AMITY UNIVERSITY
HARYANA

# ADMISSION CELL

## Systems and Processes – An Overview

2018-19

Amity University Haryana Admission Cell
Academic Block- A, Amity Education Valley
Gurugram (Manesar)
Phone: 0124-2337015/16, +91-88266-98200/1/2/3

AMITY UNIVERSITY
HARYANA

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HARYANA

# Preamble

Amity University Haryana has developed an industry collaborative admission process, wherein, industry experts from different verticals are involved in the various stages of admission process to select students with right aptitude who would be future professionals. Therefore, the admission process is designed keeping in mind the aptitude required for a particular program which varies from program to program comprising of a written test and/or Group discussion and Personal Interview. Due weight-age is also given to the previous academic performance of the candidate. Candidates with excellent academic record are eligible for meritorious scholarship with an exception to appear in the selection process..

The admission process of Amity University, Gurgaon is fully automated right from the candidates obtaining the application form to enrolment of students. The facilities under admission system are: Candidates can download the form online and pay the form cost online by credit card. Every candidate is allotted with a form number and password. With the form number and password, candidates can access their admission micro site where they can:

- Check their registration status
- Choose selection process date and download admit card for selection process.
- Check their selection status Print Pay-in slips for Axis Bank Check their admission/hostel payment details
- Register for enrolment/ download documents for Form processing by admission office is completely automated.

From the year 2018 comprehensive CRM software named Leadsquared has been implemented for effective management of external leads i.e leads from outside sources like Shiksha, Google, Education fairs etc and to establish a strong connect with the prospective clients.It is even being integrated with admission intranet. Leadsquared is a comprehensive solution to organize lead capture, lead management, & analytics in one platform.

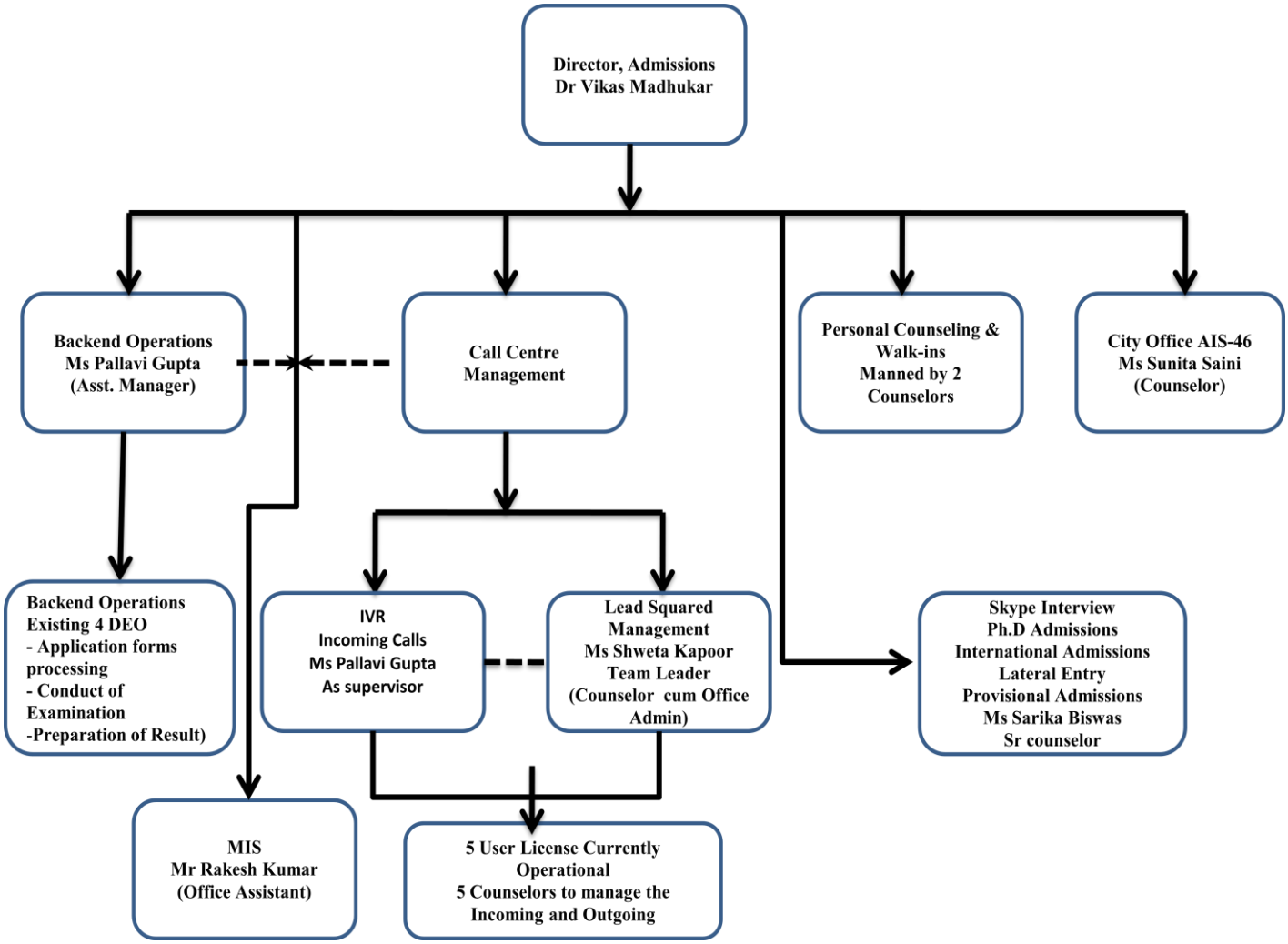
The admission tests are not only being conducted at campus but also at various Amity Global Business School centers to reach out to the students who are unable to visit the campus physically for the entrance test. For programs where the selection process is based only on personal interview, facility of Skype interview is extended to the students staying far away from campus just like International students. The candidates interface with the University through an internet based platform' Amizone', starting from filling online application forms, submission of forms, selecting Interview test dates, their selection/rejection, admission offer letter and all other important information pertaining to their admission process.

Details regarding payment of fees at the time of admission, allotment of Hostel and date, time and venue for commencement of the academic session will be mentioned in the admission letter. The student can make the fee payment online either through net banking, cash/DD at nearest Axis bank branch or at the Admission office in campus.

Amity has also started Amity Joint Entrance Examination (AMITY – JEE) for B.Tech students, wherein, the test is being held in various cities across the country. The questions will based on CBSE XII syllabus with options to attempt papers in Physics, Chemistry, Mathematics (PCM) and English or Physics, Chemistry, Biology (PCB) and English.

The complete details about various admissions procedure and process is described in the document.c

# ADMISSION - ORGANIZATION CHART




# ADMISSION CELL TEAM MEMBERS

| S.No | Name | Designation |
|---|---|---|
| 1 | Dr Vikas Madhukar | Director Admissions |
| 2 | Ms Pallavi Gupta | Asst Manager Admissions |
| 3 | Ms Shweta Kapoor | Counselor cum office Admin |
| 4 | Ms Sarika Biswas | Senior Counselor |
| 5 | Ms Shilpa Sethi | Counselor |
| 6 | Ms Sunita Saini | Counselor |
| 7 | Ms Bhawna Nagpal | Counselor |
| 8 | Mr Shashank Sharma | Counselor |
| 9 | Ms Neha Yadav | Counselor |
| 10 | Ms Prashali Pathak | Counselor |
| 11 | Ms Deepanshu Dubey | Counselor |
| 12 | Mr Rakesh Kumar | Office Assistant |
| 13 | Ms Snehlata Bhatt | Data Entry Operator |
| 14 | Mr Inderpal Yadav | Data Entry Operator |
| 15 | Mr Anil Sheoran | Data Entry Operator |
| 16 | Mr Mohit Guliher | Data Entry Operator |

# ADMISSION PROSPECTUS - 2018

This Admission Prospectus & Application Form is valid for Amity University Uttar Pradesh Campuses in Noida, Greater Noida, Lucknow, Dubai & London, Amity University Rajasthan Campus in Jaipur, Amity University Haryana Campus in Gurugram (Manesar), Amity University Madhya Pradesh Campus in Gwalior, Amity University Maharashtra Campus in Mumbai, Amity University Chhattisgarh Campus in Raipur, Amity University Jharkhand Campus in Ranchi, Amity University West Bengal Campus in Kolkata and Amity University Bihar Campus in Patna.

Following are the instructions and details about applying for Admission. Please read them carefully.

## 1. Obtaining the Admissions Pack

The Cost of the Admission Form is Rs. 1,100/-.

The Admission Form is available :

Online at www.amity.edu

(A) By paying online with credit / debit card

(B) By downloading free and submitting with DD of Rs. 1,100/- in favour of 'Amity Form' payable at New Delhi. Do not forget to mention your Name & Amity Application Form Number at the back of the Demand Draft.

(C) Buy Admission pack from any of the Amity campuses in Noida, Greater Noida, Lucknow, Jaipur, Gurugram (Manesar), Gwalior, Mumbai, Raipur, Ranchi, Kolkata & Patna (For addresses please refer point no. 4) Or Amity Information Centers (for list please visit www.amity.edu).

## 2. Selecting the Program

Amity offers a wide range of career degrees and programs to suit your aptitude and interests. With many new career opportunities it can be difficult to decide what to study. To help you, we have developed a Career Aptitude Test which is available on www.amity.edu/Admission/online_career_test.asp You can also speak to our counselors for:

- **Noida Campus** on
  **0120-2445252 / 4713600**
- **Greater Noida Campus** on
  **0120-3000008 / 9, 9810955936, 9971956082**
- **Lucknow Campus** on
  **0522-2399418 / 8176050071 / 72 / 73 / 74**
- **Dubai & London Campus** on
  **9650692995, 9650925559**
  **9958677335, 9958677336** (India Office)
  **+971 55 2305 731, +971 55 2305 741,**
  **+971 55 859 1889** (Dubai Campus)
- **Gurugram (Manesar) Campus** on
  **0124-2330716 / 15 / 8826698200 / 201 / 202 / 203**
- **Gwalior Campus** on
  **0751-2496006 / 24 / 25 / 26 / 27 / 28 / 8349994630 / 31 / 32**
- **Jaipur Campus** on
  **01426-405555 / 08107401506 / 07**
- **Kolkata Campus** on
  **9748582665 / 9051666501 / 9051666424 / 9051666724**
  **Whatapp No.: 9051662027**
  **Toll Free : 18002003320**
- **Mumbai Campus** on
  **70457-80126 / 27 / 28 / 29 / 30 / 9930841748/ 8291899850**
- **Raipur Campus** on
  **7773010791 / 7773010792 / 7773010793**
- **Ranchi Campus** on
  **7282077771 / 2 / 3 / 4 / 5 / 6 / 8 / 9,**
  **Whatapp No.: 7282077770 / 1 / 2 / 5 / 9**
  **Toll Free : 180030026080**
- **Patna Campus** on
  **7360030061 / 2 / 3 / 4 / 5**
  **Whatapp No.: 7360030066**
  **Toll Free : 180030026090**

**Annexure - 1** Lists all the programs offered with the eligibility criteria, procedure for admission & fee structure.

## 3. Completing the Application Form

3.1 Fill in the Application Form only if you meet the **eligibility criteria** for admission to the program.

3.2 If you have appeared in a qualifying examination and the result thereof is awaited, you can **apply provisionally** to go through admission process at your own risk.

3.3 Candidates using **downloaded / ICR Application** Form, must fill up the same in their own handwriting in black ink and undertaking **is to be signed by them only.**

3.4 The instructions in the Application Form are self-explanatory. Please follow them strictly.

3.5 It is mandatory to provide your **email address** as it will be used by the Admission Office for any communication related to your admission.

3.6 **Enclose / upload a latest passport size photograph & class 10th mark sheet** with the Application Form. No other Mark sheets / Testimonials are to be attached with the

Application Form at this stage **(Only Foreign students / Foreign University Degree holders should attach photocopies of academic transcripts & AIU Equivalence Certificate)**. University / Board / Marks filled in the Application Form will be considered for all procedures related to admission. Any discrepancy found during verification of original documents will result in the cancellation of Admission.

3.7 It may be noted that no request for change in the particulars filled in the Application Form by you, will be entertained under any circumstances.

3.8 A sample copy of a complete Application Form is enclosed for your reference.

## 4. Submitting the Application Form

4.1 Duly filled in Application Form together with photograph should be submitted / sent to the respective campus you are applying to:

**Noida Campus:**
Amity Admission Office
Amity University Campus, Gate No. - 3,
Block-J2, Ground Floor, Sector - 125,
Noida (U.P.) - 201313

**Dubai & London Campus:**
Amity University
International Marketing Head Office
E-2 Block, G-05, Ground Floor, Sector-125
Noida (U.P.) - 201313

**Greater Noida Campus:**
Amity University Uttar Pradesh,
Plot No. 48 A, Knowledge Park III,
Greater Noida (U.P.) - 201308

**Lucknow Campus:**
Amity University Campus
Malhaur (Near Railway Station),
Post Office Chinhut, Lucknow - 226028

**Gurugram (Manesar) Campus:**
Amity University Haryana Campus,
Amity Education Valley, Manesar,
Gurugram, Haryana

**Gwalior Campus:**
Amity University Madhya Pradesh,
Maharajpura (Opposite Airport),
Gwalior (Madhya Pradesh) - 474005

**Jaipur Campus:**
Amity University Jaipur Campus,
SP-1, Kant Kalwar, RIICO Industrial Area,
NH-11C, Jaipur, Rajasthan.

**Kolkata Campus:**
Amity University, Admission Office
Major Arterial Road, Action Area - II
New Town, Kolkata (West Bengal) - 700135

**Mumbai Campus:**
Amity University, Mumbai - Pune Expressway,
Bhatan, Post Somathne, Panvel,
(Maharasthra) - 410206

**Raipur Campus:**
Amity University Chhattisgarh
Manth /Kharora (Opp. ITBP)
SH-9, Raipur (Chhattisgarh) - 493225

**Ranchi Campus:**
Amity University Ranchi Campus,
City Campus, Nivaranpur,
Main Road, Ranchi, (Jharkhand) - 834001

**Patna Campus:**
Amity University Patna
Near Rupaspur Police Station,
Rupaspur, Bailey Road,
Patna, (Bihar) - 801503

4.2 **Incomplete Forms will be rejected.** No subsequent addition / alternation will be allowed and a new Form has to be submitted in this case. The Form cost will not be refunded for any reason whatsoever.

## 5. Procedure for Admission

5.1 To check / do the following relating to your Admission, visit your Admission micro site www.amity.edu (admission micro site login) by using your Form no. & Password printed on 1st page of your Application Form.

- Check whether your form has been received or not.
- Check the **Registration Status** of your Form.
- Check whether you have been short-listed for the Selection Process.
- Choose the date for appearing in the **Selection Process.**
- Download **Admit Card** and appear for selection process.
- Check your **Selection Status.**
- Print **Admission Letter.**
- Check confirmation of **Fee Payment.**

**No separate communication will be sent in this regard.**

5.2 Annexure-1 gives details about the Admission procedure for each program (whether there will be a Written Test, Group Discussion, Interview, etc)

### 5.3 Admission Process at Campus

5.3.1 After confirmation on your Admission microsite about receipt of your Form, it will normally be processed within 3 to 5 working days.

5.3.2 Qualifying candidates will be informed about the date, time and venue of Selection Process (written test and/or Group Discussion and/or Interview and Extempore) on the **Admission microsite www.amity.edu** or in the **Amity Mobile App.** available at **www.amity.edu/app.** In certain cases, options of dates will be available giving greater flexibility to you. It is your responsibility to check the admission microsite. No separate communication will be sent in this regard. If a short listed candidate fails to select the date (for which various options will be made available) and admission to the particular program is closed, it will be his/her responsibility.

5.3.3 The Admission procedure may last till late in the evening. You are requested to make Traveling & Boarding arrangements on your own. Traveling instructions to the campus and details of accommodation with contact details in the vicinity are at www.amity.edu/how-to-reach.aspx

5.3.4 The Admission Procedure for Post Graduate & Undergraduate Programs will start from January & April 2018, respectively.

### 5.4 Offer of Admission

5.4.1 A message will be sent to you to intimate announcement of result on your **Admission microsite.** This will be for information only and should not be taken as official communication for selection.

5.4.2 All selected candidates will get intimation of their selection through an **Admission Letter** which can be printed from Admission microsite. Details regarding payment of fees at the time of admission, allotment of Hostel and date, time and venue for commencement of the academic session will be mentioned in the admission letter.

5.4.3 **Offer of admission will be provisional** & valid only for the specific program opted by the candidate and for the same academic session only. The offer of admission will automatically stand cancelled if the conditions are not fulfilled by the specified time.

5.4.4 There is a possibility that the Admission Committee recommends your admission in a category / program / campus for which you have not applied in the application Form. In such cases an option will be given to you on your Admission microsite informing you of the change and you may give your consent for the same. The selection letter will be available on Admission microsite (www.amity.edu) for downloading only after receiving your consent.

5.4.5 Failure to pay the fee or report for classes after payment of fee within the specified date will entail cancellation of admission.

## 6. Direct Admission - Applicable for UG programs only

Student securing 80%+ aggregate in Class XII (CBSE/ISC/State-Boards of 2017/2018) are exempted from selection process. Selection will be on the basis of Amity Application Form only.

## 7. Scholarships

### 7.1 Scholarship-cum-Fast Track Admission for Programs after 10+2

Direct Admission without appearing in Admission Selection Process and academic fee scholarship for the first year of the program, will be offered to the candidates who meet the following eligibility in class XII, 2017 / 2018.

