d) **Examination Superintendent.** The VC shall in consultation with the HoI/ HoD and CoE appoint Exam Superintendent (**Supdt**) for the examination centre of their respective Institution for smooth conduct of examinations. The Exam Supdt will function under the guidance of CoE.
- (e) The course structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Annual System for specified programmes.
- (f) In addition to **End Semester Exams (ESE)**, a student shall be put under **Continuous Internal Evaluation (CIE)** for his academic performance in a course through case discussions, presentations, analysis, practicals, home work assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.
- (g) Each course shall have a number of credits assigned to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/ or self study. The credits for the project and the dissertation shall be based on the quantum of work expected.

2.1 Attendance

- (a) Students are expected to have 100% attendance.
- (b) Every teaching faculty handling a class will take attendance till the last session of the course as per LTP and session plan. The percentage of attendance up to this day will be calculated and forwarded to Examination Department by the HoI for issue of Examination Admit Cards.
- (c) If a student is continuously absent for a period of two weeks without permission, a notice will be sent to the student and to his parents/guardian by course faculty / programme leader & HoI /HoD, with a copy to the office of the Dean.
- (d) 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 Institution will examine his performance in all semesters and back log of papers and forward recommendations to Dean office to decide as to whether he should be given

readmission 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 readmission will be required to pay the prescribed re-admission fee and will be governed by Academic Regulations. The attendance will be calculated from the commencement date of the semester and not from the date of re-admission.

- (e) 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 HoI/ HoD is mandatory.
- (f) A student whose attendance is less than 75%, whatever may be the reason for shortfall, will not be permitted to appear in the End Semester Examination (ESE) unless the student is permitted by the Vice Chancellor by condoning attendance up to 5% in a course with B+ grade cap.
- (g) Under extreme special circumstances, Vice Chancellor may condone attendance upto 5% below 75% without B+ cap on grade based on the recommendation of the HoI.
- (h) I Category: Student who has fulfilled the minimum attendance requirement in any course unit but is unable to attend the End Term Examination due to genuine unavoidable circumstances will be awarded 'I' Grade in that course unit. Student will be required to inform the HoI/HoD before the commencement of End Term Examination of the course/courses telephonically and seek his approval for absenting in the End Term
- (i) Examination. Student will also be required to produce valid documentary proof within 7 days of the last date of examination and submit it to HoI/HoD. The examination for such 'I' category students will be conducted within 30 days from the last date of End Term Examination. The maximum Grade awarded in the course unit falling under "I" category will be B+.

2.2 Make-up of Deficiency in Attendance

- (a) Each Department/Constituent Unit of the University will prescribe "Guided Self Study Course (GSSC)" for the course units in which the students failed or are detained due to shortage of attendance in a semester and arrange counseling sessions for the students on weekends and holidays in the relevant odd or even semesters (in next academic session).
- (b) The students who are detained due to shortage of attendance in any course of a semester shall register with their Department/Constituent Unit for Guided Self Study Course in the beginning of next semester/year scheduled for next batch of students. They will be required to pay a GSSC fee per course as prescribed by the University.
- (c) Such students are required to attend contact classes as and when scheduled by the Department/Constituent Unit on weekends / holidays in the relevant semester to complete the course curriculum / syllabus for the course designed by the Department/Constituent Unit. Minimum of 75% attendance in GSSC contact classes and

satisfactory report from GSSC faculty is mandatory to become eligible for back paper examinations.

- (d) The course faculty shall also prescribe term papers / home assignments which the students will submit to their faculty course-wise within the due dates to ensure proper preparation by the student.
- (e) The regularity in attending the classes and prompt submission of assignments by due date will determine whether a debarred or detained student is permitted to take the re-examination or not. The schedule for regular collection and submission of term paper/ home assignments will be announced by the Department/ Constituent Unit/course faculty.
- (f) Only those students who register for Guided Self Study Course (GSSC) and complete the requirements as prescribed by the Department/Constituent Units will be permitted to take the examination in the respective course when the examinations of such Course Units are conducted in normal schedule along with the next batch of students. The scheme of re-examination will be announced by the University on receipt of report from the Department/Constituent Unit.
- (g) The student will be permitted to appear in examination on satisfactory performance in GSSC.
- (h) It is mandatory for the students who are debarred and are experiencing anxiety/stress, to meet a counselor to seek professional assistance for their overall well-being.

2.3 Minimum & Maximum Duration of Academic Programmes

- (a) The minimum period required for completion of a programme shall be specified in the Scheme of Teaching & Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.
- (b) The maximum permissible period for completing a programme upto two academic years shall be N+1 year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be N+2 academic years (four semesters), where "N" represents the minimum duration of the programme.
- (c) On request from the student and recommendation of HoI/Dean, Vice Chancellor may grant extension of one more year i.e. N+1+(1) for 2 years duration programs and N+2+(1) for 3 years and above duration programs on payment of 25% of the Academic fee of year/semester (as applicable) + Rs.15,000/- re-admission fee + Examination fee for each course (as applicable) to qualify for award of degree.

2.4 Grading System

- (a) Evaluation of different components of a Course Unit for each student shall be initially done in numerical marks. The marks of different components viz. internal continuous assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of a programme and added.

The total marks obtained shall be out of 100 and the same would be converted into grades on a 10 point scale. Grading will be done on raw score awarded by the evaluator in CIE as well as in ESE.

- (b) The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per **Table-A**.

TABLE - A

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Fair	6
B-	Satisfactory	5
C+	Pass	4
C	Border Line	3
F	Fail	0
I	Incomplete	0
DE	Debarred	0
AB	Absent	0
U	Unsuccessful	-
S	Successful	-

- (c) Conversion of numerical marks into letter grades

- i. In order to arrive at the letter grades based on relative performance, the total marks in a particular course for all the students in the course of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). The performance of the class shall be analysed in terms of average, highest and the lowest marks and dividing lines between the clusters of students. Gaps and dips between the clusters and the nature of the clusters will guide in drawing the dividing lines between the Grades. B and B- bands usually indicate the average mark.
- ii. If the marks obtained by a student of a class of more than 30 students are close to normal distribution curve, the marks awarded to a student in a Course Unit shall be transformed into a normal distribution curve by using Statistical Method in accordance with Table B to ensure the uniformity in spread of scores regardless of the nature of curricular areas.

TABLE - B

Relative Grading System			Grade Point	Absolute Grading System	
Lower Range of Marks	Grade	Upper Range of Marks		Minimum % of marks for letter grade For UG	Minimum % of marks for letter grade for PG/ Dual Degree/ Integrated Programme
$\geq(X+1.5 s)$ but $\nless 80$	A+	100	10	80	80
$\geq (X + 0.75 s)$	A	$< (X + 1.5 s)$	9	70	75
$\geq X$	A-	$< (X + 0.75 s)$	8	65	68
$\geq (X - 0.75 s)$	B+	$< X$	7	55	60
$\geq (X - 1.5 s)$	B	$< (X - 0.75 s)$	6	50	52
$\geq (X - 2.25 s)$	B-	$< (X - 1.5 s)$	5	45	45
	C+	$< (X - 2.25 s)$ but $\nless 40$ for PG and 35 for UG	4	35	40
	F	$< (X - 2.25 s)$ and/or < 40 for PG and 35 for UG	0	<30	<35
	I		0		

The mean (\bar{x}) and the standard deviation (σ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per table B.

Note:-

1. A+ Outstanding; A Excellent; A- Very Good; B+ Good; B Fair; B- Satisfactory; C+ Pass; F Fail; I Incomplete.
 2. Promotion Criteria: UG : SGPA 3.5; CGPA 4.5
PG : SGPA 4.5; CGPA 5.0
 3. Graduation Criteria: UG: Minimum Grade C+ in each course unit; SGPA 4.5; CGPA 5.0
PG: Minimum Grade C+ in each course unit; SGPA 5.0; CGPA 6.0
- iii. In a class of student up to 30 students, the minimum cut off for various grades shall be assessed as given in Table C.

TABLE - C

Ser. No.	Grade		Qualitative Value of Grade		Grade Point	Minimum Percentage of Marks						
	Other Courses	B Pharma	Other Courses	B Pharma		PG Courses	UG Courses	B Pharma	B Arch	M Arch	M Phil	Ph D
1	A+	O	Outstanding	Outstanding	10	80	80	90	80	80	80	85
2	A	A	Excellent	Excellent	9	75	70	80	70	75	75	80
3	A-	B	Very Good	Good	8	68	65	70	65	68	68	70
4	B+	C	Good	Fair	7	60	55	60	55	60	60	60
5	B	D	Fair	Average	6	52	50	50	50	50	55	-
6	B-	-	Satisfactory	-	5	45	45	-	45	-	-	-
7	C+	-	Pass	-	4	40	35	-	-	-	-	-
8	C	-	Border Line	-	3	35	30	-	-	-	-	-
9	F	F	Fail	Fail	0	<35	<30	<50	<45	<50	<55	<60

iv. In case of non- credit and Audit Courses which are not reckoned for assessment of SGPA and CGPA, the students shall be awarded “S” Grade for satisfactory performance and “U” Grade for unsatisfactory performance.

(d) The Semester performance of a student will be initiated as “**Semester Grade Point Average**” (SGPA). The SGPA will be weighted average of Grade Points of all grades received by a student for all the Course units in the semester. The formula for Computing SGPA is as given below:-

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

Note:-Where U1,U2,U3 denote credits associated with courses taken by the Student and G1, G2, G3, are the Grade Point of the letter grades awarded in the respective Course.

An example of these calculations is given below:-

I – Semester

Course Code	Associated Course Credits	Grade Awarded	Credits Earned	Grade Points	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C (+)	5	4	20
CSL 102	4	C	0	3	12
PHP 103	4	A	4	9	36
PHP 104	3	B	3	6	18

MEL 105	4	F	0	0	00
AML 106	4	B (-)	4	5	20
Total	24		16		106

Total associated credits in the semester (Total of column 2) = 24

Earned credits in the semester (Total of column 4) = 16

Points secured in this semester (Total of column 6) = 106

$$\text{SGPA} = \frac{\text{Points secured in the semester}}{\text{Credits Units in Courses appeared}} = \frac{106}{24} = 4.42$$

II - Semester

Course Code	Associated Course Credits	Grade Awarded	Earned Credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A (+)	5	10	50
EEL 202	5	B (+)	5	7	35
CYL 203	5	C (+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	00
Total	31		23	39	180

Note:-

1. Associated Credit Units in the semester (Total of Column 2) = 31
2. Earned Units in the semester (Total of Column 4) = 23
3. Cumulative Associated Credit Units (In previous semester 24 and current semester 31) = 55., Points secured in II semester (Total of column 6) = 180, Cumulative points secured (Total of points secured in 1st semester 106 and in Semester 180) = 286

$$\text{SGPA} = \frac{\text{Points secured in II Semester}}{\text{Credit Units of appeared courses in II semester}} = \frac{180}{31} = 5.806$$

CGPA

$$= \frac{\text{Cumulative points secured in all passed course in I \& II Sem}}{\text{Cumulative Associated Credit Units in I \& II Semesters}} = \frac{286}{55} = 5.20$$

(e) In the case of Annual system of evaluation of students performance, Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.

- (f) The final year Grade Card will indicate Cumulative Grade Point Average (CGPA) and shall be calculated as Para 2.4(c) and shall be based only on Grade Points obtained in courses for which units have been earned.
- (g) Software made to suit the requirement of AUMP Grading system prepares the Histogram and awards Grade to each course independently based on the above Guidelines given in Para 2.4(a) and 2.4(b) using statistical formula and taking care of all outlines.
- (h) An approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.
- (i) The successful students shall be placed in Divisions as below:

- i. The successful candidates in UG and PG programme shall be placed in Division as below:-

CGPA	Equivalent Division
8.50 and above	First Division with Distinction
6.50 but less than 8.50	First Division
5.00 but less than 6.50 for UG programmes	Second Division
6.00 less than 6.50 for PG/ Dual /Integrated programmes	Second Division

- ii. The successful candidates in B Pharma and M Phil (CP) programme shall be placed in Divisions as below: -

CGPA	EQUIVALENT DIVISION
7.50 and above	First Class with Distinction
6.00to 7.49	First Class
5.00 to 5.99	Second Class

2.5 Passing Criteria

A student has to fulfill the following conditions to pass any academic programme of the University:

- (a) A student who has earned minimum number of credits prescribed for the concerned programme as per the Course Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:

	Minimum C.U. (Average per semester)	Maximum C.U. (Average per semester)
(i) Under Graduate Programmes	22	25
(ii) Post Graduate Programmes	27	30
(iii) Integrated/Dual Degree	27	30

The minimum Credit Units prescribed for a programme shall not include the Credit for Value Addition Courses (VAC)/ Basket courses(BC). However, Passing Credit Earned in VAC/BC is mandatory.

(b) Continuous Internal Assessment

- i. The weightage of End Term Examination (ETE) to Continuous Internal Assessment Evaluation (CIA) is 50 -80% to 20 - 50%.
- ii. The condition for qualifying separately in CIA shall not be mandatory unless specified by any statutory body.
- iii. A student is required to secure minimum 30% marks to pass in End Semester Examination and minimum aggregate marks of 35% in UG and 40% in PG/Dual degree / Integrated courses to be considered 'PASS' in each course unit.
- iv. The Internal assessment will be completed within the semester and the result will be forwarded to Examination Department within three days after last day of class. Students who have missed the IAE/assignments/tests will be awarded '0' marks.
- v. There will be no provision for re-appearing in any component of Internal Assessment in subsequent semesters. HoIs may conduct make up tests, if required, due to valid reasons, within the same semester.
- vi. The students who are unable to score passing SGPA & CGPA for award of degree/diploma by AUMP because of having obtained maximum of 5 marks in the Internal assessment in any course/courses shall be eligible to repeat the internal assessment of the relevant course/courses in the following cases:
 - a. Extended period (N+1) or (N+2) or beyond as the case may be
 - b. Year Back

to make up the deficiency in/of SGPA/CGPA to be eligible for award of degree. Such students shall be required to pay re - admission fee of Rs.15 000/- along with 25% academic fee of the current academic year/ semester (as applicable) and back paper fee for each course. These students shall be required to attend the classes for

continuous internal assessment and obtain minimum 75% attendance in the course concerned

vii. In internal Assessment, five marks are allotted to attendance as under:-

Percentage of Attendance (%)	Marks
More than 95	5
More than 90 and upto 95	4
More than 85 and upto 90	3
More than 80 and upto 85	2
More than 75 and upto 80	1
Upto 75	0

- (c) Students of both UG and PG /Dual degree / Integrated programmes should also pass in each term/semester separately by securing a minimum Semester Grade Point Average (SGPA) of 4.50 for UG and 5.00 for PG/ Dual degree / Integrated programmes on a 10 point scale.
- (d) For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 5.00 at the end of final year of an Under Graduate programme and of 6.00 at the end of final year of Post Graduate /Dual Degree/Integrated Programme.
- (e) A student who has reappeared/repeated the examination of course unit(s), the best of the two scores obtained shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree. The student must pass in Summer Training/Internship, Project, Dissertation (wherever prescribed), by securing at least C+ Grade.

2.6 Promotion to Next Semester / Year

Promotion will be considered at the end of each academic year.

