



# AMITY UNIVERSITY

## RAJASTHAN

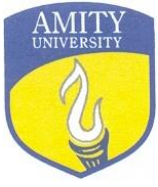


### AMITY DIRECTORATE OF ONLINE EDUCATION

Kant Kalwar, NH-11-C,  
Jaipur (Rajasthan) 303002  
Tel: 01426-405678,  
Fax: 01426-405679

#### FAQ'S

<b>How to obtain Admission Letter</b>
Once the enrollment number is generated, an automated push mail is received by the student with all his login details. It can be considered as admission letter.
<b>How to get my enrollment number?</b>
Once you've filled your application form, make the payment and then upload all the documents. Once the documentation process is completed and verified, you'll get your enrollment number.
<b>How to get my login credentials?</b>
After generating the enrollment number of student, we send a confirmation mail to him/her for login credentials.
<b>How will I get admission confirmation?</b>
Once your admission process is completed and enrollment number is generated, our support team will get in touch with you for admission confirmation through mail.
<b>Can I apply if I don't have my final year marksheets/Degree?</b>
Students have to submit the undertaking that he/she will submit the required documents in stipulated time or else the fees will be forfeited and admission got cancelled.
<b>How do I access my course?</b>
After receiving login credentials of LMS, enrolled students can start with the course. All the course related information is structured in LMS through which students can access their live sessions, study materials, assignments and so on. Study material will be available to students on 24X7 basis. So, you can study at your own pace and time at your convenience.
<b>Where I can see the academic calendar for my course?</b>
Students can see their academic calendar in student zone.
<b>What kind of study material is given?</b>
Semester wise videos are available in student zone and programme books are also couriered at registered address.
<b>When are the books dispatched during the start of a semester?</b>



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In 1st sem, sooner the Enrollment generated & from 2nd sem onward after Sem Fee confirmation (which is shown in the student zone login) , kit will be issued/dispatched within 15 days to ship at registered communication address.

#### Where do I get the Assignments?

You can get the assignments in student zone.

#### Where do I get the semester syllabus?

You can get your semester syllabus under “My Course” in student zone.

#### Does your program require AICTE approval?

No, as AICTE only approves Technical programs.

#### What level of technical expertise I need for the program?

You just need basic knowledge on how to operate on a computer/laptop and it's basic applications.

#### What are the Hardware/Software requirements?

In Hardware you need:

- Multimedia PC or Laptop
- Stable Internet connection with at least 1 Mbps speed

In Software you need:

- Google Chrome browser

For remote access and troubleshoot: Anydesk application

#### Do you've any placement assistance for students?

Yes, Amity University ODL provides job assistance through Amity Virtual Job Fair. Amity Alumni can register on <https://amity.vfairs.com/> and find the best companies for exclusive job opportunities. It's a virtual platform where Amity Alumni can login to apply & choose among the multiple jobs offered by top recruiters and companies via desktop/laptop or mobile and accept an offer letter on-the-spot.

#### How to download Video Lectures

As per Amity Online's privacy policy, video Lectures cannot be downloaded.



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#### When are examinations held?

The examinations are conducted twice in a year, i.e. in the month of "June" and "December".

#### Where/How can I view my result

You can view your results in the student's Zone. On the dashboard, on the right side of the student's details, an option of E-Marksheet is available. On clicking, the semester wise E-grade card is visible.

#### Can I appear in both the Semester-I & Semester-II examinations simultaneously?

Yes, the student can appear for backlog papers along with the current semester paper.

#### What is the fee refund policy of Amity University Online?

Amity University Online follows fee refund policy strictly as per the guidelines set forth by the University Grants Commission (UGC). Please refer UGC Fee Refund Policy Notification dated 3rd July 2023.

#### Cancellation of admission

Cancellation of admission will be granted on the special approval from competent authority on case to case basis and fee will be forfeited.