- **100% Scholarship** - 93% aggregate and above (For all campuses)
- **50% Scholarship**
  - 90% aggregate and above (For Noida campus)
  - 88% aggregate and above (For all other campuses)
- **25% Scholarship**
  - 80% aggregate and above (For Jaipur, Kolkata & Lucknow Campus)
  - 75% aggregate and above (For Mumbai Campus & Greater Noida Campus)
  - 70% aggregate and above (For Gwalior, Raipur, Ranchi and Patna Campus)
- Direct Admission / Fast Track Admission-cum-Scholarship is not applicable for the programs of Architecture/ Design / Education / Fine Arts / Law and Physical Education. Limited Scholarship seats are available, which will be offered after joining the program
- **Direct Admission is not applicable at Jaipur Campus**

**7.2 Scholarship for Programs after Graduation**

Direct Admission is not applicable for Post Graduate programs. Scholarship will be offered after joining the program on verification of original documents.

- **100% Scholarship** - 93% aggregate and above in Class XII and 80% in Graduation (For select campuses)
- **50% Scholarship**
  - ➢ 90% aggregate and above in Class XII and 75% in Graduation (For Noida campus)
  - ➢ 88% aggregate and above in Class XII and 75% in Graduation (For select campuses)
- **25% Scholarship**
  - ➢ For MBA (Gen & IB)* - CAT 80 Percentile & above / MAT Score 550 & above / GMAT 500 & above
  - ➢ For all MBA* - CAT 75 Percentile & above / MAT Score 500 & above / GMAT 500 & above *

    * (Ranchi and Patna campuses)
- **20% Scholarship** - CAT 85 Percentile & above / MAT Score 700 & above / GMAT 600 & above (For all MBA Programs at Greater Noida & Kolkata campuses)

**Scholarship (MBA Programmes) :**

- **100% Scholarship** - 93 Percentile (CAT/MAT); 700 GMAT (For all MBA Programmes at Gurugram, Gwalior, Jaipur, Lucknow, Mumbai & Raipur campuses)
- **50% Scholarship** - 88 Percentile (CAT/MAT); 650 GMAT (For all MBA Programmes at Gurugram, Gwalior, Jaipur, Lucknow, Mumbai & Raipur campuses)
- **25% Scholarship** - 85 Percentile (CAT/MAT); 550 GMAT (For all MBA Programmes at Gurugram campus)
- **25% Scholarship** - 80 Percentile (CAT/MAT); 500 GMAT (For all MBA Programmes at Gwalior, Jaipur, Lucknow, Mumbai & Raipur campuses)

**Eligibility Notes :**

- There should be no year gap between class XII and Graduation for Post Graduate Scholarships.
- For Noida Campus, only those candidates who have appeared in CBSE / ISC Examination are eligible for the scholarships as per above mentioned percentages of marks.
- For all other Amity campuses, candidates who have appeared in CBSE / ISC and State Boards Examination are eligible for the scholarships as per above mentioned percentages of marks.

**7.3** In addition to above, following **scholarships are also offered at Dubai Campus**

- Girls Student - 10%
- Sibling - 15%
- Emirati students - 50-100%

**7.4** **10% Fee concession** is offered to Amity students, who continue their higher education at Amity Universities with a maximum gap of two years.

Scholarship seats are limited. The mentioned percentages are only the eligibility to apply for scholarship. Candidates securing above percentages are required to fill Amity Application form. Final decision of granting scholarship is with the Scholarship Committee.

**Continuation of Scholarship**

Scholarship is granted on annual basis and continuation in second and further years of the program is subject to scholarship policy. To continue availing 100% scholarship students must secure position in top 5% of the merit list for the program. For continuation of 50% scholarship, students will have to secure position in top 10% of the merit list for the program.

**7.5 Sports Scholarship**

To attract talent in sports, Amity University - Uttar Pradesh, offers Sports Scholarships.

**Criteria for Admission**

- Minimum academic eligibility for the respective program should be met, as mentioned in the Admission Prospectus - 2018.
- Age should not be of more than 23 years as on 01st July, 2018.
- **Last date to apply for sports scholarship is : 10th June, 2018.**

**Fast Track Admission**

All students who are eligible for the sports scholarships are given admission on Fast Track. That means they do not have to appear for the Sports Trial & Interview and their admission is done based on their application form and assessment of sports certificates for last three years.

- **100% Scholarship** - International Players *
- **50% Scholarship** - National Medal winners* (Gold, Silver & Bronze position only)

**Admission through Sports Trial & Interview**

- **25% Scholarship** - National Participation* (Selection will be based on Sports trial & Interview in addition to Application & Assessment of Sports certificates for last three years)

  * Recognized by:

  i. Olympic Games by IOC

  ii. World championships under International Sports Federation (IOA and / or MYAS recognized / affiliated Games)

  iii. Asian Games by Olympic Council of Asia

  iv. Asian Championship organized by International Federation of concerned game (recongnized / affiliated by MYAS and / or IOA)

  v. Commonwealth Games, S.A.F. Games and Afro Asian Games.

  vi. Paralympics Games (recognized / affiliated by IOC and / or MYAS)

***(List of sports is available on Page No. 6)***

**In the absence of relevant Sports certificates Scholarship application will not be considered.**

**Continuation of Scholarship**

Scholarship is granted on annual basis and continuation in second and further years of the program is subject to scholarship policy. Sports performances of the current academic year will be considered for continuation/withdrawal of scholarship.

**Performance Monitoring**

- All candidates selected under sports scholarship will have to submit an affidavit stating that they will participate / represent only from AUUP.
- Achievements in their sports (basis for grant of sports scholarship) will be monitored by University Sports Committee.

These Scholarships do not include,

- Refundable Security Deposit
- Boarding and Lodging Cost

**Please Note : Combination of scholarship is not permitted. A student can avail only one type of scholarship.**

## 8. Admission of Foreign and NRI /OCI/PIO students

For admission to specific program, the requirement of subjects studied will be same for both National and Foreign / NRI Students as prescribed in the Admission Prospectus.

**Last date for acceptance of Form from Foreign / NRI category: 30th June, 2018.**

**Eligibility for Admission to Graduate Programs:**

For any discipline, applicant must have completed 12 years of formal schooling. Students meeting the eligibility criteria as prescribed in the Admission prospectus would be considered for admission.

They should have cleared TOEFL with 213 in CBT or 550 in paper based test or can have a band of 6.5 in IELTS. Evidence of required academic performance must be in the form of certified English transcripts listing all the courses with grades or marks earned. Transcripts in languages other than English are not acceptable.

**Eligibility for Admission to Post Graduate Programs:**

For any discipline, applicant must have completed 12 years of formal education at the school level followed by a Bachelor's Degree of at least 3 years duration. Students meeting the eligibility criteria as prescribed in the Admission prospectus would be considered for admission. However, the admission to post graduate courses is rather restricted and the applicant should have an excellent academic record to stand a fair chance for admission.

**Procedure For Applying and Seeking Equivalence Certificate:**

Admission Application Form of Foreign / NRI students must have an Equivalence Certificate from the **Association of Indian Universities (AIU), www.aiuweb.org.**

The students are advised to send the following documents to the Association of Indian Universities for obtaining Equivalence Certificate:

1. Degree/Certificate together with the year-wise Academic Transcript duly authenticated by the Indian Embassy in the Country or its concerned Foreign Mission in India.
2. Accreditation status of the University/Institute which the student has last attended.
3. Copies of the academic Certificates from Higher Secondary onwards (where necessary)

The SERVICE CHARGE for issue of Equivalence Certificate as applicable is payable through Demand Draft in favour of "Association of Indian Universities, New Delhi".

The onus of Certification for Equivalence from AIU is on the candidate and application will be considered only after the Equivalence Certificate is submitted.

Provisional Offer of Admission will be given to short listed applicants subject to confirmation based on the following:

1. Student visa endorsed to Amity University for joining full time Course. No other endorsement will be accepted. The visa should be valid for the prescribed duration of the course.
2. Submission of Medical Test Report within a week from the date of admission from a Registered Medical Practitioner OR a Medical Practitioner nominated by Amity University.
3. Adequate Medical Insurance Cover.
4. All Foreign / NRI students will be required to register themselves with the concerned District Foreigners Registration Officer / Foreigners Regional Registration Officers, within 14 days of your first arrival in India.

The following documents are required at the time of registration with the Foreigners Registration Officer:

- Photocopy of Passport and visa
- Four Photographs
- Details of Residence in India
- HIV / AIDS Test Report from one of the WHO recognized Institutions
- Provisional Admission Letter from Amity University in support of the student visa.

## 9. Lateral Entry

Amity offers an opportunity to the eligible candidates to enter into the Third / Fifth semester of its programs. For details please visit www.amity.edu/lateral

## 10. Ph.D. Admission

Ph.D. Programs at Amity University are offered in more than 60 disciplines / research areas on Full time and Part time basis in January / July session. For details please visit www.amity.edu/phd

## 11. Procedure for Withdrawal

Online withdrawal application is to be filled and submitted through https://amizone.net Withdrawal refund shall be made as per University guidelines prevailing on the date of your withdrawal.

## 12. Anti-Ragging Measures

Ragging is totally banned in Amity University campus including its departments, constituent units, all its premises (academic, residential, sports, canteen etc.) whether located within the campus or outside and in all means of transportation of students whether public or private, and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately.

***List of Sports approved for Scholarship at Amity University.***

| Sl. No. | Name of the Sport | Boys / Girls | National Recognized Body | International Recognized Body |
|---|---|---|---|---|
| 1 | Athletics | Boys & Girls | Athletic Federation of India (AFI) | International Association of Athletics Federation (IAAF) |
| 2 | Badminton | Boys only | Badminton Association of India (BAI) | International Badminton Federation (IBF) |
| 3 | Chess | Boys & Girls | All India Chess Federation (AICF) | World Chess Federation (WCF) |
| 4 | Cricket | Boys only | Board of Control for Cricket in India (BCCI) | International Cricket Council (ICC) |
| 5 | Football | Boys & Girls | All India Football Federation (AIFF) | Federation of International Football Association (FIFA) |
| 6 | Gymnastics | Boys & Girls | Gymnastics Federation of India (GFI) | International Federation of Gymnastics (IFG) |
| 7 | Shooting | Boys & Girls | National Rifle Association of India (NRAI) | International Shooting Sport Federation (ISSF) |
| 8 | Swimming | Boys & Girls | Swimming Federation of India (SFI) | Fédération Internationale de Natation (FINA) |
| 9 | Tennis | Boys & Girls | All India Tennis Association | International Tennis Federation |
| 10 | Volleyball | Boys only | Volleyball Federation of India (VFI) | Federation of International Volleyball (FIVB) |

# EDUCATION LOANS

Education Loans have become the preferred method of financing one's education, and thousands of students at Amity are studying on Education Loans.

A big benefit is that you only have to start repaying one year after finishing your course or 6 months after you get a job.

Most Banks in the country offer attractive education loans for students. For the benefit of prospective students at AMITY, we have tied up with premier nationalized banks Oriental Bank of Commerce and Allahabad Bank. Both banks give the following advantages to students applying to AMITY :

- Cover all courses of AMITY.
- Include tuition fees, books cost, hostel fees, airfare for courses abroad.
- Concessional rate of interest.
- Speedy disposal of loan applications.
- Availability of the loan across the country.

**Brief procedure to be followed is given below :**

**(A) For Oriental Bank of Commerce**

Amity has tied up with Oriental Bank of Commerce to make easy education loan available to the students. Given below are the benefits of the scheme :

- All courses of Amity are covered for grant of loan.
- Speedy disposal of loan application.
- Sanction can be accorded by Branch of OBC where campus of Amity is located irrespective of the location of the student. For example, a student applying to AMITY, Sector - 125, Noida, but staying at Dehradun, can apply at the OBC Branch at Noida and communicated to the Dehradun Branch for disbursement after due verification and signing of documents.
- Loans are being sanctioned at a concessional rate of interest as compared to the normal scheme of OBC.
- The student can cover all his expenses e.g. hostel, stationery etc, while applying for loan.

**Illustrative List of Papers / Documents Required for Education Loan**

- Admission letter of Amity giving details of year wise fee, boarding and lodging expenses. Letter confirming scholarship, if any.
- Attested copies of documents for proof of age/date of birth and proof of residential address.
- Passport size photo of the applicant, co-obligants and guarantors.
- Copy of mark-sheets/degree certificates of previous academic qualifications.
- Income proof/latest income tax return of parents/co-obligants, guarantors, (if any).
- Details of collateral security along with valuation certificate of Govt. approved valuer (if any).
- Details/statements of Bank accounts held with Oriental Bank of Commerce/other banks by the student applicant/co-obligant(s)/guarantors (if any) for the last six months.
- Copy of Passport/Visa, cost of air fare (documentary detail) in case of studies abroad.

**Please contact the OBC Branches as below for filling the application form:**

| Campus at which you are applying | Bank Branch to be contacted |
|---|---|
| AMITY, Sector 125, Noida | Amity Branch, Sector 125, Noida<br>0120-4392005, bm5112@obc.co.in |
| AMITY, Lucknow | 2/9, Vivek Khand, Gomti Nagar, Lucknow<br>0522-2304158, bm0687@obc.co.in |
| AMITY, Jaipur | B-1/20, Gandhi Path, Chitrakoot, Jaipur<br>0141-2440372, bm0997@obc.co.in |
| AMITY, Gurugram (Manesar) | SCO-D-5, Sector-1, IMT Manesar, Distt. Gurugram<br>0124-2290233, 2290800, bm0628@obc.co.in |

**Amity has also tied up with Allahabad Bank, Canara Bank, Central Bank of India and HDFC Bank to make easy education loan available to the students.**

## B) Allahabad Bank

All campuses of AMITY have been covered by Allahabad Bank for online sanction of loans. The prospective students can fill the application online for his/her proposed Amity Campus. The bank would accord a provisional sanction normally within 48 hours. The online application form is available at the following link; http://www.allahabadbank.com/edu_term_loan_form.htm

| Campus at which you are applying | Bank Branch to be contacted |
|---|---|
| AMITY University, Sector 125, Noida | Noida Branch Contact Person :<br>Manager<br>Ph: 95120-4392248 |

## C) Canara Bank

Please follow the link: http://amity.edu/pdf/educational_loan_canarabank.pdf to view the complete details of Education Loan Scheme

| Bank Branch to be contacted |
|---|
| Noida Main Branch, C-3, Sector – 1, Noida<br>Phone: 0120-2531105 / 2542547<br>Email: cb1177@canarabank.com |

## D) Central Bank of India

| Bank Branch to be contacted |
|---|
| Plot No 225 sports complex Noida sector 15a 201301<br>Contact No : 0120-2511747<br>E Mail ID : bmdela3172@centralbank.co.in |

## E) HDFC Bank

Please contact the nearest branch.

Following are some of the premier banks of the country providing educational loans, please contact the bank to know the details.

- ABN Amro Bank
- Allahabad Bank
- Axis Bank
- Bank of Baroda
- Bank of India
- Bank of Punjab
- Canara Bank
- Citibank
- Dena Bank
- HSBC Bank
- ICICI Bank
- Indian Bank
- Oriental Bank of Commerce
- Punjab & Sindh Bank
- Punjab National Bank
- Standard Chartered Bank
- State Bank of India
- Vijaya Bank

# Programmes after 10 + 2 at Amity University Gurugram (Manesar) - 2018

ANNEXURE -1

| Programme by Discipline (Alphabetically Listed) | Program Code | Duration | Eligibility | Admission based on | | | | Gurugram Campus | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | 10+2 %age | English Essay | Interview | Others | Non-sponsored (NS) First Semester Fees (Rs.) | |
| **APPLIED SCIENCES** | | | | | | | | | |
| B.Sc. (Hons) - Physics | 13557 | 3 years | 10+2 (min. 55%) with PCM/PCB & min. 55% in Physics | ✓ | | ✓ | ✓ | 48,000 | Test on the day of interview |
| B.Sc. (Hons) - Chemistry | 13558 | 3 years | 10+2 (min. 55%) with PCM/PCB & min. 55% in Chemistry | ✓ | | ✓ | ✓ | 48,000 | |
| B.Sc. (Hons) - Mathematics | 13556 | 3 years | 10+2 (min. 55%) with PCM & min. 55% in Mathematics | ✓ | | ✓ | ✓ | 48,000 | |
| B Sc (Hons) Earth Sciences | 13751 | 3 years | 10+2(min. 55%) with PCM/PCB | ✓ | | ✓ | ✓ | 48,000 | |
| **ARCHITECTURE** | | | | | | | | | |
| Bachelor of Architecture | 13040 | 5 years | 10+2 (min. 50%) with Maths + NATA Score* | ✓ | | ✓ | | 1,09,000 | *As per guidelines of Council of Architecture |
| Bachelor of Planning | 13349 | 4 years | 10+2 (min. 50%) with Maths | ✓ | | ✓ | | 70,000 | |
| Bachelor of Interior Design | 13803 | 4 years | 10+2 | ✓ | | ✓ | ✓ | 70,000 | Creative test on the day of interview |
| **BIOTECHNOLOGY** | | | | | | | | | |
| B.Tech (Biotechnology) | 13041 | 4 years | PCB or PCM (min. 60%) | ✓ | | | ✓ | 1,02,000 | Test |
| B.Tech (Bioinformatics) | 13042 | 4 years | | ✓ | | | ✓ | 1,02,000 | |
| B.Sc. (Hons) - Biotechnology | 13044 | 3 years | PCB ( min. 55%) | ✓ | | ✓ | ✓ | 71,000 | Test on the day of interview |
| B.Sc. (Hons) - Biological Science | 13692 | 3 years | | ✓ | | ✓ | ✓ | 71,000 | |
| **COMMERCE** | | | | | | | | | |
| B.Com (Hons) | 13046 | 3 years | 10+2 (min. 55%) | ✓ | | ✓ | | 61,000 | |
| **COMMUNICATION** | | | | | | | | | |
| B.A. ( Journalism & Mass Communication ) | 13798 | 3 years | 10+2 | ✓ | | ✓ | | 90,000 | Creative Test on the day of Interview |
| B.Sc. (Animation & Visual Graphics) | 13493 | 3 years | | ✓ | | ✓ | ✓ | 39,000 | |
| B.A. (Journalism & Mass Communication) -3 Continent | 13724 | 3 years | | ✓ | | ✓ | | 1,56,000 | |
| **COMPUTER SCIENCE/IT** | | | | | | | | | |
| BCA | 13048 | 3 years | 10+2 with Maths/Com Sc/IP | ✓ | | ✓ | | 71,000 | |
| B.Sc. (IT) | 13049 | 3 years | 10+2 | ✓ | | ✓ | | 71,000 | |
| BCA+MCA( Dual Degree) | 13495 | 5 years | 10+2 with Maths/Com Sc/IP | ✓ | | ✓ | | 79,000 | |
| **ECONOMICS** | | | | | | | | | |
| B.A. (Hons) - Economics | 13182 | 3 years | 10+2 (min. 55%) with Eco/Maths (min. 55%) | ✓ | | ✓ | | 61,000 | |
| **ENGINEERING** | | | | | | | | | |
| B.Tech (Aerospace Engg.) | 13055 | 4 years | PCM (min. 60%) | ✓ | | | ✓ | 1,09,000 | Test |
| B.Tech (Civil Engg.) | 13158 | 4 years | | ✓ | | | ✓ | 1,09,000 | |
| B.Tech (Computer Science & Engg.) | 13052 | 4 years | | ✓ | | | ✓ | 1,09,000 | |
| B.Tech (Electronics & Communication Engg.) | 13051 | 4 years | | ✓ | | | ✓ | 1,09,000 | |
| B.Tech (Information Technology) | 13053 | 4 years | | ✓ | | | ✓ | 1,09,000 | |
| B.Tech (Mechanical Engg) | 13998 | 4 years | | ✓ | | | ✓ | 1,09,000 | |
| B.Tech (Electrical & Electronics Engg.) | 13246 | 4 years | | ✓ | | | ✓ | 1,09,000 | |
| B.Tech (Software Engg.) | 13775 | 4 years | | ✓ | | | ✓ | 1,09,000 | |