- (a) A student will be eligible for promotion from 1st year to 2nd year, 2nd year to 3rd year and so on provided she/he has minimum SGPA and CGPA as under:

	UG	PG	Integrated / Dual Degree
SGPA (current year)	3.50	4.50	4.00 (in first year & 4.50 after three years)
CGPA	4.50	5.00	5.00

- (b) Promotion from 1st year to 2nd year:- If a student does not fulfill the above criteria he/she may be promoted to 2nd year on the recommendation of HoI and he/she will be placed on "Academic probation" provided he/she has cleared at least 60% of number of Credit units earned in each semester.
- (c) Promotion from 2nd year to 3rd year and subsequent years:-
- i) A student will be promoted from second year to third year only if he/she has secured the passing criteria of SGPA and CGPA in both semesters of the first year i.e. qualified in first year and minimum SGPA and CGPA of Promotion Criteria in the second year as give in para 2.6.
 - ii) Similarly, he/she will be promoted from third year to fourth year if he/she has secured qualifying minimum SGPA and CGPA (passing criteria) for the previous semesters upto second year and minimum SGPA and CGPA of promotion criteria in the third year.
 - iii) Promotions to subsequent years will also be based on the same criteria as above.
- (d) Student who is promoted to next year by meeting the promotion criteria as given in para 2.6 a) above but is not meeting qualifying criteria (passing criteria) for award of degree, will be placed on Academic Probation for one year to improve his/her SGPA/CGPA.
- (e) A student who is not eligible for promotion will have the option to either Repeat the Year or take an Academic Break/Repeat a semester or withdraw from the programme for which he/she will apply to the HoI. HoI will forward the undertaking/request of students to CoE, who will examine each case and forward to Vice Chancellor. The decision will be taken by Vice Chancellor based on the performance of the student and recommendations of HoI.

2.7 Academic Probation

If a student fails to secure passing/qualifying SGPA & CGPA in any semester and has scored only the grade of Promotion Criteria, s/ he shall automatically be on Academic Probation and shall undergo counseling sessions with the faculty assigned to him. The concerned faculty shall monitor his performance and shall submit a report on his performance to the HOD/HoI.

(a) Promotion with Academic Probation (PAP)

- i. Students who fail to clear Promotion Criteria as given in Para 2.6(a) above but are promoted to next Academic Year (cases as given in para 2.6 (b) &(c) or not meeting qualifying criteria as given in para 2.5 (c) above will be placed on Academic Probation for one year.

ii. The student who does not clear the passing criteria at the end of the Academic Probation will not be eligible for promotion to the subsequent years. He/she will have the option as given in para 2.6 (e) above i.e., either to Repeat the year or take Academic Break for one year or withdraw from the programme.

(b) Promotion with Academic Warning (PAW)

Students who fail to get promoted under PAP as given in Para 2.7(a) above may be promoted to next Academic year under following conditions:-

(i) If a student meets passing/promotion SGPA & CGPA criteria but has back papers in any of previous semesters

(ii) If a student has scored Passing Criteria of SGPA in all semesters except one, in which he/she has Promotion Criteria of SGPA of previous year(s) and also has Promotion Criteria of SGPA & CGPA in current year.

(c) All students who are promoted to next year under PAP/PAW category will be required to sign an Undertaking stating that they are under Academic Probation/ Warning and will be required to score minimum passing/promotion SGPA & CGPA criteria as required at the end of Academic Probation/ Warning Period.

2.8 Year Back & Academic Break

Students who do not qualify for promotion to next semester/year as given in para 2.6 above will be given Academic Year Back in the following forms:

(A) Repeat the Year

(a) At the end of the year (after result of even semester/year) if a student has scored passing criteria as given above in para 2.6 in all previous semesters but has

- i. Performed poorly in last 2 semesters and scored SGPA/CGPA less than promotion criteria e.g. having SGPA of less than 2.5 and CGPA of less than 3.5.
- ii. Has been debarred in most of the courses and has not given continuous Internal Assessment.

(b) These students will:

- i. Apply to the Head of Institution and give an Undertaking
- ii. Take admission in the Odd semester of that year, attend all classes including practical with junior batch and appear in both Continuous Internal Assessment as well as End Term Examination of that year.
- iii. Pay the prescribed Academic Fee of the Year.

- iv. Any exams given by the student in the previous year(s) for the repeat year will be treated as null & void.
- v. Such Students will be treated as student of one year lower batch. However, the enrolment number will continue to remain the same. The students will attend the classes of all courses as prescribed for lower batch.

(B) Academic Break

- (a) Students, who apply for Academic Break and the case is recommended by the Head of Institutions for justifiable reasons to be recorded, can be granted Academic Break of one year for programmes of two years duration and two Academic Breaks of one year each for programmes of three years and above duration, if approved by the Vice Chancellor, under the following circumstances:
 - (i) The student has been continuously ill.
 - (ii) Career advancement
 - (iii) Justified personal reasons.
- (b) However, the total period to qualify the course will not exceed the prescribed N+1 year for upto two years programmes and N+2 years for three years and above programme.
- (c) The student who is granted Academic Break shall be required to pay Examination Fee and fee for Guided Self Study Course (GSSC) of those courses in which he/she is reappearing and will reappear as Ex-Student. The student will be required to pay the prescribed Re-admission fee and the prevailing Academic fee. Students who repeat the year will be required to pay the prescribed Academic Fee of the prevailing year. It is mandatory for the students who have got year-back and are experiencing anxiety/stress, to meet a counselor to seek professional assistance for their o

2.9 STUDY ABROAD PROGRAMME

Study Abroad Programme (SAP) is important for global exposure to students of various disciplines. The students will get hands-on experience of gaining knowledge of foreign culture, industry and economic dynamics. It will provide the students with an opportunity to interact with foreign faculty and carry out focused projects under their expert guidance.

2.9.1 Attendance

The students need to meet the academic requirements (attendance, IA/CA & ESE) of courses studied by them at Home Campus as per University norms. Attendance will be counted till the last day of teaching for SAP students at Home Campus.

2.9.2 Assessment & Examinations:

- (a) The Continuous Assessment and ESE of courses will be done by respective Home Campuses and SAP campuses as per course curriculum.
- (b) The End Semester Examinations for courses studied at Home Campus will be conducted before the students leave for SAP.
- (c) The Assessment (continuous and ESE) of SAP courses will be completed by respective SAP campuses as per course syllabus.
- (d) Final Result of the Semester is processed after receipt of marks from SAP campus. SGPA / CGPA are calculated based on marks obtained in Home Campus and SAP campus.
- (e) Grading of the course will be done as per existing Regulations of the University
- (f) SAP students having back paper will be required to appear for the examination of their back paper during odd/even semester examination, as per the University Examination Schedule.

2.10 Credit Transfer

Students who secure lateral admission from some other institution / university, will be given credit transfer as per the course mapping done by the institution and approved by the Equivalence Committee.

2.11 Reappearing in Examinations

- (a) A student who has fulfilled the attendance requirements and is eligible to appear in an Examination, fails to appear in the examination shall be required to subsequently appear in the examination when scheduled for next batch of students on payment of prescribed GSSC and back paper examination fee.
- (b) A student who has not fulfilled the minimum attendance requirement in any Course Unit(s) shall not be allowed to appear in the End Semester Examination of that Course Unit but shall be allowed to subsequently appear in the examination when scheduled for the next batch of students, on payment of prescribed GSSC and back paper examination fee and fulfillment of such eligibility conditions as prescribed in the Regulations.
- (c) Guided Self Study Course (GSSC)
 - i. All students having back paper are required to register themselves for GSSC along with re-registration for the subsequent semester.
 - ii. GSSC and back paper examination fee is required to be paid along with semester fee of the respective semester in one pay bill.

- iii. Institution will allocate the faculty for GSSC. Allocated faculty will ensure completion of prescribed no. of sessions and mark attendance with Satisfactory/Unsatisfactory status on completion of GSSC.
 - iv. Any assignment/evaluation of GSSC will not be considered for award of marks for Continuous Internal Assessment.
- (d) No Student will be permitted to appear for back paper(s) in the End Semester Examinations without registering for GSSC, meeting attendance requirement and getting satisfactory report from allotted faculty.
- (e) A student who has failed to secure minimum C+ Grade (Grade Point 4) in a course unit shall be eligible to re-appear / repeat the examination of such course units on payment of prescribed GSSC and back paper examination fee with a view to secure minimum qualifying/passing score.
- (f) A student, who has failed to secure the required qualifying/passing SGPA i.e. 4.50 for UG and 5.00 for PG/Dual Degree / Integrated Courses shall, in order to secure a passing SGPA, apart from fulfilling the requirements of Para 2.6 above, has the option to reappear in the End Semester Examinations also of the Course Units of the concerned semester in which he/she desires to improve his/her performance, when these examinations are held on normal schedule in next academic session.
- (g) Students who have passed all courses (Minimum C+ Grade) but not meeting Promotion/Passing SGPA criteria i.e. 4.50 for UG and 5.00 for PG/Integrated/Dual Degree programmes may be permitted to appear in Supplementary Examination with a view to improve grade and score Passing/Promotion SGPA of the respective semesters.
- (h) A student who has scored C+ in all the courses and based on required SGPA & CGPA has been already oral ready awarded a Degree/Diploma by AUMP shall not be eligible to re-appear/repeat course unit examinations with a view to improve the over-all CGPA.
- (i) A student who has to reappear/repeat in an End Semester Examination in terms of provisions made above shall be examined as per the syllabus in the Scheme of Teaching & Examination and syllabus applicable at the time of joining the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course(s), and the HOD/HoI of the concerned Department/Institution so certifies, the examination may be held in accordance with the revised syllabus
- (j) Students who are eligible to re-appear in an examination, or are repeating the course(s) shall have to apply online on Amizone/to the Controller of Examinations (N+1/N+2/Year Back cases only) to be allowed to reappear in an examination or to repeat the course(s), and pay the fees prescribed by the University.

- (k) The Departments/Constituent Units may, at their discretion, arrange for additional teaching in the form of GSSC for students repeating the examination of course(s) during the breaks. The modus operandi of such instructions shall be as notified by the Department/Constituent Unit. Extra fee shall be charged from such students for attending GSSC.

In all cases of re-appearing/ I category, the marks obtained by the students who have re-appeared will be converted to the appropriate letter grade not exceeding B+. The best of 02 scores obtained shall be taken into consideration for calculating the SGPA & CGPA and eligibility for award of degree.

2.12 Improvement of Score in Extended Period

Students who fail to qualify during normal period of programme may reappear in End Semester Examinations of the course units of the concerned term in which he/she desires to improve his/her performance, when these examinations are held on normal schedule in next academic session to

- (a) Secure minimum C+ grade (Grade Point 4) in a failed course unit.
- (b) Improve SGPA for a semester if not meeting minimum passing SGPA criteria.
- (c) Improve CGPA if not scored minimum qualifying CGPA for the programme.

Student who have scored C+ in all the courses and required SGPA /CGPA shall not be eligible to re-appear in course unit examination with a view to improve SGPA or overall CGPA. Improvement in the score of courses completed by a student prior to his lateral entry in the University shall not be allowed.

2.13 Supplementary Examinations

- (a) For the final year students, supplementary examinations for those who have not secured passing grades, or were debarred/detained from appearing in any examination and they made up the deficiency in attendance as per provisions of these Regulations, will normally be held within thirty days after the declaration of results of the final Semester Examinations. For his purpose, the students of one year course shall be deemed as final year students.
- (b) A student who fails to appear or qualify in Supplementary Examinations shall reappear in the examinations when scheduled for the next batch of students within the time span prescribed for the programme.
- (c) A student wishing to appear/reappear in the Supplementary Examination shall apply to the Head of Department/ Constituent Units on the prescribed form within fifteen days of the date of declaration of result, enclosing therewith the prescribed examination fee.

- (d) The eligibility of a student for appearing in the supplementary examination shall be verified by the HoD's of Constituent Unit and a list of eligible students containing the details of course unit in which the students are recommended for appearing in the supplementary examination shall be forwarded to the COE within one week of the date of declaration of result along with prescribed form, details of payment receipts.
- (e) Better of the two scores obtained after supplementary examination in repeat course unit(s) shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree/diploma.
- (f) Final year students appearing in Supplementary Examination will be required to sign an Undertaking stating that if the student after result of Supplementary examination fails to score minimum passing criteria, he/she will either Repeat the Year or take Academic Break or Withdraw from the Programme.
- (g) Students with '0' SGPA or debarred in majority of the courses in the last semester shall not be allowed to appear in Supplementary Examination, he/she will either Repeat the Year or take Academic Break or Withdraw from the Programme.

2.14 Refund of Examination Fee

- (a) Examination fee, if any, once paid shall not be refunded or transferred to subsequent examination even if the student fails to present himself for the examination, except in the following cases:
 - (i) If the name of the student has been submitted by the HoD/HoI but later on his attendance is found to be short of the required percentage and his name has been withdrawn at least 10 days before the commencement of examination, 90% of the examination fee including GSSC fee so deposited will be refunded.
 - (ii) If a student is declared pass in the course(s) and on rechecking resulted into correction in result, 90% of the examination fee including GSSC fee deposited meant for examination shall be refunded.
 - (iii) If the student expires before appearing in the examination, 100% of the fee shall be refunded to the legal heirs.
- (b) The claim for refund of any fee, if admissible under these regulations, must be made within one year after the fee is deposited. No claim shall be entertained thereafter

2.15 Examination Admit Card

- (a) Students appearing in any of the University Examination will fill up the Examination Form "Online" on AMIZONE. However, in case of academic break /students of pass out batches may fill up off-line Examination Form (only if examination form is not available on Amizone).

- (b) Students are required to strictly adhere to the dates of various examination activities as per the Examination Calendar.
- (c) Students who are eligible for the End Semester/ year Examination or Supplementary Examination and whose examination form are successfully submitted and approved by HoI / HoD will be issued Admit Card.
- (d) Examination Superintendents /Invigilator/Supervisory staff at examination centers shall ensure that no student is permitted to write any examination without valid Admit Card issued by the Examination Department.
- (e) After issue of original stamped Admit Card, duplicate Admit Card will be issued only by the Examination Department.
- (f) Any requests for duplicate admit card will be attended by Examination Department till 09:20 AM for morning shift and 1:20 PM for afternoon shift. No request of the student for duplicate admit card will be considered in any circumstances, even after payment of fee, after notified time.

2.16 Disciplinary Control of Students in Examinations

The candidates during examinations shall be under the disciplinary control of the Examination Centre Superintendent, who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the centre, he may be expelled from the examination for that session. The Examination Centre Superintendent shall immediately report the facts of such a case with full details of evidence to the COE who will refer the matter to the Examination Discipline Committee. The said committee will make recommendations for disciplinary action as it may deem fit, to the VC. The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

- (a) **Acts of Disorderly Conduct in the Examination.** Acts of disorderly conduct during practical / oral examination shall include the following :-
 - (i) Misbehaviour in the Examination Hall with the Centre Superintendent, Invigilator on duty, Examiner conducting a practical / oral examination, Members of Flying Squads, Observers, Representatives of the University, any other staff working at the Examination Centre, with any other candidate, in or around the Examination Centre or create threat to life of the Examination staff, Observers, Members of Flying Squads etc. before, during or after the examination hour.
 - (ii) Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination.
 - (iii) Causing damage to laboratory equipments, books in library and other properties. Besides facing disciplinary action the student including in such activities will be required to pay ten times the cost of damaged/broken equipment.