**For eligibility, fees & hostel fees notes please see page no. 46**

# Programmes after 10 + 2 at Amity University Gurugram (Manesar) - 2018

ANNEXURE -1

| Programme by Discipline (Alphabetically Listed) | Program Code | Duration | Eligibility | Admission based on | | | | Gurugram Campus | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | 10+2 %age | English Essay | Interview | Others | Non-sponsored (NS) First Semester Fees (Rs.) | |
| B.Tech (Internet of Things) | 131126 | 4 years | PCM (min. 60%) | ✓ | | | ✓ | 1,09,000 | Test |
| B.Tech Computer Science & Engg + MBA (Dual Degree) | 13225 | 5 years | | ✓ | | | ✓ | 1,74,000 | |
| B.Tech Electronics & Communication Engg.+MBA (Dual Degree) | 13226 | 5 years | | ✓ | | | ✓ | 1,74,000 | |
| B.Tech Mechanical Engg.+ MBA(Dual Degree) | 131000 | 5 years | | ✓ | | | ✓ | 1,74,000 | |
| B.Tech + M.Tech (Data Sciences) | 131123 | 5 years | | ✓ | | | ✓ | 1,29,000 | |
| B.Tech + M.Tech (Network & Cyber Security) | 131124 | 5 years | | ✓ | | | ✓ | 1,29,000 | |
| B.Tech + M.Tech (Artificial Intelligence & Robotics) | 131125 | 5 years | | ✓ | | | ✓ | 1,29,000 | |
| B.Tech (Computer Science & Engg.) - 3 Continent | 13720 | 4 years | | ✓ | | | ✓ | 1,52,000 | |
| B.Tech (Civil Engg) - 3 Continent | 13723 | 4 years | | ✓ | | | ✓ | 1,52,000 | |
| B.Tech (Electronics & Communication Engg.) - 3 Continent | 13721 | 4 years | | ✓ | | | ✓ | 1,52,000 | |
| B.Tech (Mechanical Engg.) - 3 Continent | 131002 | 4 years | | ✓ | | | ✓ | 1,52,000 | |
| B.Tech (Biomedical Engg.) | 13399 | 4 years | 10+2 PCB/PCM min. 60% | ✓ | | | ✓ | 1,05,000 | |
| **ENGLISH LITERATURE** | | | | | | | | | |
| BA (Hons) - English | 13061 | 3 years | 10+2 | ✓ | | ✓ | | 33,000 | |
| **FASHION** | | | | | | | | | |
| Bachelor of Design | 13817 | 4 years | 10+2 | ✓ | | ✓ | ✓ | 65,000 | Creative Test on the day of interview |
| Bachelor of Design ( 3 Continent) | 13818 | 4 years | | ✓ | | ✓ | ✓ | 1,16,500 | |
| **FINE ARTS** | | | | | | | | | |
| Bachelor of Fine Arts | 13057 | 4 years | 10+2 | ✓ | | ✓ | ✓ | 33,000 | Creative test on the day of Interview |
| **FORENSIC SCIENCE** | | | | | | | | | |
| B.Sc. (Hons) - Forensic Sciences | 13059 | 3 years | 10+2 (min.55%) with min. 55% in PCM/PCB | ✓ | | ✓ | | 48,000 | |
| **HOSPITALITY** | | | | | | | | | |
| Bachelor of Hotel Management | 13289 | 4 years | 10+2 | ✓ | | ✓ | | 74,000 | |
| **LANGUAGE** | | | | | | | | | |
| BA (Hons) - French | 13062 | 3 years | 10+2 | ✓ | | ✓ | | 33,000 | |
| BA (Hons) - German | 13089 | 3 years | | ✓ | | ✓ | | 33,000 | |
| BA (Hons) - Spanish | 13063 | 3 years | | ✓ | | ✓ | | 33,000 | |
| **LAW** | | | | | | | | | |
| BA LLB (Hons) | 13111 | 5 years | 10+2 (min. 50%) | ✓ | | ✓ | ✓ | 98,000 | Test on the day of Interview |
| B.Com LLB (Hons) | 13216 | 5 years | 10+2 (min. 55%) | ✓ | | ✓ | ✓ | 98,000 | |
| BBA LLB (Hons) | 13215 | 5 years | | ✓ | | ✓ | ✓ | 98,000 | |
| **LIBERAL ARTS** | | | | | | | | | |
| BA (Hons) - History | 13573 | 3 years | 10+2 | ✓ | | ✓ | | 33,000 | |
| BA (Hons) - Political Science | 13574 | 3 years | | ✓ | | ✓ | | 33,000 | |
| **MANAGEMENT** | | | | | | | | | |
| BBA | 13064 | 3 years | 10+2 (min. 55%) | ✓ | | ✓ | | 1,18,000 | |
| BBA (Banking & Finance) | 13579 | 3 years | | ✓ | | ✓ | | 1,18,000 | |
| BBA (3 Continent) | 13104 | 3 years | | ✓ | | ✓ | | 1,77,500 | |

**For eligibility, fees & hostel fees notes please see page no. 46**

# Programmes after 10 + 2 at Amity University Gurugram (Manesar) - 2018

**ANNEXURE -1**

| Programme by Discipline (Alphabetically Listed) | Program Code | Duration | Eligibility | Admission based on | | | | Gurugram Campus | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| | | | | 10+2 %age | English Essay | Interview | Others | Non-sponsored (NS) First Semester Fees (Rs.) | |
| **MEDICAL** | | | | | | | | | |
| B.Sc. (Dietetics & Applied Nutrition) | 13393 | 3 years | 10+2 with PCM/PCB (min. 50%) | ✓ | | ✓ | | 50,000 | |
| B.Sc. (Medical Lab Technology) | 13165 | 3 years | 10+2 with PCM/PCB (min. 50%) | ✓ | | ✓ | | 50,000 | |
| Bachelor of Audiology & Speech Language Pathology | 13389 | 4 years | 10+2 with Physics, Chemistry and Maths/ Biology/Computer Science/Psychology/ Statistics/Electronics | ✓ | | ✓ | | 50,000 | |
| Bachelor of Optometry | 131127 | 4 years | 10+2 (min. 50 %) with PCM/PCB or 10+2 Vocational Course (Ophthalmic Technique) in their respective elective subjects and English individually both in theory as well as practical (min. 50%) | ✓ | | ✓ | | 50,000 | |
| **NANOTECHNOLOGY** | | | | | | | | | |
| B.Tech + M.Tech (Nanotechnology) Dual Degree | 13233 | 5 years | PCB/PCM (min. 60%) | ✓ | | | ✓ | 1,29,000 | Test |
| **NURSING** | | | | | | | | | |
| B.Sc. (Nursing) | 13184 | 4 years | 10+2 with PCB (min. 45%) | ✓ | | ✓ | | 54,000 | |
| B.Sc. (Nursing) Post Basic | 13560 | 2 years | 10+2 with Gen. Nursing & Midwifery Training | ✓ | | ✓ | | 54,000 | |
| **PHARMACY** | | | | | | | | | |
| Bachelor of Pharmacy | 13133 | 4 years | 10+2 Physics+Chemistry+Maths / Computer Sc/Biology/Biotech | ✓ | | ✓ | ✓ | 70,000 | Test on the day of Interview |
| **PSYCHOLOGY & BEHAVIOURAL SCIENCE** | | | | | | | | | |
| B.A. (Hons) - Applied Psychology | 13069 | 3 years | 10+2 | ✓ | | ✓ | | 33,000 | |
| B.Sc. (Clinical Psychology) | 13407 | 3 years | 10+2 (min. 50%) | ✓ | | ✓ | | 50,000 | |
| **TRAVEL & TOURISM** | | | | | | | | | |
| Bachelor of Tourism & Travel Management | 13816 | 4 years | 10+2 | ✓ | | ✓ | | 49,000 | |

**ELIGIBILITY NOTES :**
- In aggregate percentage Physical Education / Fine Arts / Performin.g Arts / vocational / non written subjects will only be considered for respective disciplines.
- The Candidates with LSAT-India 2015 scores are also eligible to apply for admission in the Law Programmes (only for Gurugram Campus).

**FEE NOTES :**
- Refundable Academic Security Deposit of Rs. 15,000/- has to be paid at the time of admission.
- The Fee mentioned is for the 1st semester only and will increase by approximately 5% every year. Each Academic year is of 2 semesters.
- The mentioned fee structure is subject to change.

**HOSTEL FEES :** Hostel fee (if applicable) : Manesar Campus: Rs. 65,000/- (Non AC) per annum, Rs. 1,00,000/- (AC) per annum and one time Refundable Security Deposit of Rs.10,000/- has to be paid at the time of admission (Mess charges on actual basis).

**AMITY JEE :** Admission to all B.Tech programs is based on Amity- Joint Entrance Examination. For details please visit www.amity.edu/amityjee.

# Programmes after Graduation at Amity University Gurugram (Manesar) - 2018

ANNEXURE -1

| Programme by Discipline (Alphabetically Listed) | Program Code | Duration | Eligibility | Admission based on | | | | | Gurugram Campus | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Qualifying Exam% | English Essay | GD | Interview | Others | Non-sponsored (NS) First Semester Fees (Rs.) | |
| **APPLIED SCIENCES** | | | | | | | | | | |
| M.Sc. (Applied Physics) | 13500 | 2 years | B.Sc. in relevant stream | ✓ | | | ✓ | ✓ | 22,000 | Test on the day of interview |
| M.Sc. (Applied Chemistry) | 13509 | 2 years | | ✓ | | | ✓ | ✓ | 22,000 | |
| M.Sc. (Applied Mathematics) | 13510 | 2 years | | ✓ | | | ✓ | ✓ | 22,000 | |
| M.Sc. (Biochemistry) | 13690 | 2 years | B.Sc. in relevant stream | ✓ | | | ✓ | ✓ | 48,000 | |
| M.Sc. (Forensic Sciences) | 13011 | 2 years | | ✓ | | | ✓ | ✓ | 48,000 | |
| M.Sc. (Environmental Sc. and Management) | 13619 | 2 years | B Sc in relevant stream | ✓ | | | ✓ | ✓ | 48,000 | |
| M.Tech. (Polymer Science & Technology) | 131035 | 2 years | B Tech / M.Sc (Chemistry)/ M.Sc (Polymer Science) | ✓ | | | ✓ | ✓ | 74,000 | |
| M.Sc. (Renewable Energy) | 131037 | 2 years | B Tech / B.Sc (Physics, Chemistry, Mathematics with physics as one of the subject) | ✓ | | | ✓ | ✓ | 48,000 | |
| M Sc (Renewable Energy) Part Time | 131038 | 3 years | | ✓ | | | ✓ | ✓ | 29,000 | |
| **ARCHITECTURE** | | | | | | | | | | |
| Master of Planning | 13350 | 2 years | B.Plan/B.Arch/B.Tech. in relevant stream | ✓ | | | ✓ | ✓ | 70,000 | Test on the day of interview |
| Master of Interior Design | 13802 | 2 years | Bachelor of Interior Design/ B.Arch. | ✓ | | | ✓ | | 74,000 | |
| **BIOTECH** | | | | | | | | | | |
| M.Tech (Biotechnology) | 13107 | 2 years | B.Tech. in Biotechnology/ Bioinformatics/ Medical Biotechnology/ M.Sc.in Biotech/Life Sciences | ✓ | | | ✓ | ✓ | 71,000 | Test on the day of interview |
| M.Sc. (Biotechnology) | 13002 | 2 years | Graduation in Life Sciences | ✓ | | | ✓ | ✓ | 58,000 | |
| M.Sc. (Bioinformatics) | 13003 | 2 years | Graduation in Life Sciences with Computer Science in 10+2 | ✓ | | | ✓ | ✓ | 58,000 | |
| **COMMERCE** | | | | | | | | | | |
| Master of Commerce | 13576 | 2 years | B.Com/B.A. (Economics)/BBA (min. 50%) | ✓ | | | ✓ | | 58,000 | |
| **COMMUNICATION** | | | | | | | | | | |
| M.A. ( Journalism & Mass Communication ) | 13800 | 2 years | Graduation | ✓ | | | ✓ | | 90,000 | |
| PG Diploma in Journalism & Mass Communication | 13347 | 1 year | | ✓ | | | ✓ | | 65,000 | |
| **COMPUTER SCIENCE/IT** | | | | | | | | | | |
| M.Sc. (Network Technology & Management) | 13008 | 2 years | B.Tech./BCA/B.Sc.(Maths/IT/Physics/ Com Sc /Electronics/Hardware & Networking Management | ✓ | | | ✓ | ✓ | 61,000 | Test on the day of interview |
| MCA | 13007 | 3 years | Graduation with Maths at 10+2 or BCA | ✓ | | | ✓ | ✓ | 85,000 | |
| **ECONOMICS** | | | | | | | | | | |
| M.A. (Economics) | 13301 | 2 years | B.A. (H) Economics (min. 50%)/ B.A. With Economics as a subject (min. 55%) | ✓ | | | ✓ | | 40,000 | |
| **ENGINEERING** | | | | | | | | | | |
| M.Tech (Computer Science & Engg.) | 13009 | 2 years | MCA/M.Sc. (CS/P/M/Stats.)/B.Tech. | ✓ | | | ✓ | ✓ | 74,000 | Test on the day of interview |
| M.Tech (Electronics & Communication Engg.) | 13153 | 2 years | B.Tech. (ECE) / M.Sc. (Electronics/Phy.) | ✓ | | | ✓ | ✓ | 74,000 | |
| M.Tech (Solar & Alternate Energy) | 13208 | 2 years | B.Tech./M.Sc. with phy./chem./Material Science | ✓ | | | ✓ | ✓ | 74,000 | |
| M.Tech (VLSI Design) | 13819 | 2 years | B.Tech.-CSE/ECE/IT | ✓ | | | ✓ | ✓ | 74,000 | |

**For eligibility, fees & hostel fees notes please see page no. 50**

# Programmes after Graduation at Amity University Gurugram (Manesar) - 2018

**ANNEXURE -1**

| Programme by Discipline (Alphabetically Listed) | Program Code | Duration | Eligibility | Admission based on | | | | | Gurugram Campus | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Qualifying Exam% | English Essay | GD | Interview | Others | Non-sponsored (NS) First Semester Fees (Rs.) | |
| **ENGINEERING** | | | | | | | | | | |
| M.Tech (Thermal Engg.) | 13776 | 2 years | BE/B.Tech.-Mechanical & Automation Engg. | ✓ | | | ✓ | ✓ | 74,000 | Test on the day of interview |
| M.Tech (Machine Design) | 13777 | 2 years | | ✓ | | | ✓ | ✓ | 74,000 | |
| M.Tech (Industrial & Production Engg.) | 13685 | 2 years | | ✓ | | | ✓ | ✓ | 74,000 | |
| M.Tech (Structural Engg.) | 13699 | 2 years | B.E./B.Tech. (Civil) | ✓ | | | ✓ | ✓ | 74,000 | |
| M.Tech (Environmental Engg.) | 13279 | 2 years | | ✓ | | | ✓ | ✓ | 74,000 | |
| M.Tech (Transportation Engineering) | 131131 | 2 years | | ✓ | | | ✓ | ✓ | 74,000 | |
| M.Tech (Construction Technology & Management) | 131130 | 2 years | | ✓ | | | ✓ | ✓ | 74,000 | |
| M.Tech (Data Science) | 13684 | 2 years | B.E/ B.Tech CSE/ IT/ ECE/ M.Sc Statistics/Mathematics/IT/CS/MCA | ✓ | | | ✓ | ✓ | 74,000 | |
| M.Tech (Network & Cyber Security) | 131128 | 2 years | | ✓ | | | ✓ | ✓ | 74,000 | |
| M.Tech (Artificial Intelligence & Robotics) | 131129 | 2 years | B.E/ B.Tech CSE/ IT/ ECE/ EEE/ EE/ ME/ Instrumentation & Control Engg/ Biomedical/ Aeronautical Engg, M.Sc Statistics/ Mathematics/ IT/ CS/ Physics, MCA | ✓ | | | ✓ | ✓ | 74,000 | |
| M.Tech. (Atmospherics Technology & Climate Management) | 131137 | 2 years | BE/B.Tech in relevant subject or M.Sc. In Physics, Chemistry, Mathematics, Atmospheric & Oceanic Science and Environmental Health | ✓ | | | ✓ | ✓ | 74,000 | |
| **ENGLISH LITERATURE** | | | | | | | | | | |
| M.A. (English) | 13103 | 2 years | B.A. English / Graduation with English as a subject | ✓ | | | ✓ | | 42,000 | |
| **FINE ARTS** | | | | | | | | | | |
| Master of Fine Arts | 13010 | 2 years | BFA | ✓ | | | ✓ | ✓ | 33,000 | Portfolio assessment on the day of the interview |
| **LAW** | | | | | | | | | | |
| LL.M. | 13018 | 1 year | LL.B or Equivalent | ✓ | | | ✓ | ✓ | 32,000 | Test on the day of Interview |
| **LIBERAL ARTS** | | | | | | | | | | |
| M.A. (Applied Linguistics)- ELT | 131039 | 2 years | BA in English with min.imum 50% marks | ✓ | | | ✓ | | 42,000 | |
| **MANAGEMENT** | | | | | | | | | | |
| MBA (Specializations Offered - IB/M&S/HR/Retail Mgmt/E-Commerce/IT/Finance) | 13019 | 2 years | Graduation (min. 50%) | ✓ | | ✓ | ✓ | ✓ | 1,95,000 | Qualifying CAT/XAT Percentile : 80; NMAT 65 percentile MAT Score : 550 GMAT Score : 500 **OR** Test on the day of interview |
| MBA (3 Continent) | 13087 | 2 years | | ✓ | | ✓ | ✓ | ✓ | 2,69,000 | |
| MBA (Business Analytics) | 131108 | 2 years | Graduation ( min. 50 % ) with Maths/Economics/Statistics in 12th | ✓ | | ✓ | ✓ | ✓ | 1,95,000 | Qualifying CAT/XAT Percentile : 75; NMAT 60 percentile MAT Score : 500 GMAT Score : 500 **OR** Test on the day of interview |
| MBA (Banking & Finance) | 13502 | 2 years | Graduation min. 50% | ✓ | | ✓ | ✓ | ✓ | 1,95,000 | |

**For eligibility, fees & hostel fees notes please see page no. 50**

# Programmes after Graduation at Amity University Gurugram (Manesar) - 2018

ANNEXURE -1

| Programme by Discipline (Alphabetically Listed) | Program Code | Duration | Eligibility | Admission based on | | | | | Gurugram Campus | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Qualifying Exam% | English Essay | GD | Interview | Others | Non-sponsored (NS) First Semester Fees (Rs.) | |
| **MANAGEMENT** | | | | | | | | | | |
| MBA (Executive) Full Time | 13339 | 1 year | Graduation (min. 50%) + 3 years of work experience | ✓ | | ✓ | ✓ | | 2,88,000 | |
| MBA (Hospital & Healthcare Management) | 13395 | 2 years | BE/B.Sc.( Nursing)/ B.Pharma/B.P.T./B.O.T/ B.B.A./B.A. Hospital & Health Management/ B.Sc. Computer Science/B.A./B.Sc./ B.Com. Degree/ PG Dip Health/ Hospital Admin.istration | ✓ | | ✓ | ✓ | ✓ | 1,95,000 | Test on the day of Interview |
| MBA (Executive) For Working Professionals | 13622 | 2 years | Graduation+ min. 2 years work experience | ✓ | | ✓ | ✓ | | 71,000 | |
| **MEDICAL** | | | | | | | | | | |
| M.Sc. (Clinical Research) | 13402 | 2 years | Graduation in Life Sciences (min. 50%)/ B.Sc. (Clinical Research) | ✓ | | | ✓ | | 50,000 | |
| M.Sc. (Dietetics & Applied Nutrition) | 13394 | 2 years | B.Sc. Home Science / Life Sciences / Clinical Nutrition / Nutrition & Dietetics / Microbiology / Bio-Chemistry / Bio-technology / B.Sc Food Science and Quality Control / B.Sc Food Science | ✓ | | | ✓ | | 50,000 | |
| M.Sc. Medical Lab Technology (Specialisation Offered - Clinical Microbiology) | 13163 | 2 years | B.Sc. (MLT)/ Biochemistry/ Microbiology/ Biotech./ Genetics | ✓ | | | ✓ | | 50,000 | |
| Master of Optometry | 131133 | 2 years | B. Optom. or equivalent | ✓ | | | ✓ | | 50,000 | |
| Master of Public Health | 13396 | 2 years | MBBS/ BDS/ BAMS/ BHMS/ Diploma in Public Health/ BSc. Nursing with minimum 50% marks | ✓ | | | ✓ | | 50,000 | |
| Master of Optometry (M.Optom) Practioner | 131134 | 2 years | Bachelor's Degree in Optometry with 3 years of work experience | ✓ | | | ✓ | | 50,000 | |
| Master of Hospital Administration | 13340 | 2 years | MBBS/ BDS/ BAMS/ BHMS/ BPT/ BHA/ BHM/B.Optom/ BASLP/ B.Sc-Nursing / B.Sc. MLT/ B.Pharma, B.Sc DAN /B.Sc. Allied Health Sciences with minimum 50% | ✓ | | | ✓ | | 1,51,000 | |
| Master of Hospital Administration (Executive) for working professionals | 131135 | 3 years | MBBS/ BDS / BAMS/ BHMS/ BPT/ BHA/ BHM/ B.Optom / BASLP/ B.Sc-Nursing/ B.Sc. MLT/ B.Pharma/ B.Sc DAN/B.Sc. Allied Health Sciences with minimum 50% | ✓ | | | ✓ | | 54,000 | |
| **NANOTECHNOLOGY** | | | | | | | | | | |
| M.Sc. (Nanoscience by Research) | 13029 | 2 years | B.Sc or equivalent (min. 60%) and 10+2 (60%) | ✓ | | | ✓ | | 71,000 | |
| M.Tech (Nanoscience & Technology) | 131136 | 2 years | BE/B.Tech all streams or M.Sc (Physics/ Chemistry/ Mathematics/ Biosciences/ Natural Sciences/ Electronics/ Instrumentation) and minimum 60% at 10+2 level | ✓ | | | ✓ | | 74,000 | |

For eligibility, fees & hostel fees notes please see page no. 50

# Programmes after Graduation at Amity University Gurugram (Manesar) - 2018

ANNEXURE -1

| Programme by Discipline (Alphabetically Listed) | Program Code | Duration | Eligibility | Admission based on | | | | | Gurugram Campus | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Qualifying Exam% | English Essay | GD | Interview | Others | Non-sponsored (NS) First Semester Fees (Rs.) | |
| **NURSING** | | | | | | | | | | |
| M Sc Nursing - Community Health Nursing | 13887 | 2 years | A registered nurse and a registered midwife with B.Sc Nursing / B.Sc Nursing (H) with 55% aggregate marks from an Institution which is recognized by INC and minimum one year work experience after B.Sc Nursing OR A registered nurse and a registered midwife with Post Basic Nursing with 55% aggregate marks from an Institution recognized by INC and minimum one year of work experience prior or after Post Basic B.Sc Nursing (5% relaxation of marks for SC/ST candidate) | ✓ | | | ✓ | | 64,000 | |
| M Sc Nursing - Medical Surgical Nursing | 13886 | 2 years | | ✓ | | | ✓ | | 64,000 | |
| M. Sc. Nursing - Psychiatric Nursing | 13888 | 2 years | | ✓ | | | ✓ | | 64,000 | |
| **PSYCHOLOGY** | | | | | | | | | | |
| M.A. (Counselling Psychology) | 13033 | 2 years | Graduation with Psychology as a subject. | ✓ | | | ✓ | | 33,000 | |
| M.Sc. (Clinical Psychology) | 13408 | 2 years | Graduation with psychology as a subject / B.Sc. In clinical Psychology | ✓ | | | ✓ | | 50,000 | |
| PG Diploma in Counselling Psychology | 13036 | 1 year | Graduation in Social Science | ✓ | | | ✓ | | 33,000 | |
| M.A. (Applied Psychology) | 13166 | 2 years | Graduation (minimum 50% marks) with Psychology as a subject | ✓ | | | ✓ | | 33,000 | |
| M Phil (Clinical Psychology) | 13109 | 2 years | MA/MSc in psychology or equivalent (min. 55%) | ✓ | | | ✓ | ✓ | 84,000 | Test on the day of Interview |
| **SOCIAL WORK** | | | | | | | | | | |
| Master of Social Work | 13202 | 2 years | Graduation with minimum 50 % marks | ✓ | | | ✓ | | 42,000 | |
| **Integrated Sciences & Health** | | | | | | | | | | |
| M.Sc (Data Sciences) | 131177 | 2 years | Graduation in Science | ✓ | | | ✓ | ✓ | 48,000 | Test on the day of Interview |

**ELIGIBILITY NOTES :**
- In aggregate percentage Physical Education / Fine Arts / Performin.g Arts / vocational / non written subjects will only be considered for respective disciplines.
- Final Year appearing students should meet min.imum eligibility till last qualifying Semester/Year and should not have any back paper/essential repeat.

**FEE NOTES :**
- Refundable Academic Security Deposit of Rs. 15,000/- has to be paid at the time of admission.
- The Fee mentioned is for the 1st semester only and will increase by approximately 5% every year. Each Academic year is of 2 semesters.
- The mentioned fee structure is subject to change.

**HOSTEL FEES :** Hostel fee (if applicable) : Manesar Campus: Rs. 65,000/- (Non AC) per annum, Rs. 1,00,000/- (AC) per annum and one time Refundable Security Deposit of Rs.10,000/- has to be paid at the time of admission (Mess charges on actual basis).

# APPLICATION INSTRUCTIONS

We have exceptionally **high standards** for the talent that we take in to our programmes. Superior leadership qualities, communication and interpersonal skills, commitment, problem-solving ability, Value driven min.dset, professionalism, flexibility, motivation and sharp intellectual curiosity are **expected**.

***PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE YOU BEGIN TO COMPLETE YOUR APPLICATION. THE APPLICATION FORM SHOULD BE FILLED IN YOUR OWN CLEAR AND LEGIBLE HANDWRITING AND THE UNDERTAKING IS TO BE SIGNED BY YOU ONLY.***

- For all details relating to Eligibility, Fee structure and Procedure for Admission to all programmes, kindly refer to Annexure - 1 of the Admission Prospectus 2016 .
- Visit **www.amity.edu (admission microsite login)** for all information relating to your application & admission after submission of application form
- **Qualifying candidates can select their date for On Campus Admission Process at www.amity.edu (admission microsite login). It is your responsibility to check the website for selection of date and appear in the Admission Process accordingly. No separate communication will be sent in this regard.**
- **You are advised to keep a photocopy of the complete application form.**
- **Incorrectly filled, incomplete, unsigned forms & forms recieved after due date will be rejected.**
- **Forms once rejected will not be reconsidered & form cost will not be refunded.**
- **You can not apply more than once for the same programme in one admission year.**
- **Enclose class 10th mark sheet only with the Application Form. No other Mark sheets / Testimonials are to be attached with the Application Form at this stage (Only Foreign students / Foreign University Degree holder should attach photocopies of academic transcripts & AIU Equivalence Certificate). University / Board / Marks filled in the Application Form will be considered for all procedures related to admission. Any discrepancy found during original document verification will result in cancellation of Admission.**
- **Amity does not take any responsibility for delay or loss of the material in post / transit.**

**We do not accept any donations for admission. Merit is the only criteria.**
**Any instances found, even at a later date, will lead to cancellation of admission.**

# TERMS AND CONDITIONS FOR ADMISSION

1. **Non-Refund of Fees:** All fees once paid are not refundable for any reason whatsoever. Only Security Deposit will be refunded after making necessary adjustments as required.

2. **Cancellation of Admission:** Amity reserves its right to cancel the admission of successful candidate under any of the following circumstances :

   (a) If the fees is not deposited by the stipulated date.

   (b) If the candidate does not join the particular programme by the stipulated date even though the fee has been deposited.

   (c) If the candidate fails to furnish the proof of the stipulated min.imum qualifications.

   (d) If any instance of donation/unfair means is found after admission.

   (e) If any of the document(s) submitted by you to Amity University is found to be forged, fabricated or false during the period of your study, your admission shall be cancelled immediately and fees shall be forfeited. In case you complete the course and obtain the degree on the basis of documents which are later found to be forged, fabricated or false, at any point of time, your degree shall be cancelled/ recalled.

**2.1** Provision of Non Refund of Fees under Clause 2 will also apply in cases under Clauses 2 (b) and (c).

3. **Right of Alteration/Modification:**

   (a) Amity reserves its right to alter or modify the structure of any of the programs to attain the objective of excellence.

   (b) Amity reserves its right to change the provided Fee Structure.

   (c) Amity reserves its right to modify, alter and/or include any other Terms and Conditions that may be deemed fit in the interest of the Institution.

4. **Student Agreement Clause:**

   a) I shall immediately inform the University in writing if there is any change to the information I have provided in this application

   b) I authorize the University to issue details provided in this application form to any agency in the event of a verification or other statutory requirements

   c) I am fully aware and accept the responsibility for all expenses towards my education and living while studying in the University

   d) I agree to abide by the visa regulations and any other requirements as applicable

All successful candidates shall be bound by the above mentioned Terms & Conditions of Amity.

AMITY UNIVERSITY
HARYANA
Established vide Government of Haryana Act No.10 of 2010

# ADMISSION MANUAL
# 2018

Containing Standard Operating Procedures pertaining to key activities of Admission Process

**Amity University Admission Office**
**Amity University Campus**
**Amity Education Valley**
**Gurgaon (Manesar)**
**0124-2337015, 16**

**City Office:**
**Amity University Admission Office**
**Amity International School**
**Sector – 46,**
**Gurgaon,**
**0124-3225651, 2164864, 65**

# INDEX

**Job Description:**

*Counselor*
*Marketing Executive*
*Data Entry Operator/Office Assistant*

**Operational Activities:**

- Dealing with Visitors in Admission Office - Walk-ins
- Handling Admission Calls – Inbound
- Handling Admission Calls – Outbound
- Sale of Application Forms
- Receipt of Application Forms
- Data Entry in MS – Excel
- Setting of Question Papers
- Conduct of Test
- Evaluation of Answer Sheet
- Compilation of Result
- Issue of Admission Offer Letters
- Receipt of Fee
- Extension of Date of Fee
- Withdrawal from Program and Refund of Fee
- Handling Admission Email Account
- Inter Amity University Transfer (excluding lateral entry)
- Lateral Entry (including migration)
- Change of Stream/Program
- Provisional Admission
- Managing Admission Intranet
- Admissions through JEE
- CBT: Computer Based Test
- SI: Skype Interview
- Online Submission of Application forms
- Online fee submission
- Publishing of Admission Offer letters on Micro site

**Annexures**

# Counselor

**Job Description:**

- Serves as a member of the Admissions Team to assist in achieving enrollment goals for the university.
- Motivate students for challenging courses and Educational programs.
- Advises students and parents about admission's requirements, concerned academic programs, bank loan and scholarship information, information pertaining to various facilities provided by the University, and most importantly the culture and philosophy of Amity.
- Provides required follow-up to students and parents via phone, letters, email, etc.
- Reviews admission applications, evaluates credentials, and makes admission decisions.
- Initiates, plans, and executes special projects in conjunction with the goals and objectives of the office.
- Coordinate and contribute to the success of various student visit programs designed to recruit targeted prospective applicants to the University
- Implement admission strategies as outlined in the admissions plan which may include school and/or community college visits, attend educational fairs, area receptions, and events.
- Provides admission presentations to visitors during campus daily tours and at on campus and off-campus events.
- Compiling various reports related to admissions
- Covering reception desk
- Ability to work as a successful link between the faculty, parents and the students and help students achieve the Educational goals set beforehand
- Any other specific duties as required by the Director Admissions
- Adhere to University policies and procedures regarding admission

**Requirements:**

- Bachelor degree with at least one year of admissions counseling and outreach experience, or equivalent.
- Knowledge of PeopleSoft and Business Objects.
- Strong interpersonal skills, Skill in effective communication and public presentations.
- Demonstrated ability to work with a wide range of people and commitment to diversity.