- (iv) Disturbing or disrupting or instigating others to disturb/disrupt the examination.
- (v) Instigating others to leave the examination room.
- (vi) Carrying any weapons into the examination centre.
- (vii) Non-surrender of previous Grade sheets as required.
- (viii) Any other act of omission or commission not specified above and as determined by the Academic Council.

(b) Acts of Unfair Means. Following shall be deemed to be the act of unfair means:-

- (i) Talking to another candidate or any person, inside or outside the examination hall, during the examination without due permission of a member of the supervisory staff.
- (ii) Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the invigilator or supervisor concerned or centre superintendent or the concerned authorized officer of the University deputed to the examination centre, and taking away , tearing off or otherwise disposing off the same or any part thereof.
- (iii) Writing matter connected with or relating to a question or solving a question on anything (such as piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet, any other response sheet specifically provided by the University to the candidate.
- (iv) Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
- (v) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- (vi) Making appeal to the Examiner/Evaluator soliciting favour through the answer book or through any other mode.
- (vii) Possession by a candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
- (viii) Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.
- (ix) Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other candidate or to any person.
- (x) Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a

solution to question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.

- (xi) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.
- (xii) Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who Abuses, insults, intimidates, assaults any number of the supervisory or inspecting staff, or threatens to do so. Abuses, insults, intimidate, assault any other candidate or threaten to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the supervisory and the inspecting staff.
- (xiii) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these thing or facilitating or rendering any assistance to any other candidate to do any of these things.
- (xiv) Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for other candidate at the examination.
- (xv) Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.
- (xvi) Any other act of omission or commission declared by the Academic council/Executive council to be unfair means in respect of any or all the examinations.

(c) Cases of Unfair Means, Misbehaviour, Misconduct or Disorderly Conduct of Exams:-

- (i) A candidate who is suspected to have used unfair means or misbehaved or committed any of the acts mentioned above during the course of the examinations is expected to give a statement about the facts of the incident. He shall, however, not be forced to give a statement, but the fact of his having refused to make a statement shall be recorded by the invigilator and the centre

- superintendent which shall be witnessed in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident.
- (ii) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, on a separate answer book in the remaining duration of the examination. The answer book in which the use of unfair means is suspected shall be seized by the invigilator or centre superintendent, who shall send both the answer books to the controller of examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.
 - (iii) All the cases relating to disorderly conduct of examinations, misbehaviour/misconduct of students and their use of unfair means in the examinations and mass copying shall be reported by the concerned invigilator through the centre superintendent/examination sub-committee or by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examinations as the case may be, with all the relevant material. The CoE shall place before the Examination Discipline Committee all those cases for consideration and decision in each individual case. The committee shall recommend penalties if any.
 - (iv) Act of Mis-behaviour, Mis-conduct of serious nature will be forwarded to University Discipline Committee with the recommendations of Examination Discipline Committee.
 - (v) Action in case of possession of mobile phone, laptop/any electronic device etc. : The mobile phone, laptop/any electronic device will be confiscated. After examining the materials, the printout may be taken and mobile phone, laptop/electronic device may be returned to the student after getting his/her signature on the statement/printout of materials.

(d) Disciplinary Proceedings.

- (i) The CoE or any person authorized by him on his behalf shall communicate to the candidate, in respect of whom a report has been received pursuant to Para 31.5, the precise nature of allegations against him and shall require him to furnish his written explanation within a stipulated period under intimation to the HoI /HoD of the Constituent Unit.
- (ii) On receipt of the explanation from the candidate through the HoI / HoD of the Constituent Unit or on the expiry of the period stipulated for submitting explanation, if no explanation is received from the candidate, the CoE shall submit the case before the Exam Discipline Committee for consideration and make recommendations to the VC.
- (iii) After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Discipline Committee, if satisfied that the candidate is guilty of the use of dishonest or unfair means or

disorderly conduct in the examination, will take a decision in each case and recommend to the VC the punishment that may be imposed on the candidate according to the nature of the offence.

- (iv) Ordinarily, all decisions shall be taken by the Examination Discipline Committee by simple majority. If the members are equally divided, the case shall be referred to the VC, whose decision shall be final. All decisions of the Examination Discipline Committee as approved by the VC shall be communicated to the student through the HoI /HoD of the Constituent Unit by the CoE.
- (v) Notwithstanding anything contained expressly or implied in these Regulations, the VC, may on being satisfied after such an enquiry as he may deem fit for such contingencies may withdraw retrospectively, prior to the publication of the final results of a student in a course, the permission granted to such candidate to pursue that course or to appear at a University examination.

(e) Penalties For Indiscipline

- i. The Examination Discipline Committee may recommend penalties as under:

Ser. No.	Regulation Para / Sub-Para	Penalties to be Recommended by Examination Discipline Committee
1	Sub Para 32(3)	The entire examinations of the Candidate in respect of which he is found to have committed an act of disorderly conduct during conduct of examinations be cancelled.
2	Sub Para 32(4)(a) & (b)	The examination for the session or course unit in respect of which a candidate is found to have used unfair means be cancelled.
3	Sub Para 32(4)(c),(d),(e)&(f)	The examination for the session or course unit or the entire examination of a candidate in respect of which he is found to have used unfair means be cancelled.
4	Sub Para 32(4)(g),(h),(i),(j), (k),(l),(m),(n),(o) & (p)	The entire examination of the candidate in respect of which he is found to have used unfair means be cancelled and he shall further be disqualified from appearing at any University examination for a period to be specified by the committee.

- ii. A candidate against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means, or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That subsequent examination will stand cancelled and his result thereof shall not be declared if on account of the punishment imposed on him as

a result of the said enquiry or action, he would not have been entitled to take that examination but for his provisional admission thereto.

(f) Appeals and Review

- i. A student, on whom any punishment has been imposed, may within 30 days from the date of the receipt of the communication in that behalf may make a representation to the VC for review of his case. The VC, if he deems it necessary may refer it back to Examination Discipline Committee for review. The recommendations of the Examination Discipline Committee on the Appeal shall be placed before the VC, who will thereupon review the case and pass such orders as he may consider fit or refer it to the Academic Council for advice.
- ii. In the case of a candidate who has been expelled from the University in terms of provisions of these Regulations, the Academic Council on the recommendation of the VC, on the expiry of three years or such period as specified after such expulsion exempt a candidate from further operation of the punishment awarded.
- iii. If within four months of the publication of the results, it is brought to the notice of the CoE that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these regulations shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic council.

2.17. Rechecking / Re-evaluation of Answer Books / Project Reports and Examination Results

- (a) The answer book of a student in any examination shall not be reassessed under any circumstances. However, after the publication of the results of the University examinations, if a student, whether passed or failed, has strong grounds and belief that some mistake has been made in connection with his results, he may apply to the Controller of Examinations through HoD/HoI online on Amizone for re-checking of his/her answer book in one or more courses as the case may be on payment of prescribed fee within two weeks of the date of declaration of results.
- (b) Whereas, the re-checking does not mean reassessment or re-evaluation of the answer book, the Controller of Examination may appoint any Officer to see that:
 - i) there is no mistake in the grand total on the title page of the answer book;
 - ii) the total of various parts of a question has been correctly made at the end of each question;
 - iii) all totals have been correctly brought forward on the title page of the answer book;

- iv) no portion of any answer has been left un-evaluated;
 - v) total marks in the answer book tally with the marks sheet;
 - vi) the answer book or any part thereof has not been changed/detached;
 - vii) the handwriting of the student's supplementary answer sheet tally with the main answer book.
- (c) In the event of detection of any omission or mistake in the script or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations who will get the omission rectified by referring the answer book to the concerned examiner.
- (d) If the re-checking revealed, course to the provisions of the Regulations any discrepancy by virtue of which the marks of the student are revised, the record shall be corrected accordingly which will be updated on Amizone and can be viewed by the student. Revised grade sheet shall be issued after the previous grade sheet is surrendered.
- (e) If any such student refuses to surrender his/her previous grade sheet as required under the provisions of the Regulation shall be treated to have misbehaved and shall be dealt with by the Examination Discipline Committee under the relevant provisions of the Regulations.
- (f) The Vice Chancellor shall also have the powers to effect the recovery of the Grade Sheet by force through any of the law enforcing agencies.

2.18 Issue of Grade Card

- (a) In the Grade Cards, the maximum marks of internal continuous evaluation and end semester examination shall be shown separately. The total marks obtained in internal continuous evaluation and end term examination of a course unit shall be converted into letter grades as per Para 2.4. The letter Grade so assessed shall be shown along with its equivalent grade point in the Grade Sheets. An over-all AGPA/SGPA and CGPA shall also be shown.
- (b) Duplicate Grade Card shall be issued against payment of fee as prescribed and submission of First Information Report (FIR) from nearest Police Station for loss of grade sheet.

2.19 Issue of Official Transcript

- (a) Official Transcript is a Statement of Grades given in a prescribed format, issued on request from the student. The University will issue Official Transcript to a student for seeking admission to pursue higher studies in foreign universities/institutions as per the guidelines.

- (b) Student can apply online on Amizone using his/her ID and password. Student needs to be sure of all details, as whatever details he /she fills will appear in the transcript.
- (c) No transcript will be issued to any applicant until and unless the student encloses a copy of the letter of the foreign University/Institution/WES/Immigration Office for which transcript is sought. The candidate is also requested to mention the name of foreign University/Institution with full address/es, where he/she wants to apply. No transcript will be issued without any address of foreign University/Institution.
- (d) The required transcript will be issued after a period of fifteen working days (two weeks or so) excluding Saturday/Sunday and other Gazetted holidays from the date of submission of application. If the students wishes to collect the transcript herself/himself (by hand) or wants it to be dispatched within India, the prescribed fee is Rs. 1000/- per transcript . Official Transcript can be collected from the institution by hand or it can be dispatched to the address given.

The official transcript can be dispatched directly to the university /organization(outside India) on payment of \$50 or equivalent INR.

2.20 Dispatch of Degree after Convocation

1. Students, who are unable to attend the Convocation, can request for dispatch of the degree after convocation either offline or online.
2. Fee for collection of degree after the Convocation is as under :

Year after within Convocation	India Address/Self Collection	International Address
1 st	Rs. 1000/ -	Rs. 3500/ -
2 nd	Rs. 2000/ -	Rs. 4500/ -
3 rd	Rs. 3000/ -	Rs. 5500/ -
4 th	Rs. 4000/ -	Rs. 6500/ -
5 th	Rs. 5000/ - (fixed afterwards)	Rs. 7500/- (fixed afterwards)

- (a) For online application, a student will have to apply for dispatch of degree through link “Apply for Degree” available on his/her Amizone ID with prescribed fee.

(b) For offline application,

(i) A student will have to write an application addressed to the Registrar giving details of Address, Name, Enrollment No., Programme & Batch.

(ii) Make Demand Draft in favour of Amity University Madhya Pradesh payable at Gwalior for fee as prescribed.

(iii) Attach copy of Photo Identity Proof.

(iv) Send all the above to the Registrar, Amity University Madhya Pradesh, Gwalior, Maharajpura-474005

(c) Degree along with Mark sheets and Value Added Certificates will be dispatched through Speed Post. Degree can be dispatched outside India on payment of \$50 or equivalent INR.

(d) Degree may be collected by the student in person from CoE Office at Gwalior campus on payment of prescribed fee, on producing Photo Identity proof.

Under any circumstances, Degree cannot be handed over to anyone else, except student.

2.21. Attestation of Marksheets / Degree

Photocopy of Mark sheets / Degree may be attested by Registrar on payment of prescribed fee. Student needs to bring the Original documents along with photocopies to be attested. Provide address of University / organization, if attested copies are required to be placed in a sealed envelope.

Note: Notwithstanding anything stated above, the students are advised to read the AUMP Regulations Conduct of Examinations, Scheme of Evaluation and Discipline among Students in Examinations for better clarity in regard to Academic activities of University which shall prevail, if found inconsistent with this document.

3. AUMP CODE OF CONDUCT FOR STUDENTS

3.0 Objective

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

3.1 Introduction

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

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

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

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

3.2 Ethics and Code of Conduct:

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

- Respect for self
- Respect for others
- Respect for University Property
- Respect for University Authority
- Honesty, Professional and Academic Integrity, Demeanour

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

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

Students should respect the rights and privacy of other members of the University at all times.

Students pursuing programs leading to a professional qualification are also required to conduct themselves in a manner appropriate to that profession. Amity University is

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

- Fostering professional excellence.
- Promoting a life of values and ethics.
- Creating responsible and informed leaders and professionals.
- Inculcating a spirit of dedication to the service of others and towards nation building.

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

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

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

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

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

The Student Code of Conduct specified in this Student Handbook is to be followed by all AUMP students including hostel residents.

- 3.2.1 Students are required to wear their valid Identity Card issued to them by AUMP around their neck. Students without ID card may be denied entry to the campus/hostel;
- 3.2.2 Students are duty bound to report to the HoI/ Chief Proctor/Director Hostels/Warden/ DSW in case they notice any unwanted or undesirable activity or violation of code of conduct in the campus or in the hostel;
- 3.2.3 Students staying in Paying Guest/Rented accommodation are required to provide the correct address details to their Institution.
- 3.2.4 Students are required to inform and ensure updation in the record(s) of the University about any change in their or their parents - permanent/correspondence/PG address or Telephone no./Mobile No. / E-mail etc. at any point of time.
- 3.2.5 Ragging is a criminal and nonbailable offence. Ragging or abetment to ragging in any form is totally banned within the premises of the University, its Hostels

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

Supreme Court Guidelines
UGC Regulations, 2009
AUMP Regulations on Ragging

All students, including hostellers, are required to sign an Anti-Ragging Undertaking, and are required to note the details provided in AUMP Anti-Ragging Booklet.