- Demonstrated ability to efficiently and effectively solve problems, initiate and implement projects.
- Knowledge of issues pertaining to areas of assignment.
- Experience with and sensitivity to diverse population.
- Ability to travel and work a varied schedule with flexible hours.
- Knowledge of Microsoft environment, including Word, Access, Excel.
- Some supervisory skills and training experience.
- Ability to represent the office and the university in a professional manner.
- Maintain a positive attitude that will promote a healthy cultural climate in Admissions

# Data Entry Operator/Office Assistant

**Job Description:**

- Scrutinize the admission application form and checking required columns, reporting discrepancies
- Verifying/calculating the marks, percentage, eligibility etc
- Segregation of application forms, maintaining record of DDs
- Data entry in computer and admission intranet
- Data management and preparations of various reports
- Preparation/compilation of results, dispatch of offer letters
- Proper maintenance of office records
- Any other duties assigned by the Director Admissions

**Requirements:**

1. Bachelor Degree with one year of similar experience in an organization
2. High degree of computer skills in MS- Office, particularly in MS - Excel
3. Positive attitude
4. Willingness to work in flexi hours
5. Some supervisory skills
6. Maintain a positive attitude that will promote a healthy cultural climate in Admissions

# Marketing Executive

## Job Description

1. Serves as a member of the Admissions Team to assist in achieving enrollment goals for the university.
2. Analyzing the marketing opportunities and taking initiatives to enhance the students' intake, devising plans for brand building and enhancing visibility in market place
3. Implement admission strategies as outlined in the admissions plan which may include school and/or community college visits, enhancing ties with schools, colleges, coaching institutes, admission consultants/counselors, attends educational fairs, area receptions, and events.
4. Initiate, plan, and execute special projects in conjunction with the goals and objectives of the office.
5. Conduct admission presentations to visitors during campus daily tours and at on campus and off-campus events.
6. Any other specific duties as required by the Director Admissions
7. Adhere to University policies and procedures regarding admission

**Requirements:**

1. A master degree in business administration or equivalent qualification.
2. Strong interpersonal skills, Skill in effective communication and public presentations.
3. Demonstrated ability to work with a wide range of people and commitment to diversity.
4. Demonstrated ability to efficiently and effectively solve problems, initiate and implement projects.
5. Knowledge of issues pertaining to areas of assignment.
6. Experience with and sensitivity to diverse populations.
7. Ability to travel and work a varied schedule with flexible hours.
8. Knowledge of Microsoft environment, including Word, Access, Excel.
9. Supervisory skills and training experience.
10. Ability to represent the office and the university in a professional manner.
11. Maintain a positive attitude that will promote a healthy cultural climate in Admissions

# Dealing with Visitors in Admision Office - Walk-ins

**Purpose & Scope:**

This procedure deals with interaction with prospective candidates, students, parents and other persons visiting the admission office for the purpose of any enquiry, submission of application form, deposit of fees or for any other purpose related to admission.

**Procedure:**

Detail of every visitor to be kept in walk-ins register to be maintained by respective counselor.

Every counselor to equip with necessary information/a set of FAQs/hand outs/**brochures**/leaf lets/a ready reckoner related to key points pertaining to admission process

Transfer of query to concerned faculty/officer or Director Admissions, when required

Daily walk-ins report to be prepared and sent to AUH admission office

Monitoring, weekly review and follow-up of reports

**Records:**

1. Walk-ins register
2. Daily report of walk ins- Annexure I

**Responsibility:**

1. Respective Counselor
2. Incharge – City office

# Calling – Inbound

**Objective & Scope:**

The procedure deals with effectively handling all incoming admission queries, capturing the callers' data, follow-up, identifying the potential, motivating/counseling them and converting them into amity admission aspirant

**Procedure:**

Maximum efficiency and due diligence to be maintained in receiving the calls on designated numbers alloted to specific counselor

Complete record of each call to be maintained by respective counselor

Daily master sheet of all calls recevied to be compiled and sent to Director Admissions

Transfer of query to concerned faculty/officer or Director Admission, whenever requried

Call back in case of non-availability of any information or lack of information

Missed calls/drop calls to be checked after every two hours and record to be kept and shall be called back twice in a day.

Monitoring, review and follow up of calls on day to day basis to increase the conversion

**Records:**
1. Daily call register
2. Day wise master call sheet- Annexure II

**Responsibility:**
1. Counselors
2. In-charge Calling

# Calling – Outbound

**Objective & Scope:**

The procedure deals with enhancing connect with the prospective candidates/students through information sharing/communicating, counseling, motivating, converting leads into admission and achieving high enrollment of students

**Procedure:**

Different types of outbound calls:

- Forms received confirmation calls
- Test Information calls
- Result calls
- Leads Calls
- MAT data
- Others (Absentee calling, Fees follow up calls, Fee received through post, Course change intimation  Calls, JEE

Response of each call to be recorded as below:

- **Interested (INT)**: Interested ,will get back
- **Not Interested (NI)**:Not interested, Disconnected,
- **Not reachable** (**NR):** Not answering, Out of reach/network/service, Switched off, Busy, Call waiting, line disturbed, call later, not connecting.
- **Informed (INFO):** concerned person not available informed to others//mother/father/brother/sister, etc,).

Repeat calls to be made based on responses received in first set of calling and calling sheet to be updated accordingly

Day wise master sheet to be prepared containing necessary information/responses

Review of calling list to be made twice in a week to filter the calls into potential and dead categories for further follow – up

Day wise calling status report to be mailed to Director Admissions

**Records:**

1. Daily outboud call sheet
2. Master calling sheet- Annexure III
3. Calling sheet – potential Vs dead calls

**Responsibility:**

1. Calling – incharge
2. Counselors

# Sale of Application Forms

*** Other than sales through Axis bank and downloading from website**

**Purpose & Scope:**

The procedure deals with maintaining record of all blank application forms received from AUUP Noida, sold and balance in stock so as to keep complete detail of forms sold and to avoid stock-out.

**Procedure:**

A stock register to be maintained and updated regularly

Program wise record of form sold

Weekly reconciliation of stock register with form sold

Cash receipt (in duplicate) bearing serial number of application form to be issued/kept for record
Cash to be handed over by all counselors to incharge on day to day basis

Transfer of cash from city office to accounts office

Re-order level to be checked and new requirement should be sent to Director Admissions accordingly to avoid stock out

**Record:**

1. Stock register for application forms – Annexure IV
2. Register for application form sold- Annexure V
3. Weekly report of application form sold

**Responsibility:**

1. Counselor – A
2. City office incharge

# Receipt of Application Forms

**Purpose and Scope:**

The procedure deals with keeping program wise complete record of admission application forms received, their scrutiny, classification, data entry in excel and uploading on admission intranet so as to provide up to date information and to facilitate planning and execution of subsequent admission activities/processes.

**Procedure:**

All Application forms received should be entered in the register.

All Application forms received should be properly scrutinized.

Scrutiny of forms/checking of important fields:

i. Program code
ii. DD Details and payment mode details
iii. Date of Birth
iv. Email-Id
v. Contact Number (atleast 2 No.)
vi. Marks and eligibility

Discrepancies to be highlighted and communicated

All forms should be clearly identified as per following:

- Complete and eligible -
- Complete and not-eligible
- Incomplete
- Direct Admission

Entries of application forms in excel sheet

Daily reconciliation of application form and preparation of status report

Application forms to be sent to AUH admission office and movement of forms to be recorded

Uploading of application forms on admission intranet and status to be updated within 48 hours of receipt of forms

Incomplete forms to be kept on hold for complete information and will be sent to AUH within 48 hours

Acknowledgment call of forms received to be given to all the students within 24hrs, guiding to follow microsite.

**Records:**

1. Form receipt register- Annexure VI
2. Excel entry sheet - Annexure VII
3. Uploading on Amizone
4. Daily form receipt report- Annexure X

**Responsibility:**

1. Counselor B
2. Incharge City office
3. Data entry operators

# Data Entry in MS – Excel

**Purpose and Scope:**

This procedure deals with creating a complete data base of all application forms received during the admission process to facilitate in subsequent planning and execution of admission process/activities

**Procedure:**

Checking of key particulars

Alphabatically separate excel data sheet to be maintained for large programs, as specified

Data sheet to be categorised based on eligbile candidates, not eligible candidates, result awaited and direct admission

All excel entries should be completed on same day.

Master excel sheet to be compiled on the same day.

Reconciliation of excel sheet with daily form receipt register

**Records:**

1. Excel sheet of applicant's students – Annexure VII

**Responsibility:**

1. City office – Incharge
2. Data Entry Operator

# Setting of Question Papers

**Objective & Scope:**
The procedure deals with readiness of question papers for written examination of different programs during admission procedure

**Procedure:**

Every question papers should have a paper code

At least two sets of question paper should be ready a week before the date of written entrance examination

Requirement of question papers to be assessed in the beginning of new admission session and to be sent to HOIs of respective program a month before the date of examination

Head of Institution (HOI) of respective program to ensure the readiness of question papers.

HOI to review the question paper before its submission to admission office

Confidentiality, secrecy and safe custody of question papers to be maintained

**Records:**

1. An office copy of all question papers to be filed.

**Responsibility:**

1. Counselor

# Conduct of Admission Examination

**Purpose & Scope:**

The procedure deals with smooth conduct of test and to ensure the confidentiality and transparency in the process

**Procedure:**

Information to all eligible candidates to be sent through micro site of respective candidate, SMS's, email and telephone at least three days in advance, while for the forms being received on last few days should be called on daily basis

Text of email/SMS to be approved by Director Admission

Following arrangements to be made at least one day in advance:

- Registration
- Seating plan
- Signage
- Invigilation
- Classification of Q papers and Ans sheets
- Classification of forms and readiness of PI sheet
- Interview boards

Attendance of students appeared in the exam/interview to be marked.

Instructions to fill-up the PI sheet to be issued properly to concerned faculty members

Identities of student to be verified from the application form by the invigilator in the exam room by cross signing on the photograph of the candidate pasted in the application form

The application forms of present & absent student to be segregated by the invigilator in the exam room.

All essay sheets, answer sheet, GD & interview sheet to be counted at the time of submission by concerned invigilator

**Records:**

1. Attendance sheet
2. Programme wise list of students appeared

**Responsibility:**

1. Respective floor in charges
2. One Counselor and one faculty- for over all co-ordination
3. Data Entry Operators to keep a track of form received on the day of test

# Evaluation of Answer Sheet

**Objective & Scope:**

The procedure deals with fair evaluation of answer sheets while maintaining the confidentiality.

**Procedure:**

An evaluation team to be constituted by Director Admissions with the due approval from Pro Vice Chancellor/Vice Chancellor

Evaluation team to mark the answer sheets at a designated place and time

Answer keys to be provided to all evaluators

Evaluator to compile the marks and submit the duly signed mark sheet to admission office

Officer responsible to ensure the confidentiality and secrecy of the whole activity

**Records:**

1. To file all the answer scripts
2. To attach all the Essay sheets
3. Statement of marks

**Responsibility:**

- Counselor

# Compilation of Result

**Objective & Scope:**

This procedure deals with accuracy and speed in compiling the final result

**Procedure:**

Entries of all appeared candidates to be made and checked in excel sheet

Academics marks to be entered carefully and duly checked

Marks of entrance examination (essay, written exam, personal interview & GD) to be entered from the mark sheet and admission form.

Weightage for different column in final result sheet to be checked

Result sheet to be categorised in following categories:

- The candidates will be listed in the CRS in the following order and the Groups:
    - Group 1. General Group. (Listed from S. No. 1 to 12 in the sample Annexure)
    - Group 2. RA Group-Candidates whose results are awaited. (Listed from S. No. 13 to 14 in the sample Annexure)
    - Group 3. No Group-Candidates that have not been recommended by the Board and bear remark "NO" in the PI/GD Assessment Sheet. (Listed from S. No. 15 to 16 in the sample Annexure)
    - Group 4. Absent Group-Candidates who absents themselves after participating in part of the admission process. (Listed from S. No. 17 to 18 in the sample Annexure)
    - Group 5. NE Group. Candidates who are found "Not Eligible" for the programme. (Listed from S. No. 19 to 20 in the sample Annexure)

- The candidates in their own groups will be sorted as per their scores (Largest to smallest).

Particulars of final result sheet to be checked/tally with individual application form

Essay sheet to be attached with each application form

Result review committee to finally check the result

Final result sheet to be made and duly signed by the concerned persons along with the Director Admissions, involved in the preparation/checking.

Final result should be compiled within three working days after the conduct of admission test.

**Records:**

1. Evaluation sheet/Mark sheet
2. Consolidated final result sheet – Annexure VIII
3. Application forms with attached PI sheet

**Responsibility:**

1. Data entry operator
2. Counselor

# Issue of Admission Offer Letter

**Objective & Scope:**
This procedure deals with maintaing accuracy in issuing the admission offer letters to the selected candidates

**Procedure:**

Candidate name to be checked from the final result sheet approved by the management

Following details to be checked while printing the offer letter:

4. Name
5. Father's name
6. Program
7. Duration of the program
8. Program Fee
9. Eligibility

Concerned office assistant to mark his/her initials on the offer letter to ensure that the above details are verified

Offer letter to be signed by Director Admission.

No offer letter to be sent without its signing by the Director Admissions

In case of a candidate's request, to send the offer letter through email, a copy of offer letter, duly signed by the Director Admissions to be scanned and email to concerned candidate.

No offer letter to be attached/scan and sent without bearing signature of the Direcotr Admission

A copy of offer letter sent through email to be kept in the office

**Records:**

1. Master data sheet of selected candidate to whom offer letter is issued

**Responsibility:**

1. Office Assistant

# Receipt of Fee

**Objective & Scope:**

This procedure deals with maintaining an accurate & complete record of day to day submission of fees of admitted candidates keep track on the total number of admissions

**Procedure:**

Fee to be recevied at city admission office and AUH accounts office

Fee paid in cash or through cheques is not accepted.

Admission offer letter to be checked and selection of candidate, program name is to be checked with approved final result sheet

Verification of eligibility and necessary supporting documents/marks sheets etc

Verifying amount of DD with the fee prescribed in the offer letter/admission prospectus and other particulars mentioned in the DD/pay order.

Ensure that student details are clearly mentioned at the back of Demand Draft

Day wise entries of the fee paid with necessary details (academic fee, academic security, hostel fee, hostel security, bus fee, program, student's name, sex, and city) to be entered in Fee Entry Registered and also compiled in an Excel sheet.

Printed fee receipt (in duplicate) to be filled and a copy to be given to students

Daily reconciliation of fee received and preparation of status report

Demand drafts to be sent to AUH admission office along with the summary of DDs and entries to be made in DD register

Accounts to sent the detail of daily fee recevied to city admission office

Accounts and admission office to weekly reconcile the status of fee received

Updating fee on finance module of admission intranet by Accounts within 48 hours of receipt of demand drafts

Fee received through post should be considered after verifying the all necessary points mentioned above and acknowledgement in this regard should be sent to the candidate within 24 hours of receipt of fee

In case of any deficiency in documents/DD/fee received through post to be kept on hold and information in this regard to be sent to candidate within 24 hours of receipt of fee

Record of part- payment of fee, scholarship cases (both part and full) to be maintained separately

**Records:**

1. Daily fee recipt format on Excel – Annexure IX
2. DD register
3. Daily fee receipt report – total – Annexure X
4. Daily fee receipt report – Accounts, AUH

**Responsibility:**

1. City office Incharge
2. Counselor
3. Accounts Officer

# Extension of Date of Fee

**Objective & Scope:**

This procedure deals candidate request for extension of fee due to delay in grant of education loan or any other reason beyond the conrol of candidate

**Procdeure:**

Candidate to submit the application in this regard to Director Admissions

Director Admissions to approve the extension for not more than seven days considering the case and circumstances

In case of extensions of more than seven days and upto 20 days, the candidate is required to submit a 'non refundable' token amount of Rs 25,000/- to secure the seat with an undertaking in this regard to Director Admissions

Separate fee record of such cases to be maintained and follow-up to be taken

Above token amount to be forfieted, in case of non-submission of balance fee within the specified time period

A communication in this regard to be sent to the candidate

**Records:**

1. Record of applications
2. Master data sheet of such cases containing necessary detail- Annexure XI
3. Undertaking – Annexure XII-A, XII-B

**Responsibility:**

1. Counselor
2. Data Entry Operator

# Withdrawal from Program and Refund of Fee

**Objective & Scope:**

This procedure deals with speedy processing of withdrawl of admission and refund of fee cases

**Procedure:**

Candidate to submit the refund application to the Director Admission

Receiving officer from admission office to properly sign and mark the date of receipt on the application and handover copy of the same to the applicant

**Decision of refund to be taken considering the following:**

10. Deduction of processing fee of Rs. 1000- in all cases (whether prior to commencement of course or thereafter).

11. For cases where student withdraws post commencement of course the refunds would be made as per the following criteria:

    - Where no admission is done in the particular course post the date of withdrawal by the student only security is to be refunded.
    - Where any admission is done post the withdrawl – proportionate amount of fee would be deducted in addition to Rs. 1000/- as procesing fee.. In this case attendance of the withdrawn student will be considered from the date of commencement of the program till the date of withdrawal application. Semester fees amount will be divided by 6 to get monthly fees.

All application to be marked to Registrar office by Director Admissions with a copy to be kept in admission office

Registrar office to further process the application

**Records:**

1. Record of applications
2. Master data sheet of such cases containing necessary detail – Annexure XIII

**Responsibility:**

1. Registrar Office
2. Counselor
3. Data Entry Operator

# Handling Admission Email Accounts

**Objective & Scope:**

This procedure deals with regularly checking, timely & satisfactorily replying of queries/information asked through email.

**Procedure:**

Daily checking of admission email accounts after regular intervals.

All emails must be checked in morning (opening hours) and evening (closing hours)

All routine inquires to be handled by concerned counselor(s)

Important emails to be marked to Director Admissions for his information and reply, if necessary

Reply to all emails should be sent within two working days from the receipt of email

**Records:**

1. Filling of important emails

**Responsibility:**

1. Marketing Executive
2. Counselor

# Inter Amity University Transfer (excluding lateral entry)

**Objective & Scope:**

The procedure deals with transfer cases of students from one campus of Amity to another campus of Amity, facilitating smooth transfer and observing necessary formalities

**Procedure:**

**Transfer from AUH:**

No request of transfer shall be entertained from the students.