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

- i. Gross misconduct, involving any act of intimidation, brawl/fight or violence or drunken or riotous behaviour, including behaving in rowdy, intemperate or disorderly manner or encouraging or inciting any other person to do so;
- ii. Dishonesty, whether by act of omission, including but not limited to cheating, plagiarism, knowingly furnishing false information to AUMP, and forgery or altercation;
- iii. Screening of pirated / unauthorized /unlicensed movies in their computers &/or common rooms;
- iv. Possession &/or consumption of Cigarettes, Hookah, other smoking devices, alcoholic drinks, narcotics/ drugs or encouraging or inciting any other person to do so (Please note that Narcotic Drugs & Psychotropic Substances Act views drug offences very seriously and punishments are stiff even for small quantities);
- v. Possession &/or consumption of Chewing tobacco, paan, gutka, etc, or encouraging or inciting any other person to do so;
- vi. Destruction/Damage/Defacement of University property, including records or the property of others;
- vii. Misbehaviour, rude, unmannerly, impolite acts/use of abusive or offensive language, verbal or written/email/ on social networking sites, gestures, remarks or inciting others to do so (including discriminatory on grounds of religion, caste, creed, language, place of origin, gender, social or cultural background) etc.;
- viii. Public display, individually or in congregation, for religious activities or religious preaching within the campus or being absent from classes for religious rituals as individual/group;
- ix. Any form of Public Display of Affection (PDA) or wearing promiscuous dresses or in the campus/hostel;
- x. Violation of administrative rules or regulations where safety to self/other personnel or property is endangered;
- xi. Employing unauthorized persons for any personal work in the hostel premises/University campus;
- xii. Hosting/harboursing an outsider/offender in the campus &/or in hostel;
- xiii. Hosting/harboursing a day scholar in the hostel;

- xiv. Indulging in any undesirable activity;
- xv. Physical assault on any student/staff/faculty/guest;
- xvi. Keeping firearms/weapons of any kind anywhere in AUMP campus & /or in hostel premises;
- xvii. Theft of property, including AUMP's or of other students/staff/faculty;
- xviii. Participating in anti-national/anti-social activities or in activities against the interest of AUMP or in activities which also involve discrimination against the fellow students on grounds of caste, creed, religion, place of origin, social or cultural background or encouraging or inciting any other person to do so in or outside the Campus/Hostel;
- xix. Unauthorized presence in a hostel/room;
- xx. Unauthorized Parties of all kinds, including 'Birthday Parties' in the Campus/Hostel rooms;
- xxi. Violation of Hostel Timings;
- xxii. Hostel Residents are not permitted to leave the campus any time of the day without permission and out-pass.
- xxiii. All hostel residents are to return to their rooms by 9 pm and should mark their attendance in the designated register.
- xxiv. Hostel Residents must follow the prescribed hostel timings at all times.
- xxv. Unauthorized absence from the Campus/Hostel;
 - a) Hostel residents who wish to go out of the Campus on the weekends/Amity Holidays may procure a day out-pass. Application for the same is to be given to the Hostel Warden, minimum 24 hours in advance. The day out-pass will be issued by the wardens from 9 am to 11 am for maximum period from 9 am to 9 pm in summer and from 9 am to 8 pm in winters.
 - b) Hostel residents who are required to go out of the Campus to complete an assignment/ project/ training are required to get an authorization from their Head of Institution &/or parent/s. Application for the same is to be given to the Hostel Warden, minimum 24 hours in advance. before issue time of out pass i.e. 9 am to 11 am.
 - c) For leave of absence from the Hostel during night or for longer period, residents are required to get an authorization from their parent/s (as per performa 'Parents Authorization'). Application for the same is to be given to the Hostel Warden, minimum 24 hours in advance before issue time of out pass i.e. 9 am to 11 am. Out pass will be issued by the wardens from 9 am to 11 am.
- xxvi. Any misrepresentation done and or any wrong information given by the hostel residents for procuring the out-pass, including getting the attendance marked by proxy and marking of proxy attendance for an absentee hosteller by another hosteller, will be considered as indiscipline and will be liable for punishment, including expulsion from hostel &/or University, withdrawal of privileges like appearing for campus placement, etc;
- xxvii. Entering certain areas individually or in a group within the campus, including the hostels, which are notified verbally or in writing as 'out of bound;
- xxviii. Having Electrical appliances such as immersion heaters, electric

- stove/heaters/electric iron etc. in the hostel rooms;
- xxix. Undertaking Private cooking of food in the hostel room;
- xxx. Impersonation - assuming the identity of another person or having another person assume one's own identity;
- xxxi. Disrupting or obstructing teaching, research, administration and/or disciplinary proceedings;
- xxxii. Conduct in violation of Indian law occurring outside the University that directly affects the academic and professional status of the student and the image of the University.
- xxxiii. Disobeying the orders of the University or Faculty, Head of Institute or officials of the University.
- xxxiv. Violence of any kind, including verbal, which undermines the dignity, security, physical &/or mental health of fellow students, faculty and employees of the University, in a sudden or repeated manner within or outside the University Campus.
- xxxv. Parking four wheelers which have black tinted windows in University parking
- xxxvi. Entering the University Campus with vehicle without authorization
- xxxvii. Entering the University Campus &/or University Parking area from the wrong side of the road

In case of any violation not covered herein and/ or for interpretation of any content contained herein, the decision of the competent authority of the University shall be final and binding on all concerned.

4. DISCIPLINARY CONTROL OF STUDENTS IN UNIVERSITY

4.1 General.

Every student enrolled in the University shall be under disciplinary control of the University and its Departments/Institutions. At the time of admission, every student shall be required to sign a declaration that on admission, he submits himself to the disciplinary jurisdiction of the Vice Chancellor and several authorities of the University, its Departments/Institutions who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances, the Regulations and Guidelines that have been framed therein by the University.

Without prejudice to the generality of the power to maintain and enforce discipline under these Regulations, the following shall amount to acts of indiscipline or misconduct on the part of a student of the University and its Departments/ Institutions.

- a) Physical assault or threat to use physical force against any member of the teaching and non-teaching staff of any Department / Institution. and against any student within Amity University Madhya Pradesh.
- b) Unauthorised absence from the class, test or examination or any other curricular or co-curricular activity which he/she is expected to participate in.
- c) Carrying of, use of or threat to use of any weapons.
- d) Misbehaviour or cruelty towards any other student, teacher or any other employee of the University, a college or institution.
- e) Use of drugs or other intoxicants except those prescribed by a qualified doctor.
- f) Any violation of the provisions of the Civil Rights Protection Act, 1976.

- g) Indulging in or encouraging violence or any conduct which involves moral turpitude.
- h) Any form of gambling.
- i) Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.
- j) Practicing casteism and untouchability in any form or inciting any other person to do so.
- k) Any act, whether verbal or otherwise, derogatory to women.
- l) Smoking, use of narcotics, possession and consumption of alcoholic beverages or gambling in any form.
- m) Any attempt at bribing or corruption of any manner or description.
- n) Willful destruction of the property of the University or its Departments / Institutions etc.
- o) Behaving in rowdy, intemperate or disorderly manner in the premises of the University or the college or the institution, as the case may be, or encouraging or inciting any other person to do so;
- p) Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so
- q) Causing disruption of any manner of the academic functioning of the University system
- r) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be
- s) Unpunctuality
- t) Ragging
- u) Violation of the status, dignity and honour of students, in particular female students and those belonging to a scheduled caste or a scheduled tribe or other backward class
- v) Any practice whether verbal or otherwise, derogatory to women
- w) Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour of students
- x) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be.

The Vice-Chancellor may amend or add to the list of Act of Indiscipline, Misconduct and Misbehaviour.

4.2 Penalties for Breach of Discipline

Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as deemed appropriate by the Vice-Chancellor, Heads of Departments/ Institutions as the case may be, may in the exercise of their powers aforesaid, order or direct that any student:

- a) be expelled from the University, college or institution, as the case may be, in which case he shall not be re-admitted to the University, college or institution from where he is expelled but it shall not preclude his admission to any other institution with the prior approval of the Vice-Chancellor; or

- b) be, for a stated period, rusticated in which case he shall not be admitted to the university or institution, till expiry of the period of rustication; or
- c) be not, for a stated period, admitted to a course or courses of study of the University; or
- d) be imposed with the fine of a specified amount of money; or
- e) be debarred from taking a University examination or examinations for one or more years.

The Vice-Chancellor, in exercise of his powers aforesaid or on the recommendations of the Head of Department/Institution, may also order or direct that the result of the student concerned of the examination or examinations at which he has appeared, be cancelled.

4.3 Ragging

- (a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- (b) Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- (c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- (d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- (f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- (g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- (i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

4.4 Prohibition of Ragging

- a) Ragging within the University Campus including its Institutions / Departments / Hostels or/ and any part of Amity University system as well as on public transport system outside the campus is strictly prohibited.
- b) Ragging in any form is prohibited also in the private lodges/buildings where these University students are staying.
- c) No person including students /staff / faculty shall participate or abet or propagate ragging in any form.

4.5 Punishable Activities of Ragging

- a) Abetment to ragging;
- b) Criminal conspiracy to rag;
- c) Unlawful assembly and rioting while ragging;
- d) Public nuisance created during ragging;
- e) Violation of decency and morals through ragging;
- f) Injury to body, causing hurt or grievous hurt;
- g) Wrongful restraint;
- h) Wrongful confinement;
- l) Use of criminal force;
- j) Assault as well as sexual offences or unnatural offences;
- k) Extortion;
- l) Criminal trespass;
- m) Offences against property;
- n) Criminal intimidation;
- q) Physical or psychological humiliation;
- o) Attempts to commit any or all of the above mentioned offences against the victim(s);
- p) Threat to commit any or all of the above mentioned offences against the victim(s);
- r) All other offences following from the definition of "Ragging"

4.6 Punishments (to be decided based on the nature and gravity of offence)

- (a) Cancellation of admission
- (b) Suspension from attending classes
- (c) Withholding/withdrawing scholarship/fellowship and other benefits
- (d) Debarring from appearing in any test/examination or other evaluation process
- (e) Withholding results
- (f) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- (g) Suspension/expulsion from the hostel
- (h) Rustication from the institution for period ranging from 1 to 4 semesters
- (i) Expulsion from the institution and consequent debarring from admission to any other institution.
- (j) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- (k) Whoever directly or indirectly commits, participates abets or propagates ragging within or outside any educational institution shall be punished with imprisonment of either description for a term which may extend to two years or with fine which may extend to ten thousand rupees or with both.
- (l) Any student convicted of an offence under "ragging" shall not be admitted in any educational institution for a period which may extend to five years from the date of order of debarring.
- (m) Non -students involved in reports of ragging will be dealt with under the criminal law of India.

- (n) Ex-Students involved in ragging and against whom necessary action is taken under these provisions, will also be rendered ineligible for a period of five years from seeking enrolment in any of the Institutions of the University. They will, however, be given post decisional hearing, with strict adherence to the law of natural justice.
- (o) In case any student who has obtained degree or diploma of the University is found guilty; under these Regulations, appropriate action will be taken under the provisions of the Statutes and Regulations relating to Conduct of Examinations.

4.7 Appeal

The student/s punished as above may appeal to the Vice Chancellor within 30 days of the date of order. The decision of the Vice Chancellor on the appeal will be final and binding.

4.8 Anti-Ragging Measures at AUMP

- Every student and her/his parent have to submit duly signed notarized affidavits affirming that they will not participate in any type of ragging activity and understand that if they do so they are fully aware of the penal and administrative action that is liable to be taken against them in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- At the time of registration, each student has to go through the 'Regulations/Directive for Banning Ragging Anti-Ragging Measures' prescribed in Anti-Ragging booklet.
- Students can report the incidence of ragging 24 X 7 to the University Authorities listed in the Anti ragging booklet.
- Anti-Ragging Monitoring & Execution Cell (at University level) is established and is fully responsible to ensure that all Anti-Ragging rules, regulations and measures are strictly followed. Chairperson & Members of the committee can be contacted by the students.
- Members of the Proctorial Board can be contacted by the students.
- Each Institution will have an "Anti-Ragging Committee" headed by the Head of Institution and comprising of selected faculty members, parents, students from the freshers category as well as seniors and selected non-teaching staff.
- Anti-Ragging Squads and Anti-Ragging Patrols go around the Campus to prevent any incident of ragging.

5. STUDENT SUPPORT SERVICES

Amity University Madhya Pradesh provides support to its students through all aspects of their University experience, from first contact to beyond graduation with the objective of holistic development of students, to help students become more self-aware and empowering them to make better decisions to effectively reach their academic and career goals.

5.1 Student Support & Progression

The University is committed to provide support to assist students to complete the programme in which they have enrolled. The processes to monitor student progression are effective, fair and transparent.

Initial Academic Assessment Service: Guiding and assisting students appropriately into academic programs is critical to their academic success. Admission Counsellors assess academic credentials of the admission applicant's vis-a vis the academic program requirements. The subsequent selection process assesses the skill levels for appropriate academic program placement. To support and encourage students, decisions regarding grant of on-admission scholarships are taken based on standard criterias.

Post admission and registration for a program, students requiring remediation, enroll in the Bridge courses either concurrently with or before the start of the enrolled Program courses.

General and Academic Advising: At the time of registration of students into various programs, the University conducts Orientation Programs for students and their parents to familiarize them with the philosophy and value system of the University, various aspects of University life, rules & regulations, facilities and support services.

University and Institute level advise provides direction to students in various forms including explanations of program and course requirements, assistance with time table tailored to individual student schedules and other academic and career pathway guidance.

At the Institute level, regular general and academic advice is provided by the faculty members in their role as Heads of Institution, Programme Leader, Mentors and Corporate Resource Centre/Industry Interaction Cell. At the University level, the students are encouraged to approach Dean (Student Academic Affairs & Support Services), Dean Student Welfare or Dy Dean Student Welfare for any type of advice requirements.

Regular interactions lead to further identification of concerns that could prevent progression of a student in a academic program as well as career pathway uncertainty, financials (paying for University fee, basic expenses and transportation issues), and personal concerns (disability issues, health problems, accommodation issues, relationship/home issues, etc.). Interventions are made to assist with the resolution of student issues.

Career guidance, Industry Placement and Entrepreneurship. Assistance is provided to the students to assess their interests, abilities and skills and relate these to opportunities for employment, further study and entrepreneurship. The guidance provided helps students to make informed decisions, develop strategies for career plans, how to present themselves effectively at interviews and cope with the transition to employment. The following departments/Cells guide and assist the students –

- **Amity Technical Placement Centre (ATPC)/Corporate Resource Centre (CRC)/Industry Interaction Cell (IIC)** - play a very important and key role in counseling and guiding the students for their successful career placement by inviting various companies for campus recruitment of students who are in the final year of the

programme and are likely to graduate at the end of the academic year. The Centre also helps in arranging industry internships for students as per curriculum requirements.

- **Value Addition Courses for Soft Skill Development** - effective communication and interpersonal skills are imparted to the students which are crucial to increase employment opportunities and for competing successfully in the business environment. An international perspective is provided to the students through the international language programs.
- **Amity Centre for Guidance & Counselling** - through its professionally competent counselling psychologists, this cell enhances the overall well-being of students by facilitating their emotional, interpersonal and intellectual development. ACGC provides services designed to promote academic, personal, and social growth of students.
- **Military Training Camp** - students imbibe the value of discipline and a spirit of patriotism, commitment and perseverance by participating in a variety of activities like parasailing, trekking, shooting, rock climbing/rappelling, etc. which test their mental and physical agility.
- **Grooming for Interviews** - the training covers key aspects of dress sense, winning body language, answering difficult questions, refreshing business etiquette, as well as aspects like group discussion and extempore speaking with confidence.

5.2 Scholarships, Medals and Awards

Amity University offers a variety of scholarships to the meritorious students. The scholarship is in the form of financial aid. Following are the types of scholarships offered to the Amity students:

a) On Admission Merit Scholarship - There are three types of these scholarships as mentioned below:

- 100% Dr. Ashok K. Chauhan Scholarships
- 50% On Admission Merit Scholarships
- 25% On Admission Merit Scholarships

These scholarships are granted at the time of admission on the basis of school and /or graduation results.

b) Continuation of On Admission Merit Scholarship - Scholarship is granted on annual basis and continuation in second and further years of the program is subject to the academic performance (Merit List based on CGPA) & other conditions as laid down in the regulations.

c) Merit-Scholarship During the Programme - These scholarships are granted from second year onwards for encouraging students to achieve higher performance during their studies in their respective academic programme. The amount of scholarship is 30% of the academic year tuition fee. The number of scholarships depends upon the no. of students in the programme. (max.limit is three).

d) Merit-Cum-Means (MCM) Scholarship - These scholarships are granted to the students who are academically good and need financial assistance to continue their education in the University. The amount of scholarship is upto 50% of academic year tuition fee. Students

need to apply for such scholarships to their respective Head of Institution as per the prescribed format and support documents at the commencement of the Academic Session. Continuation of the scholarship is based on students' merit, academic & extra/co-curricular activities performances & family financial position.

e) Special Scholarships - These scholarships are granted to the students showing extraordinary achievements in extra- curricular activities. The amount of scholarship depends on individual cases. Students are required to apply for the same as per the prescribed format at the commencement of the Academic Session.

f) Other Scholarships – These scholarships are instituted by Grants from individuals, Trusts, Organizations, Institutions etc with a view to provide financial assistance to needy students

Amity Scholarships are granted on Annual basis and are declared every year by the months of August / September. All scholarship holders are required to submit full odd semester fee by due date and scholarship amount is refunded / adjusted in the subsequent semester fee. The Scholarships do not include – Refundable Security Deposit and Boarding & Lodging Cost.

Following is expected from the scholarship holders:

- Follow all the rules & regulations of the University and substantially contribute in the development of the institution
- Consistently achieve Academic excellence
- Participate in extra- curricular and co-curricular activities
- Represent Amity by participating in Inter-institution competitions, corporate competitions, seminars, conferences and bring laurels to institution
- Be punctual & regular in attending classes and maintaining high attendance
- Maintain good health for meeting all academic challenges without failure
- Never indulge in any indiscipline activities or plagiarism
- Follow the University dress code in the campus & while representing Amity in any Forum and develop in themselves the 101 attributes of an Amitian
- Have ethical & moral code of conduct.
- Develop habit of continuous improvement & high performance.

Cat/Mat/GMAT Score Based Scholarship

Scholarship is granted for MBA Program, as per policy on the basis of his/her CAT/MAT/GMAT Score

Medals & Special Awards Medals

The University awards following mentioned medals during the Convocation:

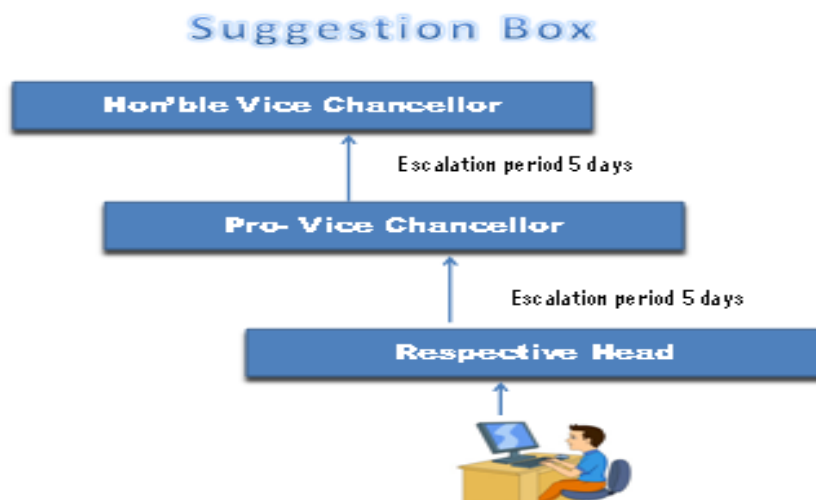
- (a) Gold Medals to the toppers in each programme
- (b) Silver Medals to students who secure second position in each programme
- (c) Bronze Medals to those students who secure third position in each programme, if the number of students in a programme is more than 30.

Government Scholarships

Students are encouraged to apply for the Government Scholarship through National Scholarship Portal & State Scholarship Portal in consultation with the Scholarship Nodal Officer of respective Institutes.

5.3 Student Grievance Redressal

1. In order to make student's stay in AUMP comfortable and stress free, Amity has a multi layered student grievance redressal system. Student having a problem will approach the Academic and General Counselling Cell at his/ her department level. Student's problems that cannot be resolved at the department level will be referred to the appropriate Committee. Issue will definitely get resolved within a short period of time.
2. The suggestions / grievances by students/parents can also be sent on-line through Amizone.
3. In addition, problems related to the well being of students warranting urgent attention can be submitted directly to the Dean Student Welfare (iroychowdhury@gwa.amity.edu).
4. Problem / suggestion are monitored / resolved through an auto escalation system provided in the Students' Amizone as illustrated below:-



5. Pursuant to regulation of UGC on provision of Equity in HIE's as notified in the Gazette of India, dated January 19th , 2013, all the issues related to "Equity" as defined in the said UGC Regulation shall be dealt by 'Equal Opportunity Cell' constituted for the purpose.

Welfare Services

Amity University has a student centric and supportive environment offering practical support and advice to each student. It is Amity's endeavor and commitment to ensure that each student is satisfied and happy during his/her stay at Amity.

Dean Student Welfare

The Office of Dean of Student Welfare (DSW) is committed to provide the leadership to inspire and assist the students in achieving more than academic achievement through identification and promotion of relevant student policies that respond to their issues, needs, happiness, joy, satisfaction and with respect to their holistic development.

Office of DSW functions as a nodal centre for the welfare of students; organizes and coordinates extra-curricular student activities and promotes cooperation, fellowship and discipline among students. Students are advised to contact the Dean Student Welfare Prof. (Dr.) Iti Roy Chowdhury (9165905884) with respect to any problems they may face inside or outside the campus.

All interactions with students are kept strictly confidential.

Student Satisfaction & Happiness Mission (SSHM) one of the most important functions of Education is to provide opportunities for each student to reach his/her full potential in the areas of educational, vocational, social and emotional development. At Amity, it is ensured that guidance and counselling are integral parts of education so that students are satisfied and happy.

The aim of Students Satisfaction & Happiness Mission (SSHM) is to guide and counsel students so that they discover & develop their true potential and thereby achieve an optimal level of personal satisfaction & happiness.

For this three centres/cells are available to the students.

- a) Academic and General Counselling Cell at the Institutional Level.
- b) Centre for Guidance & Counselling.
- c) Centre for Administrative & Hostel Issues.

Student problems will be looked into with speed by the above centers/cells. So students must make full use of these centers/cells. However, if the problems are still not resolved then the students may project to the Mission Headquarter by e-mail, sshm@amity.edu, who will then take these up with appropriate authorities.

Disability Advice

The Disability Advice and Guidance Team is responsible for the co-ordination of support for disabled students and provides a specialized guidance and support service for all prospective and current students with a disability or health condition. Our aim is to ensure

that students with a disability realize their full academic potential despite their disability. We provide support and advice to students with a wide range of impairments. This can include, but is not limited to Visual Impairments, Hearing Impairments, Physical Impairments and Mobility Issues etc. Disability Services is the principal point of contact and support for students with disabilities and works closely with others in the administration and academic departments of the University. Social care is not health care. It does not treat or cure people, but supports people with conditions and impairments in their daily lives. This is to ensure that appropriate arrangements relating to teaching and assessment are made for students with disabilities, whilst maintaining the academic integrity and core requirements of the individual courses. The Disability Services is part of the Office of Dean Student Welfare and is involved in the provision of services and recommendations of adjustments for students with disabilities. Role is to provide initial advice on issues which may be affecting students' general welfare. Disability Services/Social Care enable disabled people to live independently and support individual wellbeing. The Campus Infrastructure has been developed to assist students with disabilities. Ramps & Handicapped Toilets are available in all the buildings in the Campus, in compliance with 'Persons with Disabilities Act

Amity Centre for Guidance & Counselling

The Amity Institute of Behavioural & Allied Sciences (AIBAS) initiated the Counseling Cell in the year 2016, where counseling services are offered to students and Faculty members. The professional guidance and counseling services are being provided to students and faculty members for any constrain, stress and anxiety to overcome it.

The specialized service recommends guidance in personality development, managing stress and enhancement of quality of life.

The professional help of focus is Individual counseling, to help in the proper selection of courses, to assist the students in their phase of confusion and emotional issues, manage and organize activities intended to aid student, set up personal goals and develop future plans. It also offers the trainees to enhance their skills through therapy. The counseling cell is highly equipped with technology and is operational with various therapeutic interventions like biofeedback/cognitive intervention related software.

5.4 Academic Support Services

The Dean (Student Student Welfare) is committed to provide assistance to all students on academic related matters including course selection and credit transfers. In particular, counselling is available to individual students who may be encountering difficulty in adjusting to the academic life at the University.

Students are advised to contact Dy Dean Academics Prof. (Dr.) Kuldeep Dwivedi(8770867384) with respect to any academic problems.

5.5 Amity Women Help Desk

Amity University Madhya Pradesh is committed to Gender Equality and Empowerment of the weaker sections of the society. With this aim, and following the UGC mandate, AUMP has constituted the Amity Committee Against Sexual Harassment (CASH). The committee takes all measures to ensure the welfare of women at AUMP campus in all aspects. It organizes

activities to create an environment that fosters equal treatment and leads to empowerment of the marginalized and weaker sections of the society. The active participation of students in these activities has created a climate for change and the student ambassadors will, it is hoped, bring about a change in the Nation's mind set.

Female students, faculty and staff members may contact Amity Women Help Desk 24X7 for any kind of complaints (sexual, physical, psychological /emotional harassment etc.), queries and suggestions. The same may also be posted on Amizone (Amity intranet). Contact details: Mobile: 09165905884 Email: iroychowdhury@gwa.amity.edu

The committee consists of the following members:

(a) Dr ItiRoychowdhury (DSW & Dir. ASCENT/ASL/AISS) Chairperson	Member
(b) Mr. Amanpreet Randhawa, Dir HR and OSD to Hon'ble Pro Chancellor	Member
(c) Mr. Rajneesh Kant Sharma (Dir Liaison)	Member
(d) Dr. Manisha Singh (Asso. Professor ASET)	Member
(e) Dr. Shweta Saxena (Asst. Professor ABS)	Member
(f) Ms. Vartika Saxena (Asst. Professor ALS)	Member

5.6 Medical Facilities

Hostellers are advised to get themselves inoculated against communicable diseases at their own initiative and expense. First-aid Medical Treatment is available within the campus. Amity Clinic has 24 hours nursing staff with ambulance. Amity University Madhya Pradesh has a tie up with following renowned hospitals in Gwalior to provide best treatment- Kalyan Hospital Baradari Morar Gwalior , Apollo Hospital Gwalior and Birla Hospital Gwalior.

If a hosteller is advised hospital admission, necessary communication is sent to parents/local guardians and Hostel Director. Amity University offers a medical insurance plan to all students.

5.7 Security

Amity University has 24 hour, 365 days security in the campus. With the goal of providing safe and secure environment, the security department manages the entry/exit points to ensure that only authorized persons are allowed inside the gates. Security and personal safety is an important issue for everyone, and relies on all of us working together to help

To make sure that all stay safe students are expected to report a crime, emergency, or suspicious activity, by calling the Assistant Security Officer, Mob No -8839915483 and Chief Proctor, Mob No - 9481079380.

5.8 Amity ID Card

The AM Card is the official Amity University identification card for students, faculty, staff, and other members of the University. You can use your AM Card to gain access to the campus through access control devices at Campus Gates.

Students have to compulsorily wear their AM Card around their necks at all times while on campus.

5.9 Parking

All student vehicles parked inside the campus (including motorcycles and cars belonging to students) must have a valid parking registration. Vehicles must be registered with Security Staff. Students have been allotted specific areas (Block-wise) depending on their programme.

5.10 Transport

The University operates a daily University bus service providing safe and reliable student transport from various areas of Gwalior. Provision of transport service will be subject to the availability of seats on established routes and the fee will be as per the fee structure.. Students are advised to contact the Director Liaison/ Director Administration/Transport In-Charge for the routes on which the buses are plying. Transport service is subject to a minimum number of students available on that route.

5.11 Bank, ATM and Courier Service

Axis Bank ATM facility is available in the Campus. For banking services, an employee of the bank visits the campus on routine basis for any kind of requirement and services for its staff and faculty members. A representative of Courier Company visits the campus on daily basis and collects the couries and posts from the campus.

5.12 Sports Complex

Sports Complex including Tennis Courts, Basket Ball Courts, Volley Ball and Badminton Courts are available in the Campus. In addition, Gymnastic facilities have also been extended to Hostellers/Day Scholars. Students are requested to contact Sports Officer/Dean Student Welfare for help and guidance.

5.13 Recreation

- a) Colour Television sets have been provided in the common rooms of hostels.
- b) Major festivals are celebrated in the campus/hostels. Events like cultural programmes, sports, quizzes and movie shows are also organized.

5.14 Corporate Resource Centre

The Corporate Resource Center (CRC) of AUMP aims at providing a comprehensive array of services and support for its students and alumni which assist them in their placement and life-long career development.

- a) The CRC acts as a central hub for all student development and placement related activities and is the repository of all information and resources. It builds in its students the competencies that are valued by prospective employers, forecasting those that will be essential from a future perspective. It provides a forum for future employers to articulate their human resource requirements, and accordingly, groom and recommend students for internships and placement.

- b) The CRC recognizes that student knowledge, skills and attitude play a vital role in their career choices. With this in mind it facilitates various tests to measure the students' career related competencies, and develop them further.
- c) CRC is headed by the Director CRC, who is an Industry veteran having more than 16 years of industrial experience in large industrial conglomerates. CRC constantly explores the companies and Industries where our well groomed students can be placed.
- d) CRC interacts with the Industries and Co-ordinate various activities like Industry Visits, University - Industry Interaction, Placement for Internship Training and organizing Guest Lectures by prominent industry/ corporate resource personnel. It maintains a strong database of potential recruiters and constantly liaisons with them, assessing trends in their requirement and making efforts to prepare the prospective managers on these lines. The prime objective of the CRC is to maintain strong University Industry linkages and strive for the overall development & grooming of the students according to the Industry requirements by conducting workshops, symposia, seminars and conferences both at National and International level. CRC has maintained a sound rapport with large number of big companies, industrial conglomerates and reputed business houses.
- e) CRC maintains close contact with recruiters throughout the year and conducts numerous workshops on skills like Resume Writing, Group Discussions, Mock Interviews and Sample Aptitude Tests to better prepare our students for job interviews. Our team is fully committed to attending to the individual needs of our students and ensuring that they achieve desired platforms for launching their professional careers.

As part of Recruiter Relations, CRC systematically tracks opportunities across sectors and industries, for students and establishes necessary contacts. CRC also facilitates the extensive on-campus interview processes and conducts rigorous follow-ups. The recruiting teams from companies are appropriately guided about the institutional mechanisms with reference to the placement process.

The Corporate Resource Centre (CRC) of Amity University is a crucial interface between the stages of completion of academic program of the students and their entry into suitable employment and plays a pivotal role in counseling and guiding the students for their successful career placement. In addition to campus placements, the CRC department organizes Professional Development Programs like mock interviews, group discussions, pre-placement talks, and interactive sessions with Industry experts, case studies and Personality Development Programs covering communication skills, presentation skills and career planning. This enables the students to acquire the necessary traits to become industry worthy.