Transfer of a student is initiated only when management takes a decision in this regard keeping in mind the interest of student

Process of transfer to be initiated only after receiving the approval from management

An information to this regard with complete details along with the copy of approval to be sent to concerned Amity campus.

Necessary documents (application form, copy of fee receipt, details of marks obtained by the candidate in the admission procedure) to be sent to the concerned campus

Candidate is required to apply for a refund of fee in AUH and deposit the fee in transfer University

Refund of fee in such cases to be completed within one week after the approval of transfer from management.

Registration status of students on admission intranet to be updated accordingly

**Transfer to AUH:**

Proceess to be initiated only after receiving the approval from management in this regard

Necessary documents (application form, copy of fee receipt, details of marks obtained by the candidate in the admission procedure) to be received from the concerned campus

Candidate to report to Director Admissions and submit the necessary documents

Candidate is required to deposit the applicable fee

Status to be updated on admission intranet accordingly

**Records:**

1. Separate excel file to be maintained for transfer cases – Annexure XIV
2. Documents to be filed

**Responsibility:**

1. Counselor
2. Data entry operator

# Lateral Entry (including migration)

**Objective & Scope:**

This procedure deals with process of lateral entry admission to a program and migration of candidate from other University

**Procedure:**
Candidate must secure at least 60 per cent aggregates in throughout in previous years of study

To qualify the admission procedure laid down by the University

Admission is subject to the lateral entry regulations of the University

**Records:**

1. Separate data excel sheet of the candidate
2. Necessary records of the candidates as per AUH regulations

**Resposnibility**:

1. Registrar, AUH
2. Data entry operator

# Change of Stream/Program

**Objective & Scope:**

The procedure deals with students' request pertaining to change of stream/program

**Procedure:**

Application to be submitted to admission office and data to be maintained on day to day basis.

All requests to be compiled twice in a week and sent to Director Admissions for review.

Requests to be sent to management for approval along with individual detail of the candidate.

Follow-up with management in case of non receipt of reply within 48 hours from the date of request sent to management.

Information to the candidate about the decision of change to be sent within 24 hours after receiving the approval.

Approved candidate to fill-up the undertaking regarding acceptance of request for change.

Candidate can restored to the original program in which he/she was first selected within seven days of the approval/filling-up the acceptance of change by submitting an application to the Director Admission. If a candidate does not apply within aforsaid period for resotration in the original program in which he/she was originally selected, the candidate will deemed to be admitted to the program in which change was requested and approved

Change of program by a candidate without approval/intimation to the Director Admissions shall be considered void

**Records:**

1. Application record of change request
2. Chronological data base of applicant
3. Consolidated status sheet – Annexure XV

**Responsibility:**

1. Counselor
2. Data Entry Operator

# Provisional Admission

**Objective & Scope:**

The procedure deals with admission of candidate in case of non declaration of result of qualifying examination

**Procedure:**

Candidate to submit the undertaking to the Director Admissions that the final result will be submitted to the University within the specified period

Provisional admission to be mentioned on the fee receipt issue to such candidate

Full academic fee of the candidate shall be forfieted in case of non-submission of proof of fulfilling the eligibility conditions within the specified period

Fee record of such cases with all necessary details to be kept separately

**Records:**

1. Master data sheet of such candidates – Annexure XI

**Responsibility:**

1. Counselor
2. Office Assistant

# Handling of Admission Intranet

**Objective & Scope:**

This procedure deals with ensuring efficiency in communication between students and admission office through uploading of all application forms on intranet, generating registration numbers and completing the whole admission procedure on the intranet along with fee on finance module so as to ensure efficiency, accuracy, transparency and effectiveness in the admission procedure.

**Procedure:**

Receiving and uploading of application form with in 48 hours of receipt

Releasing of interview date at least a week before the date of examination

Releasing of cut-off marks

Updating attendance and marks on intranet

Generating offer letter

Updating fee by Accounts section on finance module within 48 hours of receipt of fee

**Records:**

1. Status sheet of candidates

**Responsibility:**

1. Counselor
2. Data entry operator
3. Account Office

# Admissions Through JEE MAINS

**Objective & Scope:**
This procedure deals with handling of admission procedure of B.Tech students through CCB-JEE as per the guidelines laid down by the Central Counseling Board – JEE

**Procedure:**

Following guidelines of spot round of counseling mentioned on www.ccb.nic.in

Tracking of counseling dates and communicating the necessary instructions to the admission team

Maintaing the data sheet of all queries received pertaining to JEE admissions

Online updating the status of candidate reporting to the University

Filling of Amity application forms at AUH campus

Printing of provisional seat allotment letter of candidate from CCB

Retaining a copy of provisional seat allotment letter duly signed by candidate

Verification of documents (as specified by www.ccb.nic.in)

Accepting the fee after ensuring the eligibility

Maintaining program wise data sheet of candidate reported, admitted and deposited the balance fee

Submitting details of candidate reported to the university to CCB as per the deadline (after the closing of counseling date) and also submitted the original provisional seat allotment letter.

**Records:**
1. Data sheet of queries
2. Detailed data sheet of candidates reported and submitted the fee – Annexure XVI

**Responsibility:**
1. Counselor
2. Data Entry Operator

# CBT: Computer Based Test

**Objective & Scope:**

This procedure deals with providing wider opportunities to the prospective students and to bring accessibility with greater flexibility with respect to location & timing.

**Procedure:**

- Student to submit the duly filled in application form
- The student to select CPT option Yes/No on the admission micro site
- The student has the option to select Test Date within 2 cycles only (Thu/Fri/Sat/Sun x 2) -
- The CBT cases to be exported to CSV file and sent to HO
- Confirmation of CBT cases on admission intranet once the access is opened from ATTEST and list is sent back from HO to admission cell.
- Once admission micro site is activated, click on CBT Scheduler Link for booking test slot
    - Every Thursday / Friday / Saturday / Sunday at designated Test Centres
    - 9:00 am to 10:30 am/ 11:00 am to 12:30 pm/ 1:00 pm to 2:30 pm/ 3:00 pm to 4:30 pm/ 5:00 pm to 6:30 pm
- The CBT venue, date and time slot in Scheduler Link to be booked by the student
    - Admit card to be generated from Scheduler and photograph to be pasted
    - ID proof to be generated from admission micro site and photograph to be pasted
- The test slot once booked, cannot be reversed
- Test scheduling window of 4 designated days in a week / 9 am to 6 pm
- CBT Test Slot booking done per cycle to be sent to Head Office on a regular basis
- The CBT cases confirmed on Intranet, but are not appearing in the list, to be followed-up to maximize the CBT Slot Bookings timely
- Student to appear for CBT
- The scores/ **Merit List-1** compilation to be done by ATTEST and submitted to Amity University
- Data Entry operator/ Office Assistant to add $10^{th}$/$12^{th}$/graduation scores and make **Merit List-2**
- Counselor to contact student and schedule Skype Interview

**Records:**

- CBT cases to be exported to CSV file cases date wise
- Merit Lists to be maintained per cycle(annexure)
- Daily report (annexure)

**Responsibility:**

- Admission Executive
- Counselor
- Office Assistant/ Data Entry Operator

# SI: Skype Interview

**Objective & Scope:**
This procedure deals with conducting interview of students through Internet- based video service- Skype, regardless of the student's location. The Skype interview will provide convenience to the student for appearing for the test from residence or cyber cafe. The Skype Interview should be preferably conducted within 48-72 hrs of CBT.

**Procedure:**

- Space to be created for Skype Interview with Amity banners as backdrop
- Separate computers with webcam, mike etc to be arranged for Skype Interview
- Create Amity University Skype ID ( For standardization Purpose, it could be created as **'Amity University-Campus Name'** )
- SI dedicated systems to be grouped/marked/designated with respective CBT programs so that the Interview Boards are easily identifiable
- A moderator to handle SI screen log-ins, log-outs, general IT glitches in event of no show on stipulated time
- Students to be informed about SI through email or phone
- Skype Id to be created by the student
- The Counselor to guide students on how to create Skype IDs
- The requirement of Interview panel to be decided ahead of time
- Verify faculty names present to conduct the Interviews with the list sent by respective HoI/HoD
- Faculty attendance sheet to be signed and filed(Annexure)
- Interview panel to verify the identity of the student with the photograph pasted on the application form
- Interview Assessment Sheet to be duly filled and signed by the panel.(annexure)
- The student to be briefed by the counselor about CBT, if not appeared already
- The Interview marks to be compiled to make **Merit List-3**
- The Final Result sheet along with the application forms to be dispatched to HO for approval.
- After approval, admission offer letters to be published on admission intranet.

**Checklist:**

- Check lighting and keep the background simple and free of clutter and distractions
- Check internet connection
- Check the functioning of equipments like webcam and microphone ahead of time.
- Add on micro phones can be used for a better sound quality
- Give the student adequate time to complete their thoughts in case of a delay
- The interview panel should be visible to the student and vice versa

**Records:**

- Faculty attendance sheet
- SI schedule list
- Merit List-3

**Responsibility:**

- Admission Executive
- Counselor
- Data Entry Operator/ Office Assistant

# Online Submission of Application forms

**Objective & Scope:**

This procedure deals with online submission of application forms so that data is captured in a consistent manner, held on a central sever and is readily available. This option can be accessed from any computer with web access and saves valuable time. It eliminates the data entry from paper.

**Procedure:**

- Student needs to login to www.amity.edu/gurgaon
- To click on Apply Online
- Fill in the complete details Upload copy of X mark sheet and recent passport size photograph
- To make the payment using debit or credit card
- The application form ports directly to "Online form Receipts" module of Amitranet
- Office assistant to take print of the application form and register after verifying all the details

**Records:**

- An excel sheet to be maintained date wise

**Responsibility:**

- Executive/Counselor
- Date entry operator/ Office Assistant

# Online fee submission

**Objective & Scope:**

This procedure deals with the ease, convenience and faster submission of first installment of academic fee using net banking or Pay order/Demand draft/ cash payment in the nearest Axis bank branches. Online payments are far cheaper than the traditional method of mailing out paper invoices. It allows the students to perform banking activities at home via the internet.

**Procedure:**

- The student is guided to the payment gateway through his/her micro site
- The student then choose the payment option :net banking/cash payment at any Axis bank branch
- In case of cash payment through Axis bank, the student is required to download the pay-in-slip. PAN number is a pre requisite.
- Fill the pay-in-slip and deposit the fee
- After paying the fee, student is required to mark a confirmation of payment on his/her admission micro site
- The Accounts section then generates the list of fee paid students
- Once the payment is updated in the Finance Module of the amitranet, the payment details are reflected on the student's micro site

**Records:**

- An excel sheet of fee paid students is to be maintained on a daily basis
- The fee to be reported in the Daily Admission Status Report sent to HO

**Responsibility**

- Counselor/Executive
- Office Assistant/Data entry operator

# Publishing of Admission Offer letters on Micro site

**Objective & Scope:**

This procedure deals with trouble-free and immediate access to admission offer letters to the selected students, once the result is declared. The admission letters are readily available on the admission micro site and saves on time and effort of sending the hard copy of the admission letters.

**Procedure**

- The admission letters are configured program wise in the beginning of the admission session
- The fee payment date is updated and letters are generated only for the selected students
- The admission letters are then published through Amitranet module "Publish Admission Letter"
- The student downloads the letter for fee payment

**Responsibility**

- Executive

*Annexure – I*

# Walk-in Report

| S.No | Date | Name | Programme | Source | Contact No | City | State | Purpose |
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*Annexure – II*

# Calling – Inbound

| S.No. | Date | Name | Contact No. | Programme | Source | City | State | Purpose | Remarks |
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## Calling – Outbound

**Type of Call: _____**

| S.No. | Date | Name | Programme | Contact No. | Purpose | Remarks |
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*Annexure – IV*

## Stock register for Application form

| S.No. | Date of receive | Receive | Issue | | | Balance |
|---|---|---|---|---|---|---|
| | | | Sold | AUH | Date | |
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*Annexure – V*

## Sample for Application form sold

| Packet No. | S.No. | Form No. | Date of Sale | Name of Candidate | Course | State | City | Amount |
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*Annexure – VI*

## Daily forms received at AUH, City Office

| S.No. | Form No. | Date of receipt | programme | Course | Name | Payment mode | Remarks |
|---|---|---|---|---|---|---|---|
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## Data Entry in MS - Excel

| S. No. | Date of form Received | Form No | Tilte | Name | Father's Name | Address | City | State | PinCode | Contact No | Landline | E Mail | Form Type | Bank | Date of DD | 10th | 12th | Grad | College Name | Pre-Quali | Category | Attendance | Result | Admission Letter |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | 5000554 | Mr | Shivendra Vikram Singh | Brij Bhanu Singh | 35, Bhadauriya House Civil Lines | Pratapgarh | UP | 230001 | 8004073002 | 05342-224839 | SHIVIKSINGH@REDIFFMAIL.COM | OL | | | 71.1 | 42.4 | RA | Ewing Christian College | | Gen | | | |
| 2 | | 5000390 | Mr | Mohammad Umar | Shamim Akhtar | 86, Adarsh Colony Barewal Road, Opp. Weste | Ludhiana | Punjab | 141010 | 9878978887 | 0161-5051000 | MOHD_UMAR2003@YAHOO.CO.IN | OL | | | 63.4 | 68.25 | RA | Arya College, Ludhiana | | Gen | | | |
| 3 | | 5000420 | Ms | Shilpa Kapoor | Madhukar Kapoor | D-101, Sangam Apartment Sec-9, Rohini | Delhi | Delhi | 110085 | 9582259524 | 011-27865832 | SHILPAKAPOOR7@GMAIL.COM | 279491 | PNB | 14.11.11 | 81.2 | 77.8 | 67.18 | Miranda House, Delhi | | Gen | | | |
| 4 | | 5000731 | Ms | Garima Nidhi | Anil Kumar Ishwar | New Patna Colony , Kumar Niwas, Beur Jail,N | Patna | Bihar | 800002 | 9896961277 | | NIDHIGARIMA12@GMAIL.COM | 916557 | Allahabad | 26.11.11 | 60.85 | 66.2 | RA | DAV College, Yamuna Nagar | | Gen | | | |
| 5 | | 5000854 | Mr | Bhuteshwar Jena | L.Harish Chandra Jena | Homeo Seva Sadan Gandhi Market, Baripada | Baripada | Orissa | 757001 | 8148400139 | | BHUTEWARJENA344@GMAIL.COM | OL | | | 76 | 71.25 | RA | Bharath Engineering College,Chennai | | Gen | | | |
| 6 | | 5000215 | Ms | Megha Saini | Virinder Kumar Saini | C/O Col VK Saini NCC Group HQ Green House | Indore | MP | 452001 | 9098813700 | 0731-2524013 | VIRENSAINI@GMAIL.COM | 976725 | Syndicate Bank | 24.11.11 | 70.4 | 66.2 | 58.89 | PSG College of Arts & Science,Coimbatore (TN) | | Gen | | | |
| 7 | | 5000448 | Ms | Neha Srivastava | Ajit Kumar Srivastava | 104, Mangla tower, Sector-15, CBD, Belapur | Navi Mumbai | Maharashtra | 400614 | 9312607051 | 022-41238268 | NEHA.SRIVASTAVA0103@GMAIL.COM | OL | | 14.11.11 | 85.6 | 73.2 | RA | Dept.of Biotech and Bioinf., Navi Mumbai | | Gen | | | |
| 8 | | 5001372 | Ms | Geetan Ghumman | Jaswinder Singh Ghum | Block-23, Flat 902, Heritage City Flats, M.G Rd | Gurgaon | Haryana | 122001 | 9811148848 | 0124-2562809 | GEETANGHUMMAN@GMAIL.COM | OL | | | 79.4 | 86.8 | RA | Symbiosis Law School, pune | | Gen | | | |
| 9 | | 5000888 | Mr | Anupam Sarsar | Hari Kishan Sarsar | 159, IOCL Township Bongaigaon Refinery Dha | Chirang | Assam | 783385 | 9435511627 | 03664-255770 | SARSAR.ANUPAM@GMAIL.COM | OL | | 28.11.11 | 89 | 79.5 | 77.5 | School of Engineering, Tezpur | | Sc | | | |
| 10 | | 5001165 | Ms | Kamna Jindal | Parveen Jindal | # 49, Pipli Wala Town , Adarsh Nagar | Chandigarh | Chandigarh | 160101 | 7837115510 | 0172-2731169 | KAMNAJINDAL22@GMAIL.COM | OL | | 05.12.11 | 71.2 | 66.2 | RA | GGSCW Sec-26, Chandigarh,PNB | | Gen | | | |
| 11 | | 5001160 | Mr | Sameer Agarwal | Subhash Chander | House No-1383 Sector-26 | Panchukla | Haryana | 134116 | 9463961393 | 0172-2550263 | MR.SAMEER19@REDIFFMAIL.COM | 17747 | Central Bank of India | 20.12.11 | 83.2 | 62.2 | 64.9 | Govt. College, Sec-11 Chandigarh | | Gen | | | |
| 12 | | 5001562 | Mr | Akshat Kumar Kautsh | Adityender Sharma | WZ- 54, Raj Nagar-II Palam Colony Old Mehra | Delhi | Delhi | 110077 | 9811656820 | 011-25361252 | AKSHATKAUTSH@YMAIL.COM | OL | | 24.12.11 | 64.8 | 62.4 | RA | Trinity Inst., Dwarka, Delhi | | Gen | Present | ok | By Courier |