5.15 Student Clubs & Committees

Introduction: Academic subjects, Co-curricular and Extra-curricular activities complement each other and develop a well-rounded, socially skilled, and healthier student. For physical, mental, behavioral and social wellness of the students extra-curricular and co-curricular activities play a vital role. Co-curricular activities enhance the analytical and applied skills of the students from all their academic learning and the extra-curricular activities take care of their mental, physical and social wellness. AUMP's focus is on holistic development of each

student of the University. Students who are involved in extra-curricular pursuits tend to improve their academic grades as well. This may be due to increased self-esteem, motivation and better time management. They become better organized in the classroom. They demonstrate a reduction of at-risk behavior and a heightened sense of belonging, resulting in better behavior. They develop life-long relationships with their peers and learn how to lead others. These skills will be beneficial in later life and in the workplace. Extra-curricular activities also foster a sense of commitment to a cause or purpose and they reduce selfish behavior. Students become more marketable in the workplace. Holistic development enhances employability. University Club members participate in Inter-Institution competitions and bring laurels to their University. Variety of activities, events of national and International level, Inter-Institution competitions inculcate in the students various soft skills there by nurturing excellence and strengthening the value system. These events, conferences and competitions at University Level are organized by students themselves under close supervision of the Chairperson Club and faculty coordinators. AUMP students have exhibited their talent and have won laurels in several events at Inter-University competitions, State Level, National Level and International Level competitions and Conferences. All activities are facilitated by faculty coordinators.

Objectives :-

1. Physical, Mental, Behavioral and Social Wellness
2. Enhancing analytical and applied skills of the students that help to improve academic grades.
3. Identify the students' talent and prepare them for Inter-University Competitions
4. To develop Team work, Inter-personal skills, communication skills, presentation skills, leadership skills, confidence, social graces and etiquettes, peer relations, marketing skills.
5. Learn time management, ethical and business values.
6. Understand the diplomatic relations between nations on various issues.
7. Holistic development & overall personality enhancement.

List of University Clubs:

1. Cultural Club
2. Literary Club
3. Arts Club
4. Science Club
5. Eco Club
6. University Digital Club
7. Coding Club
8. Robotics Club

5.16 Mentoring

Mentoring is to support and encourage students to manage their own learning in order that they may maximise their potential, develop their skills, improve their performance and become the person they want to be. Mentoring is a partnership between two people, Mentor & Mentee, based on mutual trust and respect.

At AUMP, mentoring encourages students to take guidance and develop partnerships with five types of mentors:

- Faculty Mentor
- Alumni Mentor
- Industry Mentor

All three Mentors jointly collaborate towards the development of the student through a process of experiential guidance and learning.

Mentor's Role

A mentor is a guide who can help the mentee to find the right direction, boost confidence, provide guidance and encouragement. They are the role models for the mentees and should counsel and reduce anxiety levels of the young mentees.

Mentee's Role

The mentee must take the initiative to build the relationship. The final responsibility for actions taken, as a result of mentoring, lies with the mentee. The mentee student must:

- a) Have a strong commitment for self-improvement and achievement in professional/personal areas
- b) Be open & receptive to new ideas/learning and willing to apply those to practical situations
- c) Be ready to ask for help/guidance and not wait for a formal schedule
- d) Readily accept the feedback and act upon it

Road Map

The mentoring process develops in five phases:

(i) Establish

During the first few meetings, both the mentor and mentee get to know each other and build trust.

(ii) Elucidate

Mentoring program spreads awareness and understanding on various issues-Academic and Professional.

(iii) Expand

With mutual trust the mentor can give the mentee the confidence to challenge the ideas of the mentor, just as the mentor will challenge the mentees ideas.

(iv) Engage

This phase is the start of a personal action plan of the mentee to attain his/her goal. The mentors role is to facilitate the process.

(v) Evolve

At this stage the mentor steps back from the formal relationship to discuss together with the mentee how they wish to continue their relationship.

The above phases are not exclusive or time bound. The pace of mentoring depends on the strength of the relationship and the enthusiasm of the mentee. The relationship is not limited to the duration of stay at Amity and can be a life- long relationship.

Benefits of mentoring programme.

- a) Helps the mentee gain a better understanding of self
- b) Provides an insight into the present and future professional work environment
- c) Show relevance and linkage of the professional environment to their program of studies
- d) Assist students to be better equipped to have control over their future
- e) Enable students to have a better evaluation of relevant careers and subjects pursued
- f) Get greater understanding about the field or industry of their interest
- g) Enhancement of mentees personal and professional skills
- h) Gain greater confidence and self-esteem
- i) Learn about potential career options from someone who has been in their shoes
- j) Obtain practical advice from a different perspective
- k) Network with professionals in the student's field of interest & expose themselves to the professional environment
- l) Learn about the operations of a specific company and industry
- m) Share their educational and career aspirations with others and get unbiased advice
- n) Encouragement to reach out and attain their goals
- o) Seamless Transition from academic environment to real work life.

Implementation

Every AUMP institution arranges appointment of faculty, industry and alumni mentor for each student. Formal meetings are scheduled between mentors and mentees so that learning is progressed across functions, groupings, and cultures for maximum benefit. Students aims are decided mutually between mentor and mentee and the progress towards the desired goals would be tracked throughout the duration of his/her stay with AUMP.

We are proud to say that our mentoring system is unique to Amity and has helped many of our students stand out amongst their peers. They have excelled on both their personal and professional fronts as a result of the mentoring system.

5.17 Class Representatives

A Class Representative is a responsible, prestigious and challenging position. Students are encouraged to take up this leadership position. To become a representative of the class, a student must have the values of trustworthiness, honesty, transparency and commitment.

The roles and responsibilities of the Class Representative –

Class Data Collection & Analysis: for each student for various activities and issues.

- **Advocacy:** influencing the student community for positive outcomes with respect to academics, discipline and participation in co-curricular and extra-curricular activities.
- **Monitoring:** attendance, time table, syllabus progress, discipline and related issues.
- **Quality enhancement:** by representing the legitimate concerns and problems of classmates and giving feedback to both the classmates and authorities.
- **Coordination:** with various authorities in the Institute and University.

The Class Representatives should not deal with –

- Disputes between students and academic/hostel staff, and between individual students (for example, harassment, discrimination and victimization);
- Formal procedures (for example, exam failures, results appeal, academic appeals, individual complaints, disciplinary hearings, etc.);
- Financial and funding queries including loan

5.18 Library Service

General

The guidelines enumerated below govern the day-to-day operating procedure of Central Library, Amity University Madhya Pradesh. The University is committed to place Library and other learning resources at the heart of student learning. The fully automated Central Library with more than 34,000 books across all domains has access to more than 28,000 online Journals. The library has a membership of DELNET that has an ambitious academic and research strategy which defines the identity, shape and delivery of the course curriculum and research aims. Further, e-resources of MHRD (National Digital Library), INFLIBNET (Shodhganga), Abhilekh Patal, SCC Online, All India Reporter, UGC Resources, Swayam, IEEE, etc. are also accessible on Amizone.net. The staff/students can also access World e-book library (WEL) and South Asian Archives (SAA) which hosts more than 50 lacs e books, journals and articles.

Purpose

Central Library (located in B Block) and 06 departmental libraries also functioning in different blocks of AUMP deliver a wide spectrum of services, by helping students with

textbooks, parallel studies, reference book, e-resources and periodicals; by providing a large number of bibliographic tools and up-to-date literature on every subject for students, teachers and research scholars; as well as by maintaining an efficient reference and information services.

Hours of Operation

Central Library observes following schedule:

On Working Days – 0900 hrs to 1715 hrs

During Examination – 0900 hrs to 2000 hrs

The Library will remain closed on Saturday, Sunday and Holidays observed by the Amity University. This schedule is subject to change due to unforeseen eventualities, emergencies, bad weather etc, the information of which will be reflected on Amizone and Library Notice Board.

Journals

Central Library subscribes to Journals of different Domains which are displayed on the display rack. These Journals are for reference in the library and are not issued. Faculty members and students are informed from time to time about new journals, online/e-journals subscribed by the Library.

Circulation of Books

The material housed in the library will be issued to the students and faculty of the dependent Institutions. The books may be issued to others related with the Amity University on approval of the concerned HoI and after deposition of the security amount equivalent to the cost of the book.

Registration of the Borrowers

1. The authorized borrowers of concerned library are the associated faculty and the students of the concerned Institutions of the Amity University. Borrowers are required to have a valid library card which will be issued to the authorized borrowers on submission of Application form.
2. The library card will be issued as long as the borrower is an authorized borrower. All borrowers will deposit the Library card once they cease to be authorized borrower on completion of their program or withdrawal from the program. All such borrowers are required to obtain clearance (No Dues) from the library.

Library Card

Students will be issued a Digital Library Card against which they can draw three books for the duration of fifteen days. The Faculty will be issued a Library Card against which they can draw up to ten books for duration of a semester. Renewal of books for an additional period will be at the discretion/demand from other borrowers.

Loss of Library Card

In case of loss of library cards by the students, new card will be issued on penalty payment of @ 100/- per card after taking no dues from the respective library of Amity University.

Loss of Book/Material

Loss of book will be replaced by the borrower or on payment of the recent cost of the book with late fee.

Overdue Charges (Fine)

1. Rs. 5/- per day on text book Up to Six Month, then Rs. 600/- Maximum. If it is accompanied by loss of book and the loss is not reported within the authorized period of borrowing, the charges will amount to replacement of the cost of book and the total accumulated fine worked out up to the day of reporting of the loss of book.
2. Payments of fines or other fees should be made to a library staff member for which receipt will be rendered by the Library staff.

Damage to the Book

In case of damage to the book, the book will be replaced by the borrower/or the cost of the book will be recovered. The decision of the Librarian will be final.

Photocopying

Photo copying of books is not allowed as it is infringement on the Copyright regulations. Photocopying of the part material will be at a cost which will be as per the rates fixed by AUMP. The photocopy will be stamped by the Librarian to avoid further copying and will be the responsibility of the borrower to defend any legal implications coming out from it.

Discipline & Safety Measures in the Library

In order to maintain perfect ambience in the library, the students are required to follow certain guidelines as may be stipulated by the Librarian, from time to time. To this effect, following activities are strictly prohibited in all the areas of the library:

- Smoking
- Loitering or soliciting
- Sleeping
- Entry of Pets
- Disturbing students and staff
- Public intoxication
- Possession of alcoholic beverages, food/eatables or drugs
- Damaging library materials or property
- Carrying of Bags
- Use of Mobile phones

Any person found to be in violation of one or more of the above measures/guidelines may be asked to leave the library. Failure to comply with a request to leave the premises will result in removing the individual from authorized borrower's list.

5.19 Information Technology Resources

- **Use of Wi-Fi and Internet**

Amity offers fast, secure wireless network connectivity. Wireless access is available to all current students. Access to the Amity wireless network is currently provided free of charge to all users. However, the wireless network is a shared resource with limited bandwidth. Users are strongly discouraged from running bandwidth intensive applications. All activity on the wireless network is monitored and users are expected to abide by all relevant Amity policies.

- **Amity Email**

Email is the primary means of communication for important announcements and messages. Amity University will provide the students with an email ID when they register for their programme. The email account can be accessed as soon as they complete their initial enrolment at Amity. Students experiencing difficulties accessing their e-mail account should contact the IT Help Desk. The faculty, the student support team, the Finance department and other areas of administration will use this e-mail address to contact them so it is critical that they check their account regularly. The students will be informed about various events and activities through this e-mail ID/notices that will enrich their tenure at university and enable them to make new friends.

Online Resources

AMIZONE - The Amity Intranet Zone

- **For Students**

Through Amizone, students can access their Programme Structure, Detailed Curriculum, Session Plans of the Course, Assignments, Marks of Continuous Assessment, Examination Results and such other information.

The Attendance is marked for all the courses by the respective faculty members online; hence the students must check the same every day. Any discrepancy observed in the marking of attendance or Official Duty (OD) (in case OD is approved), the same must be reported immediately. Application seeking approval for OD should be submitted for approval before going on OD. No application will be entertained after a lapse of two days.

To access Amizone a User -id and Password is allotted to each and every student of Amity University. The students are required to fill their Personal Profile online at the time of Registration to their Programme on Amizone. It must be ensured that correct details are filled in the form. Strict disciplinary action will be taken against students who have provided wrong information in their Profile.

The students are required to fill their examination form for both regular & backlogs online by the cutoff date as per examination calendar already uploaded on Amizone.

Before filling of online examination form students will be required to fill up the faculty feedback and a certificate stating that he/she has read the regulations and understands the content of the same.

Examination results are uploaded on Amizone immediately after declaration of result and students can view their result on line including their promotion status.

Students must check the notices put up on Amizone on daily basis since all the schedules like Time-table, Fee Payment Dates, Dates for Commencement of Semester, Examination Schedule, Holidays etc are put up on Amizone.

The University will not be held responsible for any lapse on the part of the students for not taking note of the notices put up on Amizone.

- **For Parents**

Parents are also provided with a separate user id and password to access Parents Section on Amizone which is available once their wards have enrolled with the university. The parent user id and password will be emailed/sent through sms on the email address/mobile number of the parents provided in the registration-cum-enrolment form on Amizone.

Parents can access the Amizone of their wards and can get the id and password for the same on application.

Amizone can be also accessed by downloading the mobile application.

5.20 Hostel Accommodation

- 1 Hostel accommodation is allotted to bonafide and eligible students. Separate girls and boys hostel facility is available. Admission to the hostel will be provisional and will be given for one academic year only. AUMP has the right to refuse admission to the hostel to any student who in its opinion is not considered suitable for admission either on medical grounds or for reasons of conduct, etc. The University also reserves the right to refuse permission to students to continue in residence.
- 2 Hostel Seats are distributed by the Hostel Management Committee as per the student strength of AUMP Institutions. Fresh students can opt for hostel accommodation while filling up the AUMP Admission Form. On confirmation of hostel admission, they have to deposit hostel fees and obtain a receipt.
- 3 The Hostel functions on the principles of shared 'home' environment, equity, discipline and egalitarian values The University expects that student residents will maintain high standards of ethics, culture and disciplined behavior. And will follow the values and traditions of Amity University.
- 4 While pursuit of academic excellence will be a key focus for the student residents, the Hostel Management and Staff members will help to foster independence while responding to the individual needs and talents of each student resident so that they reach their potential. It is hoped that they will carry fond memories of their stay in the hostel as they pursue their journey to achieve success in life and professional

excellence.

- 5 Amity is a Ragging Free University. Incidents of ragging or abetment of ragging will be severely dealt with by appropriate action such as expulsion from the hostel / university and/or FIR with the police. Detailed instructions are contained in the 'Regulations/Directive for Banning Ragging & Anti Ragging Measures' Booklet. Students are required to study it carefully, take a vow not to indulge in any form of ragging activity and comply with all the instructions therein.
- 6 The University reserves the right to close any or all hostels suo moto.
 - i) AUMP reserves the rights with respect to Hostel Accommodation.
 - ii) Allotment of Hostel seat means allotment of a hostel room, on sharing basis.
 - iii) A hostel resident student will be a bonafide student of AUMP, who has been found eligible has paid the annual hostel fee and has been provisionally allotted a hostel seat for one academic year out of the available hostel seats, subject to terms and conditions:-
 - a) Being a bonafide student of AUMP does not automatically confer the right of entitlement for a hostel seat.
 - b) AUMP is under no obligation to provide hostel facility beyond its capacity.
7. AUMP reserves the right:
 - a) to close any or all its hostels suo motu;
 - b) to refuse hostel seat allotment to any of its student/s due to unavailability of hostel seats in that academic year;
 - c) to refuse hostel seat allotment to any of its student/s, who is not eligible or who in its opinion is not considered suitable for hostel seat allotment on medical grounds, etc;
 - d) to refuse permission to any of its students to continue as a hostel resident ;
 - e) to alter the hostel infrastructure, and
 - f) to decide on the nature and quantum of services and facilities to be offered to any and all its hostel residents; to deny entry into the hostel to any visitor if, in its opinion, the visit including any student's, is likely to disturb peace and order in the hostel.