* Seprate excel sheet for Ne/DA/Lateral

*Annexure – VII*

## Sample RESULT SHEETS : B. Tech. (Civil)

| S. No. | Form No. | Name of Candidate | City | Percentage in | | | Marks in | | | Weightage % | | | | | | Alternate Choice of the programme | Faculty's Remark | Result |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Class X | Class XII | PCM | Written Test | Personal Interview | English Essay | Class X | Class XII | Written Test | English Essay | Personal Interview | Total | | | |
| | | | | | | | 60 | 30 | 10 | 20 | 20 | 20 | 10 | 30 | 100 | | | |
| 1 | 1726720 | Darshan Vaishnav Vairagi | Jodhpur | 91.6 | 92.6 | 94.7 | 29.0 | 27.0 | 5.0 | 18.3 | 18.5 | 9.7 | 5.0 | 27.0 | 78.5 | | Excellent | |
| 2 | 1729997 | Nitin Pokharna | Udaipur | 91.0 | 82.8 | 87.3 | 39.0 | 23.5 | 6.0 | 18.2 | 16.6 | 13.0 | 6.0 | 23.5 | 77.3 | | Excellent | |
| 3 | 1728371 | Shrish Dubey | Indore | 78.6 | 68.3 | 60.3 | 24.0 | 25.0 | 6.0 | 15.7 | 13.7 | 8.0 | 6.0 | 25.0 | 68.4 | | Good | |
| 4 | 1352067 | Ankit Sharma | Jaipur | 78.0 | 69.0 | 60.3 | 17.0 | 27.5 | 4.5 | 15.6 | 13.8 | 5.7 | 4.5 | 27.5 | 67.1 | | Excellent | |
| 5 | 1359641 | Ronak Antil | Jaipur | 87.0 | 71.0 | 68.0 | 25.0 | 21.0 | 5.5 | 17.4 | 14.2 | 8.3 | 5.5 | 21.0 | 66.4 | ECE | Good | |
| 6 | 1344528 | Viranch Jayesh Shah | Ahemdabad | 63.0 | 70.0 | 67.0 | 16.0 | 26.0 | 8.0 | 12.6 | 14.0 | 5.3 | 8.0 | 26.0 | 65.9 | B.Tech.-CSE | Excellent | |
| 7 | 1359625 | Ashwani Yadav | Jaipur | 69.0 | 67.6 | 70.6 | 20.0 | 25.0 | 6.0 | 13.8 | 13.5 | 6.7 | 6.0 | 25.0 | 65.0 | BJMC | Good | |
| 8 | 1353078 | Mayank Thada | Jaipur | 67.0 | 76.0 | 78.0 | 34.0 | 20.0 | 4.5 | 13.4 | 15.2 | 11.3 | 4.5 | 20.0 | 64.4 | Civil | Borderline | |
| 9 | 1359673 | Harshender Singh Gaur | Jaipur | 75.0 | 68.0 | 67.0 | 20.0 | 25.0 | 4.0 | 15.0 | 13.6 | 6.7 | 4.0 | 25.0 | 64.3 | B.A. Psy Coun. | Good | |
| 10 | 1349508 | Nikhil Gehlot | Jodhpur | 75.0 | 65.0 | 63.0 | 21.0 | 24.5 | 4.0 | 15.0 | 13.0 | 7.0 | 4.0 | 24.5 | 63.5 | B.Tech.-ECE | Good | |
| 11 | 1352069 | Anurag Dhawan | Jaipur | 78.0 | 73.0 | 68.0 | 13.0 | 25.0 | 3.5 | 15.6 | 14.6 | 4.3 | 3.5 | 25.0 | 63.0 | MAE | Good | |
| 12 | 1352063 | Krishnendra Singh Yadav | Jaipur | 76.0 | 62.0 | 60.0 | 10.0 | 24.0 | 5.0 | 15.2 | 12.4 | 3.3 | 5.0 | 24.0 | 59.9 | CSE | Good | |
| 13 | 1339987 | Aman Shekhar | Jaipur | 81.0 | **RA** | **RA** | 17.0 | 28.0 | 6.0 | 16.2 | #VALUE! | 5.7 | 6.0 | 28.0 | #VALUE! | ECE | Excellent | |
| 14 | 1350547 | Vicky Kumar | Patna | 77.0 | **RA** | **RA** | 15.0 | 23.5 | 6.0 | 15.4 | #VALUE! | 5.0 | 6.0 | 23.5 | #VALUE! | MAE | Good | |
| 15 | 1345936 | Usha Shekhawat | Jaipur | 60.0 | 62.0 | 60.0 | 26.0 | 24.0 | 3.5 | 12.0 | 12.4 | 8.7 | 3.5 | 24.0 | 60.6 | ECE | **NO** | |
| 16 | 1351127 | Vishav Rattan Suri | Jaipur | 65.0 | 64.0 | 54.0 | 22.0 | 21.0 | 5.0 | 13.0 | 12.8 | 7.3 | 5.0 | 21.0 | 59.1 | ECE | **NO** | |
| 17 | 1359702 | Agrim Sekhasaria | Jaipur | 85.4 | 61.3 | 56.7 | 18.0 | Absent | 5.0 | 17.1 | 12.3 | 6.0 | 5.0 | #VALUE! | #VALUE! | ECE | **Absent** | |
| 18 | 1359701 | Nikhi Singh | Jaipur | 67.0 | 66.8 | 64.0 | 18.0 | Absent | 5.5 | 13.4 | 13.4 | 6.0 | 5.5 | #VALUE! | #VALUE! | ECE | **Absent** | |
| 19 | 1346409 | Rahul Arora | Jaipur | 64.0 | 63.0 | 59.0 | 28.0 | 21.0 | 5.0 | 12.8 | 12.6 | 9.3 | 5.0 | 21.0 | 60.7 | CSE | **Not Eligible** | |
| 20 | 1350325 | Pankaj Sharma | Jaipur | 70.0 | 68.2 | 57.0 | 20.0 | 20.0 | 5.0 | 14.0 | 13.6 | 6.7 | 5.0 | 20.0 | 59.3 | MAE | **Not Eligible** | |

Page 1

*Annexure – IX*

## Sample for Fee receipt (Full/Partial/Direct Admission/Bus/Hostel)

| S.No | Receipt No. | Name | Form No | Course | Date of Fees Received | Academic Fee | Academic Security | Hostel fee | Hostel Security | Bus Fee | Total Fee Received | Date of Test | City | State | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **AUH-1001-2011** | Pavani Magoo | 156179 | MBA (G) | 18.03.11 | 1,32,000 | 15,000 | 40,000 | 10,000 | | 1,97,000 | 1 | Khurja | Uttar Pradesh | |
| 2 | **AUH-1002-2011** | Shalini Chawla | 1159553 | MBA (HR) | 23.03.11 | 1,32,000 | 15,000 | | | | 1,47,000 | 1 | Satna | Madhya Pradesh | |
| 3 | **AUH-1003-2011** | Renu | 1685423 | MBA (M&S) | 25.03.11 | 1,32,000 | 15,000 | | | | 1,47,000 | 1 | Kathmandu | Nepal | |
| 4 | **AUH-1004-2011** | Pinkey Verma | 1338101 | MBA (HR) | 28.03.11 | 1,32,000 | 15,000 | | | | 1,47,000 | 1 | Gurgaon | Haryana | |
| 5 | **AUH-1005-2011** | Neelmani Sharma | 1334236 | MBA (M&S) | 28.03.11 | 1,32,000 | 15,000 | | | | 1,47,000 | 1 | Delhi | Delhi | |
| 6 | **AUH-1006-2011** | Neetu Yadav | 1338143 | MBA (HR) | 29.03.11 | 1,32,000 | 15,000 | | | | 1,47,000 | 1 | Bhatinda | Punjab | |
| 7 | **AUH-1007-2011** | Jagmohan Singh Sans | 1359758 | MBA (G) | 29.03.11 | 1,32,000 | 15,000 | | | | 1,47,000 | 1 | Delhi | Delhi | |
| 8 | **AUH-1008-2011** | Ekta Rehan | 1336299 | MBA (G) | 29.03.11 | 20,000 | | | | | 20,000 | 1 | Delhi | Delhi | Partial Pament |
| 9 | **AUH-1009-2011** | Vinay Kumar | 1156699 | MBA (G) | 29.03.11 | 1,32,000 | 15,000 | | | | 1,47,000 | 1 | Delhi | Delhi | |
| 10 | **AUH-1010-2011** | Sachin Sehra | 1338136 | | 30.03.11 | 1,32,000 | 15,000 | | | | 1,47,000 | 1 | Delhi | Delhi | |
| 11 | **AUH-1011-2011** | Deepak Gaur | 3135678 | MBA (G) | 05.04.11 | 1,32,000 | 15,000 | | | | 1,47,000 | 1 | Gurgaon | Haryana | |
| 12 | **AUH-1012-2011** | Rishi Ranjan | 1157443 | MBA (HR) | 18.04.11 | 1,32,000 | 15,000 | 40,000 | 10,000 | | 1,97,000 | 1 | Gurgaon | Haryana | |
| 13 | **AUH-1013-2011** | Shivani Kalra | 1690206 | M Tech (Bio) | 20.04.11 | 48,000 | 15,000 | | | | 63,000 | 2 | Kathmandu | Nepal | |
| 14 | **AUH-1014-2011** | Deepali | 1695011 | M Tech (CSE) | 25.04.11 | 48,000 | 15,000 | 40,000 | 10,000 | | 1,13,000 | 2 | Meerut | Uttar Pradesh | |
| 15 | **AUH-1015-2011** | Yashika | 1694756 | M Tech (CSE) | 25.04.11 | 48,000 | 15,000 | 40,000 | 10,000 | | 1,13,000 | 2 | Karnal | Haryana | |
| 16 | **AUH-1016-2011** | Kumud Chaudhary | 1170011 | MBA (G) | 25.04.11 | 1,32,000 | 15,000 | | | | 1,47,000 | 2 | Delhi | Delhi | |
| 17 | **AUH-1017-2011** | Anurag Yadav | 1165577 | MBA (IB) | 25.04.11 | 1,32,000 | 15,000 | | | | 1,47,00 | 2 | Gurgaon | Haryana | |
| 18 | **AUH-1018-2011** | Puneet Kumar | 1333336 | M Tech (ECE) | 25.04.11 | 48,000 | 15,000 | 30,000 | | | 93,000 | 2 | Delhi | Delhi | |
| 19 | **AUH-1019-2011** | Manish Kumar Yadav | 1338139 | MCA | 25.04.11 | 20,000 | | | | | 20,000 | 2 | Delhi | Delhi | Partial Pament |

## AMITY UNIVERSITY HARYANA : ADMISSION STATUS - 2012

----------, 2012

| S. No. | Programmes | 1st Test 26.02.2011 | | | | Total | | | | | | | | Available for Next GD/PI | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | Total Fee Received | | | | | | |
| | | Forms Received | Appeared | Selected | Fees Received | Forms Received till 8th Total | Forms till date | Appeared | Appeared till 8th Test | Selected | Fee Received from | Lateral/Phd | Fees Received | Fresh Received | Today | Total | |
| 1 | MBA | 48 | 12 | 9 | 7 | 221 | 222 | 98 | 131 | 69 | | | 40 | 3 | 1 | 4 | MBA |
| 2 | MBA (IB) | 13 | 6 | 6 | 1 | 49 | 49 | 25 | 28 | 26 | | | 13 | 0 | | 0 | MBA (IB) |
| 3 | MBA (M&S) | 18 | 8 | 8 | 2 | 76 | 76 | 26 | 33 | 21 | | | 19 | 3 | | 3 | MBA (M&S) |
| 4 | MBA (HR) | 25 | 9 | 9 | 5 | 91 | 92 | 32 | 45 | 27 | | | 13 | 1 | 1 | 2 | MBA (HR) |
| 5 | MBA (Agri Business) | 1 | 0 | | | 3 | 3 | 0 | 0 | 0 | | | 0 | 0 | | 0 | MBA (Agri B |
| 6 | MBA (Executive Part-Time) | 0 | | | | 4 | 4 | 1 | 1 | 2 | | | 4 | 1 | | 1 | MBA (Execut |
| 7 | MBA (Executive Full-Time) | 2 | 2 | 2 | | 22 | 22 | 13 | 17 | 12 | | | 5 | 0 | | 0 | MBA (Execut |
| 8 | Master of Hospital Administration | 4 | | | | 46 | 48 | 18 | 20 | 14 | | | 3 | 1 | 2 | 3 | Master of Ho |
| 9 | BBA | 0 | | | | 232 | 232 | 129 | 147 | 96 | | | 34 | 5 | | 5 | BBA |
| 10 | B.Com (H) | 0 | | | | 163 | 163 | 91 | 107 | 77 | | | 49 | 1 | | 1 | B.Com (H) |
| 11 | B.A.(H)-Economics | 0 | | | | 34 | 34 | 6 | 7 | 7 | | | 2 | 0 | | 0 | B.A.(H)-Ecor |
| 12 | B.Tech (IT) | 0 | | | | 86 | 86 | 45 | 46 | 41 | | | 22 | 1 | | 1 | B.Tech (IT) |
| 13 | B.Tech (ECE) | 2 | | | | 343 | 343 | 152 | 168 | 133 | | 1 | 74 | 0 | | 0 | B.Tech (ECE |
| 14 | B.Tech (CSE) | 1 | | | | 429 | 429 | 182 | 198 | 165 | 2 | 2 | 83 | 5 | | 5 | B.Tech (CSE) |
| | **Total** | **122** | **37** | **34** | **15** | 3520 | **3531** | 1466 | 1863 | 1247 | 13 | 7 | **716** | **42** | **11** | 53 | |
| | | | | | | | | | | | | | | | **17** | **10** | **MBA** |
| | | | | | | | | | | | | | | | | **7** | **Other PG** |
| | | | | | | | | | | | | | | | | **36** | **UG** |

*Annexure - XI*

| Provisional Admission | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| S.No | Date of Application | Form No | Name | Contact No | Course | Extension Requested (Days) | Extension Granted (Days) | Part Payment Status (Yes/No) | Date of Part Payment(Fees) | Remarks |
| | | | | | | | | | | |
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*Annexure – XII-A*

# UNDERTAKING
## (Provisional Admission)

I _____S/O Sh_____ _____R/O_____ _____ _____ _____
state that my result of _____ is out and I have got re-appear in _____ subject. I hereby declare that my admission to _____course in Amity University Haryana is provisional and I am depositing the prescribed course fees on my own risk and responsibility.

I understand that my final admission to above course is subject to fulfilling the eligibility criteria required for the course and If I fail to submit the proof of my eligibility for the course on latest by _____ my admission to the course stands cancelled and fee deposited by me will not be refundable in any case except refundable security.

**Signature of the student**
Name_____
Signature_____
Form No.
Course
_____

**Counter Signed by:**

Relationship with students_____

Name

Date:_____

*Annexure – XII-B*

# UNDERTAKING
**(Partial Payment)**

I _____S/D/O Sh._____

_____R/O _____

_____

State that I have been selected in _____ course of Amity University Haryana, Gurgaon (Manesar). Due to some unavoidable reasons I am not able to deposit the required fees now and request you to grant me an extension of _____ days. I shall deposit the fee latest by_____.

In the meanwhile, I request you to accept a sum of Rs.25, 000/- as a token money against my first semester academic fee to reserve my seat for the above course till the date of extension.

I understand that my final admission to above course is subject to submitting the full fees of the course for the first semester and also, in case, I am failed to deposit the prescribed fee for first semester of the course within above date, then the above token money of Rs 25,000/- deposited by me will be forfeited.

**Signature of the student**

Name_____

Form No.