Eligibility for Hostel Allotment

Hostel accommodation is available to the following (subject to availability & other terms & conditions):

1. Those who are full time bonafide students of the University.
2. Those who are not employed full time/part time or on ad hoc basis.
3. Re-Allotment of Hostel accommodation to last year hostel residents will be subject to the following conditions:
- 4 Sufficient hostel seats are available.

Procedure for Allotment of Hostel Seat

- 1 All fresh students who are desirous for the hostel accommodation are required to apply on the prescribed form at the time of admission;
- 2 All senior students/existing student residents desirous for the hostel accommodation are required to apply on the prescribed form well in advance.

Re-Allotment Of Hostel

Re-Allotment of Hostel accommodation to last year hostel residents will be subject to the following conditions:

1. Sufficient hostel seats are available;
2. Re-allotment of hostel accommodation cannot be claimed as a matter of right;
3. He/She has had 75% attendance in the classes during previous academic year as well as the required minimum SGPA/CGPA communicated in the notice for seeking applications from students requiring hostel accommodation;
4. Positive recommendations have been received from the Hostel Warden in their application one month before the close of the previous academic session;
5. He/She was not involved in any indiscipline case;
6. He/She has paid the hostel fee within due date.

Allotment Of Hostel Accommodation

1. Separate Hostel accommodation is available for girl students and boy students.
2. Allotment of rooms is done domain-wise to fresher's/senior student for one academic year.
3. Information is conveyed to the students online: reporting time and date and other formalities to be complied with.
4. Allotment is done on "first come first served" basis and on full payment of Hostel Fee.
5. Hostel registration forms are available on line. The registration form has to be submitted online by the date announced for the submission of application.
 - i) Students are advised to take a printout of hostel form, affix photograph, get the parents signature ,attach photocopy of hostel fee receipt and deposit at the hostel registration counter on the day of reporting to the hostel.
 - ii) Students are required to stay in the hostel after the registration. They will not be permitted to leave the campus without authorisation, after registration.

Terms and Conditions

1. Hostel Rules will be available on Amizone. Each Hostel resident and parent will sign an affidavit that they have read, understood and will follow the AUMP Hostel Rules in letter and in spirit. The Hostel Rules may be reviewed from time to time as may be required in the best interest of the student residents. Claiming ignorance of rules will not be accepted as a reason in case of a violation.
2. The supervision and control of the residents in the hostel shall vest in the Warden who will carry out the day to day function under the guidance of Director Hostels.

3. At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Hostel Application Form. The mobile & landline number of the parent with STD code, must be provided along with Local Guardian's address, mobile and landline number. Email of the parents (if available) should also be provided. Any change of address / mobile/telephone number of the parent /local guardian, at any point of time, has to be intimated to the hostel office in writing, at once. In addition to the above information, passport size photograph of the parents and the local guardian should be affixed on the form in the space provided.
4. If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Hostel Management immediately and should vacate the hostel if the Hostel Management finds that he/she is not eligible for hostel accommodation.
5. At the time of occupying the hostel accommodation, the allottee shall be given furniture according to the prescribed scale. Demand for additional furniture will not be entertained.
6. At the time of occupying the hostel accommodation, the allottee shall be required to sign the inventory of furniture and other items provided. He/She shall be personally responsible for the custody of the same.
7. Use of unauthorized electrical gadgets is not permitted in the rooms. Tampering with fittings and fixtures in the hostel will be treated as wilful damage to the University Property and those found guilty shall be held liable to compensate the loss as may be determined by the University.
8. Allotment of accommodation shall not confer on the allottee any rights of tenancy of the premises and the University shall have every right to have the accommodation vacated in the event of breach of regulations by the allottee.
9. Allotment will be offered to a bonafide student to be occupied for one academic year or for the duration of the programme the allottee is admitted to or till expiry of maximum permissible period whichever is earlier.
10. Allotment of hostel seat is not transferrable to another individual, campus or in any other way.
11. The Director Hostels / Chief Proctor / Warden are empowered to inspect the premises to ascertain the state of affairs of the premises. They are also empowered to ascertain the occupancy status of the allottees.
12. Any student who is found to have presented false information or forged documents to hostel administration will be liable to disciplinary action.
13. The University shall have the right to shift an allottee from one seat/room to another and also to reorganize the hostel in the best interest of the University.
14. The University reserves the right to take disciplinary action including cancellation of the allotment of accommodation in the Hostel for violation of the rules of living in the Hostel.
15. No resident is permitted to take away personal belongings from the hostel premises without proper permission.
16. Students must not indulge in any act of intimidation or violence and drunken or riotous behaviour. Uses of narcotics, consumption of alcoholic beverages are prohibited.
17. Students should not create ill-will or intolerance on religious or communal grounds.
18. No resident shall be permitted to carry out / undertake any private professional or business / commercial activities in the Hostel.

19. The upkeep of the hostel room is the personal responsibility of the resident/s. They can submit their complaints, through the Warden, for all routine maintenance works (Civil, Carpentry, and Electrical of any other) and or damage /breakage if any, to be carried out in their rooms.
20. The resident/s of a room shall be responsible for any damage to the property in the room during his/ her/their occupancy of that room and will be required to make good the damage, if any. They will sign the attached Hostel Upkeep Undertaking form. In case of damages, if defaulter is not identified, collective penalty will be imposed.
21. Use of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR/VCD player/is prohibited.
22. Residents will be personally responsible for the safety of their belongings.
23. Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. They should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
24. The Residents, whether leaving the hostel on his/her own or suspended/rusticated/expelled from the Hostel/University in the midst of the session will not be entitled for any refund/ claim for the Hostel Fee.
25. The allotment of the hostel accommodation is valid only for one academic year, ending on the last day of the even semester examinations. A fresh application is to be made for the new academic year. The allotment of the hostel accommodation in one academic year does not guarantee accommodation in the successive academic year.
26. In case a student loses his /her room keys, the complete lock will be replaced and cost will be recovered from the student along with a fine of Rs. 500/-. This is necessary due to security reasons. Besides the three keys that come along with the lock, no additional keys will be fabricated from the lock-smith.

Instructions for the Hostel Residents

Some of the instructions are mentioned here. For a complete list of Instructions, the Hostel Management may be contacted:

1. The students shall keep their rooms, corridors, staircase and bathrooms spotlessly clean and tidy at all times, failing which they will be asked to vacate the Hostel.
2. No visitor shall be allowed to stay in the hostel room.
3. Male and Female students are not permitted to visit each other's hostel.
4. Guests/visitors are not permitted to enter the hostel and visit students in their rooms.
5. Cooking food in the rooms is strictly prohibited.
6. Pets are not allowed in the hostel.
7. Students are not allowed to keep their four wheeler vehicles inside the campus. Two wheelers can be permitted only on approval by the Hostel Management.
8. The students can play music in their rooms only on low volume till 10pm without disturbing peace of others (only Walkman & Discman are permitted)
9. Occupation of Room:
 - a) Keys and the room inventory are handed over to the students on producing the registration slip / hostel ID card. Signature is obtained on Inventory Form.
 - b) Inventory :- Following are provided :-
 - (i) Bed (ii) Mattress (ii) Study table (iv) Chair (v) Steel Almirah (vi) Small dustbin (vii) Towel stand (viii) Curtains on window (ix) Towel (x) Pillow with

- pillow cover (xi) Bed sheet (xii) Top sheet (xiii) Tube lights & fans.
- c) Upkeep & Maintenance: - Staff is employed for general upkeep of the hostel. Repair / maintenance of fixtures and facilities is an ongoing process. Separate registers are kept for Electrical / Plumbing / Carpentry / Miscellaneous complaints. Repairs are undertaken promptly. However, undue delays in repairs may be reported to the Hostel Warden/Supervisor.

Laundry

Each student is issued a laundry kit comprising of bed sheet, top sheet, pillow cover, and towel. The students are required to use linen issued to them and give it for washing on a regular basis. The laundry facility is available twice a week. Not more than four clothes will be accepted at a time (a total of 32 clothing items in a month).

PARENT AUTHORIZATION FOR OUTPASS

To
Director Hostel
Amity University Madhya Pradesh

With due respect I would like to inform you that Mr.
/ Ms
Programme
bearing enrolment no.and staying in room no. in
hostel..... may be permitted to avail leave from
.....toon my risk.

Reason:
.....
.....

Kindly approve his/her leave for the same and grant him/her permission.

Email:
Mob. No
Landline No
Contact No. of student while on leave

Yours truly

(Signature of Parent)

Name.....

Grievance Redressal Mechanism for Hostel

- a) Resident Students can send their grievance, if any, in writing and through email to the Hostel Warden with a copy to Director Hostels.
- b) The Director Hostels will monitor and ensure that the grievance is looked into as speedily as possible depending upon its nature and in any case within a fortnight from the date the complaint was lodged.
- c) The students may appeal against the decision of the Director to the Vice Chancellor. In such cases the decision of the Vice Chancellor shall be final and binding.

Withdrawal from Hostel

Any application of withdrawal from hostel should have the concurrence of parent/guardian and should reach hostel office (after getting clearance from respective Warden) specifying the date of leaving. The following guidelines will be applicable:-

- (a) Students who withdraw from the hostel without occupying the room (even for a single day) will be refunded the full amount of hostel fee and security.
- (b) Students who have stayed in the hostel for a month or less, will pay charges for two months and the remaining amount of fee & security will be refunded.
- (c) If the stay is over a month but less than three months, students will be eligible for refund of half of the academic year's hostel fee and security deposit.
- (d) Any request of hostel withdrawal after three months will not get the benefit of any refund other than the security deposit.
- (e) Readmission during same Academic Year:- The administration reserves the right to permit re-admission in hostel.

5.21 Guest and Visitors Facility

Guests/Visitors for Boys Hostel

- (a) Guests/visitors are permitted to visit the hostel only on weekends and holidays between 9:00 AM to 11:45AM and 4:00PM to 6:00PM. They are not permitted to visit rooms of the students. Visitors will be entertained in the cafeteria/Reception only. They are not permitted to stay overnight in the campus.
- (b) Students will receive their guests at the Warden's office and fill in particulars of their visitors in the Hostel Visitors Register kept there. It will be the responsibility of the concerned student to receive and see off his/her Guest at the gate.
- (c) Day scholars will not be allowed entry in hostel without prior permission from the competent authorities. Defaulter day scholars as well as student residents will each be penalized by 50% hostel fee for one month and will also be liable for disciplinary action.

Rules for Visiting Girls' Hostel

- (a) Entry of any male member is strictly prohibited to the girls' hostel from 7 PM to 9 AM. Once staff accommodation is constructed, male members/spouses of female employee families can stay in the allotted accommodation.

- (b) In case of any emergent requirement, a visitor wanting to meet the residents of hostel will obtain written permission of Director Hostels. The visitor on grant of permission will then be escorted in/out of common/waiting room in hostel lobby.
- (c) From 9 AM to 7 PM the visitor will meet the security guard and enter his/her name in the visitors' register. The guard will take the register to the Warden. The Warden will grant the necessary permission and endorse the same in front of the entries made by the visitor in the register.
- (d) The visitor on grant of permission will wait for the faculty/ student to come down and meet in the hostel foyer/ cafeteria.
- (e) The maintenance staff like carpenter, electrician, plumber etc on grant of permission will be accompanied by the hostel staff to the flat/suite/ hostel room for repairs during working hours only.
- (f) On conclusion of the visit, the visitor will make relevant entry of time out in the register. Guard will ensure that the entries are made correctly.

5.22 Food Plaza

The University has air-conditioned cafeterias in each block, which provides a variety of refreshment on payment. The cafeterias remain open from 0900 a.m. to 0500 p.m. However, Coffee Shop and Amul Parlour remains opened up to 9 PM. Daily-needs Store, photocopying/Stationery facility is also available in the campus.

The University has a Central Mess which serves Breakfast, Lunch, Evening Snacks and Dinner to the Hostellers, Staff & Faculty Members and other students. The Mess Menu is decided every month by a committee consisting of students, staff and the vendor and notified for the information of Students and Staff and Faculty Member of the University.

5.23 The Arcadia

With state of the art facilities, the university aims at promoting sports, fitness and entertainment. The infrastructural layout of Arcadia is such that it can accommodate large number of students for social gatherings and parties.

Following facilities are available at Arcadia:

- Gymnasium
- Table Tennis
- Board Games
- Basket Ball Court
- Tennis Court
- Television Room
- Other Indoor Games

5.24 Events in the Campus

Amity Youth Festival

Amity University Madhya Pradesh Students organize AYF every year during the month of February. The objective of the festival is to bring together the students from diverse fields, to promote innovative ideas and to facilitate cross cultural exchange of ideas, information and skills. A very large number of Industry Sponsors and students from Amity and non-Amity Institutions/ Universities participate in a variety of events and competitions which are organized by the Amity students.

Sangathan

Amity University has been celebrating, for the last fourteen years, the birthday of respected Founder President, Dr Ashok K Chauhan and also to salute his sterling spirit and unflagging passion to bring about an education revolution in the country, by organizing its Annual month long, mega sports meet Sangathan. The event culminates on 24th October, the birthday of the Founder President.

Students from all Amity Institutions of Higher Learning in India and abroad participate in various team and individual competitions.

Moot Court Competition:

Moot Court is one of the most important means of imparting practical training to the students about lawyering. Students argue imaginary cases for practice. A Moot Court is a regular co-curricular activity at Amity law school, in which, participants take part in simulated court proceedings, which usually involves drafting briefs (or, memorials) and participating in oral argument. Moot court competition results in knowledge sharing by young budding lawyers of various institutes in the form of high-quality arguments before experienced advocates and Hon'ble judges. The participants present innovative research ideas while arguing. This results in enhanced knowledge of students and delegates.

Innovation Week

Amity University celebrates the Innovation Week to mark the birthday celebration of Hon'ble Chairman Dr. Aseem Chauhan on 28th September every year. During this last week of September, various workshops, competitions, display of innovative projects, presentation of business plans etc. are conducted to motivate and incline students towards innovations.

National Youth Day

National Youth Day 2023: It is celebrated on 12 January and is also known as Rashtriya Yuva Diwas. The day is observed to commemorate the birth anniversary of Swami Vivekananda, one of the greatest philosophers and spiritual leaders. National Youth Day creates awareness and provides knowledge about the rights of people in India. It is a day to educate people to behave properly in the country. The main objective behind the celebration is to make a better future for the country by motivating the youth and spreading the ideas of the Swami Vivekananda. National Youth Day is also famous as Yuva Diwas.

Model United Nations

Model United Nations, which was started as a simulation of the League of Nations and eventually restarted as MUN sometimes after 1945 internationally. It became so popular that at Harvard World MUN world was founded. The founding of Harvard world MUN in 1991 is significant because it accelerated the Global spread of model United Nation at the university level. World MUN has been hosted in over 20 countries. It is among the largest and the most diverse conferences in the world. World MUN has been dubbed as " Olympics of World UN'. Amity Law School has been organising MUN to impart practical training to the students. It helps our students to get acquainted with diplomacy and international issues, as model UN conferences are diplomatic simulations. By such simulations, students overcome the fear of public speaking and it enhances leadership skills, team spirit, and knowledge.

Click -O- Mania

Click o mania is one of it's kind national level platform wherein digital photography enthusiasts not just get to showcase their incredible talent before the visual world out there, but also get to seek new dimensions of their knowledge over the same enhancing them to get to the pinnacle of the promising career they aspire for. On the other hand, it makes an opportunity to fetch, discover and nurture young talents in to budding photographers. Moreover Click o Mania serves its biggest purpose by activating young minds with photography instincts and promoting them to explore challenging career options in the world of photography.

Convocation

Amity Convocation for successfully qualified Graduands of several Programs, is proposed to be held in the month of February for award of Degrees, Medals (Gold, Silver and Bronze), Trophies, Citations and Corporate Awards. Few selected eminent personalities having outstanding contribution in their respective fields, will also be conferred upon honorary degrees to acknowledge their work. Alumni shall be specially invited for the Convocation.

Orientation Programme

The Orientation Programmes are conducted for all the new students on first two days of commencement of the Academic Session. The newcomers are extended a warm welcome and introduced during the programme, so that they quickly adjust to the University environment & adopt the Amity culture and systems. Orientation Programme begins with a Havan followed by Registration, introduction to Amity Universe, Heads of Institution, Faculty & staff members etc. Several other sessions are also organised which includes Proficiency test, Mentoring, Ice Breaking Exercise, Amity Regulations, Academic Philosophy, Evaluation & Examination System, Introduction to Clubs & Committees, Psychometric Profiling, to Value Addition Courses, Sangathan, Military Training, Inter-Institution Competitions, Internationalization, Anti-Ragging Measures, Student Counselling centre, Talent Hunt etc.

Fresher's Party 'MELANGE'

Fresher's Party is organised by the senior students for new students who have joined the first year of the programme. It is symbolic of the end of informal interaction between senior and junior students. It is also a way of welcoming the new batch of students by seniors through a formal programme. It aims at integrating new students in Amity culture ensuring

'no ragging or harassment of new students and familiarizing them with the faculty & staff members and senior students. The event highlights are - cultural programme and Mr & Ms Fresher competition which provides a platform to the new batch to display their abilities, talents and skills.

Farewell Function

Farewell Function is an important and an unforgettable event in the college life of a student. The farewell function is organised to mark a memorable send off to the pass outs of Graduate and Post Graduate programmes. It is a day when students commemorate their success, achievements before stepping into the new world in search of their destiny, their dreams, goals and ambitions. It is a bitter sweet experience especially for the outgoing batch of students.

5.25 Information for International Students

1. All international students must have a valid passport & endorsed student visa to continue their stay in India.
2. Every foreigner entering India by air, land or sea is required to complete the Embarkation/Disembarkation card (D/E card) Performa (Form 'D' – Registration of Foreigners Rules,1992).
3. All international students (including foreigners of Indian origin) visiting India on long term (more than 180 days) Student Visa are required to get themselves registered with the concerned Foreigners Regional Registration Officer (FRRO)/Foreigners Registration Officer (FRO) within 14 days of arrival.
4. Students arriving on short term Provisional Student Visa (Valid for 180 days or less) must also register and confirm their admission within the stipulated visa period to avoid deportation. Upon confirmation of admissions, the students on short term Provisional Student Visa should approach the concerned FRRO/FRO for registration and extension.
5. Pakistan National students must register themselves within 24 hours of their arrival with the concerned FRRO/FRO & police station.
6. Afghan and Bangladesh National students must register themselves within 07 days of their arrival with the concerned FRRO/FRO & police station. The Afghan nationals who are issued visas with 'Exemption from police reporting' are exempt from Police reporting as well as Exit permission provided they leave within the Visa validity period.
7. All international students (including foreigners of Indian origin) on student visa require a certificate of Residence issued by the concerned Police Station and a Residential Permit issued by FRRO.

(i) Residential permit is issued at the time of registration, its validity being the period of stay specified in the visa. Application for extension of the Residential Permit should be made at least TWO months before its expiry to the nearest Registration Officer in the prescribed form.

(ii) If at any time a foreigner who is required to register proposes to be absent from his/ her registered address for a continuous period of eight weeks or more; or is changing the registered address; or is finally departing from India, he shall, before leaving, inform in person, or through an authorized representative, or by registered

post to the jurisdictional Registration Officer of his/ her intention to leave, either temporarily or permanently. In case he/ she is moving to another address in India, the new address should also be intimated to the Registration Officer.

(iii) International students who stay at hotels, guesthouses or places of such nature should furnish on arrival particulars for filling in the hotel register, sign therein, and also furnish the required particulars at the time of departure

8. After their registration in the programme of study at Amity University, International students must immediately report to the International Student Registration Office for on line registration at office of the Director International Affairs, Academic Block C, AUMP.
9. All the Foreign National Students studying in Indian Educational Institutions and also staying in Any Hostel / Hotel / Guest House / Dharmashala / Individual House / University / Hospital / Institute / Others etc. who provide accommodation to foreigners must submit the details of the residing foreigner in Form-C to the Registration authorities within 24 hours of the arrival of the foreigner at their premises. This will help the registration authorities in locating and tracking the foreign student.
10. A foreign national student is under obligation to produce the above documents to any Police Officer on demand for inspection.

Documents Required for Registration with FRRO:

- (i) Form – A
- (ii) Passport copy and Visa copy along with the arrival stamp page
- (iii) Proof of Residence (Leave & License agreement/ C Form from the owner is required to be submitted within 24 hours to FRO 'C' window (3 copies)
- (iv) Bonafide Certificate and Letter of Provisional Admission from the University/ College/ Institution (3 copies).
- (v) 4 passport size color photographs (4 cm x 4cm with white background, ears distinctly visible without spectacles and cap).
- (vi) 3 photocopies of the relevant pages of passport (photo page, page indicating validity, page bearing arrival stamp of Indian Immigration.
- (vi) Certificate obtain from Association of Indian Universities (AIU).

Extension of Student Visa:

Extension of a Student Visa is done locally by the FRO. As long as the foreigner is a bonafide student and is studying in a recognized University / Institute, extension is provided up to five years or for the duration of the programme, whichever is less on a year to year basis.

Documents Required for Visa Extension:

- (i) Application Form containing Telephone/Mobile numbers
- (ii) Passport Copy
- (iii) Visa Copy
- (iv) Residential Permit Copy
- (v) Bonafide Certificate from the College/Institute (Year to Year)

- (vi) Address Proof
- (vii) Bank Statement (Showing Financial Transactions)
- (viii) All Mark Sheets
- (ix) Attendance proof or certificate for regularly attending classes in Case of application for extension.
- (x) Students with failing grades are allowed an extension until the University/College/Institute allows them, provided a Bonafide certificate states their intention to continue their studies
- (xi) Course fees receipt.
- (xii) Admission/eligibility certificate from the University/college/educational institution
- (xiii) In case of change of University/college/educational institution, NoC from the previous University/ college/ educational institution

Return Visa:

Return Visa is a facility to be granted to foreign nationals who have completed a one year stay and are likely to be permitted to continue their stay for another year in India. The facility is only granted to students for returning to their home countries during vacations in an academic year. Return VISA given to students is valid for re-entry to India within a period of 90 days only.

Return visas are –

- (i) Granted to a student to visit his/her country
 - (ii) Not granted for tourism
 - (iii) Granted once in a year (In emergency second time visa may be granted)
 - (iv) Return Visa Fees are as per Government Circulars
 - (v) Return Visa is not issued on a Provisional Visa Documents required for Return Visa
- (i) Application Form
 - (ii) Passport copy
 - (iii) Visa copy and Residential Permit copy
 - (iv) Bonafide Certificate
 - (v) No Objection Certificate issued by the University on an official letter head

5.26 Information for all Students

Registration, Fee Payment and Re-admission

The following guidelines outline the process of registration, fee payment, late fee provisions, withdrawal from an academic programme by a student and striking off the name in case of fee default, and re-admission provisions.

Fresh Registration

The student on the date of commencement of the academic session as specified in the admission letter, will report to their Institution.

Documents Required in Original at the time of Registration

1. Proof of the date of birth (Secondary School Certificate issued by the affiliating Board) Certificate and marks sheet of qualifying examination issued by the Board/University. In case where the University has prescribed a condition of passing a subject or subjects at some level, the Certificate and Marks sheets of the concerned examination in proof thereof should also be produced.
2. Conduct and Character Certificate from the Head of Institution from where the qualifying examination was passed.
3. SC/ST/Physically Handicapped/Defense Category/Kashmiri Migrants/ Minority.
4. Status Certificates, bonafide resident of Madhya Pradesh, if applicable.
5. Migration Certificate and Transfer Certificate
6. Undertaking in the prescribed Proforma, (applicable in case of those students whose results have not been declared at the time of Registration) (as at Annexure-I).
7. Any other document notified through Prospectus.

Verification of Eligibility Conditions/Issuance of Enrollment Numbers:

(a) On the day of commencement of the Programme / Course, the original Certificates and Marksheets (original & two sets of attested photocopies) will be verified by the respective institutions with respect to the eligibility conditions prescribed for the Course / Programme.

(b) Fresh Registration of students for a programme of AUMP will take place online at AMIZONE with the respective HOIs/HODs Login on the date of commencement of the Programme and will be based on full academic fee paid and profile entered.

(c) No student shall be eligible for registration to a first degree programmes unless he/she has successfully passed the examination of 10+2. The Certificates of the students may be checked at the time of registration and in case it is found that the student does not fulfill the eligibility criteria on the basis of 10+2 examination for admission to 1st Degree, he will not be registered at all.

(d) No student shall be eligible for registration to Integrated Master's Degree programmes unless he/she has successfully passed the examination of 10+2. The Certificates of the students may be checked at the time of registration and in case it is found that the student does not fulfill the eligibility criteria on the basis of 10+2 examination for admission to Integrated Master's Degree programmes, he will not be registered at all.

(e) No student shall be eligible for admission to a Master's Degree programme unless he/she has successfully completed three years/four years of an undergraduate degree or earned prescribed number of credits for an undergraduate degree, through the examinations conducted by a University/Autonomous Institution.

(f) The Certificate of eligibility (i.e. Graduation) for admission to Master's Degree programmes will be verified at the time of registration by the concerned Institution. In the case of students, who have already appeared in the qualifying examinations, but their results have not been declared by the University / Autonomous Institution, they will be provisionally registered, subject to the production of proof and a letter from the concerned

University/Autonomous Institution certifying that the student has appeared in all the papers of last semester/ year and the back papers of previous semesters (if any) and his/her result has not yet been declared

(g) An undertaking will be given in the Format presented from him/her & his/her parents/guardian that he/she will submit the Documents in support of the eligibility by the last working day of October of the year failing which the admission will be cancelled and the name struck off from the rolls of the University and fee deposited will be forfeited.

(h) Enrolment Number will be provided to the student and Smart Card issued, only after the student actually registers, after verification of eligibility conditions by the Institution/ Department.

(i) In case of students, who have not submitted the proof in regard to fulfilment of the eligibility conditions and have been registered provisionally on an undertaking, the status of Enrolment Number given will remain provisional till the submission of proof.

(j) Students who fail to submit documents in support of their eligibility by last working day of October and are not granted extension will not be allowed to attend classes from 01 November onwards.

(k) As long as a student's Enrolment Number is Provisional, he will not be allowed to take the Examination. Only students with Confirmed Enrolment Numbers will be allowed to take the Examination.

Re-Registration

In case of subsequent semesters, the registration will take place on the date(s) decided and notified, as per the Academic Calendar. On re-registration, HOI/HOD will ensure that:-

(1) Eligibility criteria and other documents have already been verified

(2) The student is eligible for promotion to the semester in which he is to be re-registered

(3) The student has paid all the fees

If (1) or (2) or (3) is not fulfilled, he will not be re-registered.

Fee Payment

The fee payment schedule for a year is issued, based on dates of commencement of semesters/ years of various programmes. The same is put up on the Notice Boards of the Institution and is also available on Amizone.

Late Fees

For 10 days or the date given in the calendar (whichever is later) from the last date of fee payment, students will be required to pay late fees at the rate of Rs. 100/- per day.

After 10th day and till the 30th day from the last date of fee payment (i.e. additional 20 days) student will have to pay a late fee of Rs. 7,500/-.

After 30 days from the last date of payment, the names of the defaulters will be struck off the rolls. If any such student still wants to pay fees and continue in the programme, it will be permissible under the provisions of re-admission as given in the next section.

Re-Admission

Any student who wants to pay the fees after 30 days from the last date of fee payment and continue the programme, may be permitted to do so provided the student applies for readmission and the case is recommended by the Head of the Institution/Department to the Admissions Committee. If the readmission is approved by the Admissions Committee, the Committee will inform the same to the student, the Head of the Institution/Department, Accounts Department, Admissions Department and the University. On readmission, a student will be required to pay readmission fee of Rs. 15,000/- in addition to all other dues.

5.27 List of some University Level Committees

Sr. No.	Committee Name	Chairperson & Email ID
1	University Research Council	Lt Gen VK Sharma, Pro Chancellor vcaump@gwa.amity.edu
2	Apex Student Support and Well Being Committee	
3	Proctorial Board	Prof (Dr) MP Kaushik, Pro-Vice Chancellor (Research) mpkaushik@gwa.amity.edu
4	Institution's Innovation Council (IIC)	
5	Internal Quality Assurance Cell (IQAC)	Prof (Dr) Anil Vashisht, Pro-Vice Chancellor, avashisht@gwa.amity.edu
6	Committee for International Initiatives	
7	Student Council	
8	Library Committee	Mr Rajesh Jain Registrar registraraump@gwa.amity.edu
9	National Academic Depository (NAD) Cell	Brig (Dr) Jitendra Matta, Controller of Examination, jmatta@gwa.amity.edu
10	Anti Ragging Committee	Prof (Dr) Novrattan Sharma, Director, AIBAS Nsharma4@gwaamity.edu
11	Committee for Prevention of Sexual Harassment against Women	Dr Iti Roychowdhury Director ASCENT/AISS/ASL iroychowdhury@gwa.amity.edu
12	Hostel Management Committee	Brig Rajesh Gangele, Director Hostel, rgangele@gwa.amity.edu

6. DISCLAIMER

This handbook is intended as a general guide for AUMP students. While every effort has been made to ensure accuracy in this document, the University retains the right to make changes in the academic programs as well as operating procedures at any time. This document should not be construed as constituting a formal contract, expressed or implied, between the University and any person or group of people. All such changes will be effective at times deemed appropriate by competent University authorities and may apply to enrolled as well as prospective students.