Course

**Counter Signed by Guardian:**

Signature_____

Relationship with students_____

Name _____

Date:_____

*Annexure - XIII*

| Refund/Withdrawal Cases | | | | | | | |
|---|---|---|---|---|---|---|---|
| S.No | Date of Application | Form No | Name | Contact No | Email ID | Reason for Refund | Status |
| | | | | | | | |
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| **Inter Amity Transfer** | | | | | | | |
|---|---|---|---|---|---|---|---|
| S.No | Form No | Name | Program | Transfer | Transfer | | Remarks |
| | | | | | From | To | |
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*Annexure - XV*

# REQUEST FOR CHANGE OF PROGRAMME

| S.No | Date of Application | Form No | Name | Contact | Course Change | | Remarks by CVI | Status of Calling | Undertaking Status (Accepted/Rejected) | Restoration Period Status (7 days) |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | From | To | | | | |
| | | | | | | | | | | |
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| S.N | rogran | AIEEE Roll | AIR | Form N | Name | Father's Name | Address | City | State | Pin Co | Contact N | Land line N | E Mail | 10th | 12th | PCI | CA | Acadr | Acadr | Rema | Hoste | Hoste | Bus F | Remark |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | BIO | 1872468 | 194099 | 1768301 | **Vipul Fulara** | Mohan Chander Fulara | A-7/46, Dayal Pur | New Delhi | Delhi | 110094 | 9891365346 | | | 54.33 | 51.8 | 50 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 2 | CSE | 21301471 | 95749 | 1767171 | **Abhinav Kumar** | Vijay Kuamr | S/O Vijay Kuamr Gupta, Ja | Patna | Bihar | 800001 | 9308343604 | | abhi2174@gmail.com | 77.2 | 61.6 | 49.33 | | 34000 | 15000 | 5000 | | | | |
| 3 | CSE | 21824549 | 102803 | 1766947 | **Ajay Kumar Aggarwal** | Mange Ram Aggarwal | H.No - 145, Krishna Gali N | New Delhi | Delhi | 110053 | 9810372655 | | princemittal08@gmail.com | 76.16 | 66.8 | 62 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 4 | CSE | 27704356 | 201807 | 1767235 | **Babu Hussain** | Sakauddin Ansari | Vill - Belwa Alam Dass P.O | Kushinagar | Uttar Pradesh | 274401 | 8765509916 | | babuhussain94@gmail.com | 75 | 62.6 | 57.33 | | 34000 | 15000 | 5000 | | | | |
| 5 | CSE | 21422484 | 246412 | 3147663 | **Ekta** | Phool Kumar | Qtr No - 111/1 Punto Park | New Delhi | Delhi | 110010 | 9811284643 | | ektapanchi@gmail.com | 73 | 60.33 | 55 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 6 | CSE | 21856508 | 303431 | 1766946 | **Gautam Singh** | Bachan Singh | T-21, Ward No - 3, Rana Co | New Delhi | Delhi | 110030 | 9958784293 | | gautamsinghchauhan752@gmail.com | 60.4 | 57.5 | 51 | | 34000 | 15000 | 5000 | | | | |
| 7 | CSE | 21801691 | 238717 | 1767182 | **Kaustav Sen Gupta** | Bishwajit Sen Gupta | A-53, First Floor, Vikas Pur | New Delhi | Delhi | 110015 | 9312838114 | | ron_masters_11@yahoo.com | 78.6 | 66 | 63.66 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 8 | CSE | 21600388 | 241193 | 1767143 | **Malhotra Rohit Rahul** | Rahul Malhotra | E/301, Shree Padmavati Vil | Silvassa | U.T Of DNH | 396230 | 9377003112 | 0260-3264085 | thephoinex@gmail.com | 63.69 | 64.76 | 63 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 9 | CSE | 21833719 | 103657 | 1768296 | **Nitish Kumar** | Manoj Kumar | UG - 1, Plot No - 1234, Cha | New Delhi | Delhi | 110059 | 9472397233 | 011-32063118 | | 56.4 | 54.16 | 47 | | 34000 | 15000 | 5000 | | | | |
| 10 | CSE | 20801018 | 289050 | 1767018 | **Nitish Kumar Singh** | Rabindra Kumar Singh | S/O R Kumar Singh. V.D.C | Chaanglang | Arunachal Pradesh | 752120 | 9402676924 | | nitishsingh1802@gmail.com | 71.2 | 56.8 | 50 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 11 | CSE | 27601598 | 296990 | 1768154 | **Rahul Aggarwal** | Rajeev Kumar Agarwal | 36, Brij Lik Colony, Prem N | Bariely | Uttar Pradesh | 243001 | 9319928987 | 0581-2549166 | | 71 | 63.83 | 59.66 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 12 | CSE | 20609157 | 174519 | 1768106 | **Rahul Yadav** | Rajender Yadav | H.No - 1021, Sector 22B, H | Gurgaon | Haryana | 122015 | 8860458457 | | | 85.6 | 67 | 56.66 | | 34000 | 15000 | 5000 | | | 18000 | |
| 13 | CSE | 21211699 | 229520 | 1767242 | **Sagar Sangam** | Pramod Jha | S/O - Pramod Jha, Vill - Ge | Katihar | Bihar | 854108 | 8860054686 | 011-47540767 | sagarsangam92@gmail.com | 78.8 | 71.2 | 76 | | 34000 | 15000 | 5000 | | | | |
| 14 | CSE | 21819335 | 191740 | 1768300 | **Supriya** | Rajkumar | P-116, Old Pinto Park, AF S | New Delhi | Delhi | 110010 | 9868782265 | | | 82 | 69.4 | 61.66 | | 34000 | 15000 | 5000 | 40000 | 1000 | | |
| 15 | CSE | 20903107 | 189894 | 1767170 | **Tanishk Vaibhav** | S C Prasad | Bunglow No - 448, Railway | Guwahati | Assam | 781011 | 7896804345 | 0361-2670989 | razer.kayoz@gmail.com | 77.2 | 59.4 | 48 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 16 | ECE | 21818936 | 145857 | 1767062 | **Akhil Sharma** | Devendra Nath Sharma | 123-A, East Azad Nagar, N | New Delhi | Delhi | 110061 | 9211313803 | 011-22091472 | akhilsharma0709@gmail.com | 76.66 | 77 | 71.66 | | 34000 | 15000 | 5000 | | | | |
| 17 | ECE | 20612122 | 146709 | 1767257 | **Alugolu Tejavardhan Tarun** | Alugolu Srinivasa Rao | Ratnam Tower, Suthamadha | Visakapatnam | Andhra Pradesh | 530013 | 9963265986 | 0891-2567818 | tarun.arsenal18@gmail.com | 69.3 | 67.1 | 56.29 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 18 | ECE | 27402140 | 176263 | 1767172 | **Bhuvanendra Singh** | Brijendra Singh | 2/140 Suhag Nagar, Firozab | Firozabad | Uttar Pradesh | 283203 | 9456239566 | | yadavbhuvan800519@gmail.com | 82 | 73.1 | 72 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 19 | ECE | 21859113 | 246917 | 1768105 | **Chahat Sharma** | Suresh Sharma | Kothi No - 4, Opposite Mal | Sonipat | Haryana | 131001 | 9896982387 | | | 86 | 76 | 79.66 | | 34000 | 15000 | 5000 | | | | |
| 20 | ECE | 21812032 | 79566 | 1767136 | **Jyoti Rekha Dhal** | Narender Kumar Dhall | C/O - MWO NK Dhal, SM | New Delhi | Delhi | 110047 | 8826710526 | | cool2jyoti@gmail.com | 68.6 | 68.6 | 61.33 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 21 | ECE | 21805861 | 318062 | 1767153 | **K.N Subodh** | Narender Yadav | H.No - 481 V.P.O dundahe | Gurgaon | Haryana | 122001 | 9873133531 | | subodh.yadav880@gmail.com | 56.16 | 63.4 | 53.33 | | 33500 | 15000 | 5000 | | | 18000 | |
| 22 | ECE | 20317174 | 219168 | 1767237 | **Kommana Boina Varun Kumar** | K Rambabu | 10-1-214 /A, West Maredpal | Secunderabad | Andhra Pradesh | 500026 | 9849794396 | | varunkumar.inter@gmail.com | 72.66 | | | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 23 | ECE | 22803396 | 181986 | 1767234 | **Kumar Manik Gupta** | Mukesh Gupta | Q.No - 88, Gurha Bakshi N | Jammu | J&K | 180001 | 9419134672 | 0191-2584915 | manikgupta700@gmail.com | 72.5 | 63.33 | 58 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 24 | ECE | 51000539 | 179369 | 1768303 | **Nitesh Kumar** | Y.R Yadav | H. No - 44, DDA Flats Pock | New Delhi | Delhi | 110075 | | 011-28032817 | | 74.4 | 54.2 | 52.33 | | 34000 | 15000 | 5000 | | | | |
| 25 | ECE | 26900883 | 315772 | 1766934 | **Samadar Chakraborty** | Subrata Kumar Chakraborty | Shibnagar , College Road, A | Agartala | tripura | 799004 | 9436767298 | | sanadar.26@gmail.com | 80.28 | 62.4 | 57.33 | | 34000 | 15000 | 5000 | | | | |
| 26 | MAE | 27100871 | 193928 | 1767254 | **Aditya Singh** | Rajendra Singh | A-28 Jeevan Vihar, Shastri N | Ghaziabad | Uttar Pradesh | 201002 | 8826483570 | | adityapathan.singh@gmail.com | 75.6 | 57.4 | 47 | | 34000 | 15000 | 5000 | | | | |
| 27 | MAE | 21824210 | 82392 | 1766925 | **Alex Anand V Rajan** | Vanniya Rajan.L | GG-II, 60/C, Vikas Puri, Ne | New Delhi | Delhi | 110018 | 9868998321 | | alexanand10@gmail.com | 61.2 | 60 | 54 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 28 | MAE | 28109764 | 196992 | 1767147 | **Alok Kumar Chaurasia** | Anil Kumar Chaurasia | H.No - 494, Ward No - 11, | Deoria | Uttar Pradesh | 274001 | 9026942673 | | alok2005you@yahoo.co.in | 61.33 | 66.16 | 56.66 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 29 | MAE | 27407388 | 85031 | 1767038 | **Aman Rana** | Balvir Singh | M.I.G 416, Avas Vikas Colo | Aligarh | Uttar Pradesh | 202001 | 9045566935 | 0571-2417000 | rana.aman007@gmail.com | 58.85 | 52.33 | 45.66 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 30 | MAE | 26611528 | 315080 | 1767184 | **Durai Anand M** | Muthamil Selvan J | 153, Keerai Kara Street, Sri | Trichy | | 620006 | 9489264596 | 0431-2431591 | duraianand1993@gmail.com | 81.6 | 62.08 | 53.83 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 31 | MAE | 21405960 | 213605 | 1766961 | **Dushyant** | Raghubir Singh | 58 A II nd Ext , Gandhi Nag | Jammu | J&K | 180004 | 9781506969 | | bindaas.sangwan@gmail | 82.2 | 71.5 | 65.33 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 32 | MAE | 20300639 | 275440 | 1767247 | **Jadhav Vamshee** | Jadhav Eashwar Singh | S/O J. Eashwar Singh, H.N | Adilabad | Andhra Pradesh | 504106 | 9494149691 | | vamshee26@gmail.com | 89.83 | 54.71 | | | 44000 | 15000 | 5000 | 40000 | 10000 | | |
| 33 | MAE | 27818291 | 299067 | 1038980 | **Manish Bhushan** | Chandra Bhushan | 444/16-B/A - 2 Indra Puri, | Allahabad | Uttar Pradesh | 211003 | 9984081448 | | manishbhushan01@rediffmail.com | 61.6 | 63.4 | 67 | | 44000 | 15000 | 5000 | | | | |
| 34 | MAE | 22303645 | 154137 | 1767256 | **Murtaza Qasim** | Kasam Khan | Kasam Khan VI Ahmedbass | Mewat | Haryana | 122104 | 9728488922 | | murtazaqasim@gmail.com | 83.8 | 55.6 | 48.3 | | 34000 | 15000 | 5000 | | | | |
| 35 | MAE | 21837819 | 156101 | 1766819 | **Prateek Tiwari** | Pankaj Tiwari | C6B 150 First Floor, Janak I | New Delhi | Delhi | 110058 | 9312071426 | 011-45502356 | sainiaman1991@gmail.com | 73.2 | 72.4 | 70.33 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 36 | MAE | 21213853 | 193858 | 1767024 | **Praveen Kumar** | Ram Chandra Sah | c/o - Subodh Kumar. AT M | Muzaffarpur | Bihar | 843113 | 9162542550 | | praveenr66@yahoo.com | 79.8 | 72.2 | 67 | | 34000 | 15000 | 5000 | | | | |
| 37 | MAE | 26245879 | 249729 | 1038811 | **Rohitasve Meena** | Raghuveer Prasad | V.P - Amala Baharka Kalan | Alwar | Rajasthan | 301413 | 7891585617 | 01464-243504 | rohit18meena@gmail.com | 51.83 | 57.69 | 56.27 | | 44000 | 15000 | 5000 | 40000 | | | |
| 38 | MAE | 21000321 | 168724 | 1767259 | **Sandip Roy** | Bijit Roy | C/O Sri Subrata Roy Sarat P | Silchar | Asam | 788006 | 9854143767 | | roysandit035@gmail.com | 64.33 | 55.75 | 47.66 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 39 | MAE | 27407902 | 293798 | 1768119 | **Somesh Kumar Gautam** | Gyan Singh | Vill. Nagla Mansingh, Post P | Mainpuri | | | 9794837453 | | | 61.5 | 61 | 53.66 | | 44000 | 15000 | 5000 | 40000 | 10000 | | |
| 40 | MAE | 20905021 | 268520 | 1767240 | **Subrata Karmakar** | Gopal Chandra Karmakar | Vill - Gopal Nagar, P.O - K | Guwahati | Assam | 784115 | 8822794022 | | sujitsaha1989@rediffmail.com | 72.16 | 76 | 73.33 | | 44000 | 15000 | 5000 | 40000 | | | |
| 41 | MAE | 26223336 | 33866 | 3147621 | **Sunil Kumawat** | Bajrang Lal Kumawat | Mahalaxmi Traders, Near M | Laxmangarh (S | Rajasthan | 332311 | 8233168355 | | sunilkumawat77@yahoo.in | 74 | 74.92 | 77.1 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 42 | MAE | 26805492 | 270499 | 1767146 | **V. Ganapathy Sairam** | P.G. Venkateshan | 268 Narayana Nagar Sankar | Tirunelveu | Tamil Nadu | 627357 | 8056637555 | 0462-2301055 | sairam.ganapathy@live.com | 88.4 | 83.33 | 80.66 | | 34000 | 15000 | 5000 | 40000 | 10000 | | |
| 43 | MAE | 21831908 | 72823 | 1767238 | **Vikash Kumar** | Krishna Prasad Gupta | S/O Krishna PD Gupta M/ | Ara | Bihar | 802207 | 9431683757 | | vikashrauriyar2010@gmail.com | 88.4 | 73.2 | 78 | | 34500 | 15000 | 5000 | | | | |

Page 1



*Annexure – XVI*

# Self Learning Manual for Admission Counselors

**Admissions Office**

**Amity University Haryana**

# Contents


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## 1. Key Qualities of a proficient Counselor

- **Respect:** Respect people from any demographic profile. Respect the uniqueness of each client. Never make them feel embarrassed based on their physical appearance or way of talking
- **Patience:** It may take them time to accept certain things and to move towards positive changes. Some people need to discuss something many times before they are prepared to make a move in any particular direction. Hence a counselor is required to be patient while counseling
- **Active Listener :** Active listening is a communication technique that requires listener to feed back what they hear to the speaker, by way of re-stating or para-phrasing to confirm what they have heard and moreover to confirm the understanding of both the parties.
- **Thorough Knowledge:** In order to achieve confidence and assurance, thorough knowledge and understanding is a must.
- **Encouraging:** A counselor is required to have an encouraging approach to guide students/parents/guardians.
- **Authenticity:** Goodwill is earned with course of time hence a counselor is required to provide true and genuine information.
- **Soft Skills Expert:** It's just not enough to be highly trained in technical skills, without developing the softer, interpersonal and relationship-building skills that help people to communicate and collaborate effectively. Hence soft skills are very important especially while counseling over the phone as students/ parents/ guardians can feel the warmth of your smile and voice
- **People Skill/ Social Skill:** People skill includes both formal verbal and non verbal forms of communication. Hence a counselor is required to speak with a clear voice, have modulation, speak appropriately to a situation, and have confidence in their voice. Body language, standing up straight, making eye contact, making appropriate gestures, leaning toward the person one is speaking to, smiling appropriately, and keeping the body open can all define good nonverbal people skills.

## 2. Do's and Don'ts for Counseling

### Do's

- Organized- Ready with a reckoner, writing pad, pen, various brochures, presentation, details of faculty domain, and contact details of coordinators.
- Thumb Rule: Listen then Speak
- Make client comfortable
- Demonstration of trust and confidence in all aspects
- Stressing on key strengths of the University and the various programmes offered
- **Walk-ins**: Optimum utilization of time spent with parent/ student/ guardian.
- Keeping walk-ins occupied considering the travel time to reach campus
- **Calls**- Frequent follow up to be made and required information to be provided
- No stone to be left unturned
- Timely follow-up i.e. walk-in should be called and motivated to fill the form if not filled and Leads from inbound should be motivated either to visit campus or to directly fill the form.
- **Team work:** There should be no "I" in teamwork.
- Pleasing appearance
- Courtesy and respect to fellow team mates.

### Don'ts

- Half knowledge is more dangerous than ignorance hence never provide incomplete information.
- Never discriminate between programs as the ultimate goal is to enroll students in all programs
- Never compare one student from another.
- Try; try until the query is resolved.
- Never discuss disputes or discrepancies in front of clients.
- Never misbehave with fellow team members in front of clients.

## 3. Walk-ins

This procedure deals with interaction with prospective candidates, students, parents, guardians and other persons visiting the admission office for the purpose of any inquiry related to admissions, submission of application form, deposit of fees etc.

**Types and actions required**

- **Admission Procedure**
    - Inquiry form to be filled, to provide complete details, highlight USPs and key strengths of the university, arrange campus and hostel visit, coordinate with respective faculty/ coordinator to answer technical queries. Every counselor to be equipped with necessary information/ a set of FAQs, hand outs/brochures/leaf lets/a ready reckoner file containing key points pertaining to admission process. To keep record of every visitor in a file and soft copy to be maintained by the respective counselor.

- Resolve all the queries and clear all the hitches and win the trust by ensuring quality education, Improving employability, Placement assistance and safety of their ward.

- Form Purchase
  - Check eligibility, take cash before handing over the application pack, fill the receipt clearly, make entry in Form Sold Register, inform about the nearest test date, explain micro site procedure, test format, things to carry at the day of the entrance test, duration of the test and result declaration timeline.
- Form Submission
  - Properly scrutinize application form to check eligibility and important fields like program code, date of birth, contact numbers, email id, X and XII marks, Board name. Explain micro site procedure and mark the application form Complete and eligible and hand over to the concerned counselor for reporting.
- Test Inquiry
  - Explain micro site procedure, format of the test, duration of the test, test venue, transportation details, things to carry on the day of the entrance test and timeline of result declaration.
- Result
  - Explain micro site procedure, to download the admission letter, last date of Fee payment, mode of payment and session commencement date.
- Fees Submission
  - Name and amount on the DD to be checked, verify all credentials, fill Fee submission form, valid visa and AIU equivalence certificate in case of foreign candidates. All details to be entered in fee register
- Course Change
  - **Before Entrance**: Check eligibility and take an application, ensure course is changed in data as well as micro site
  - **After Selection**: Check the eligibility and take the application and forward to Admission Executive

Records: (i) Walk in Performa to be filled by counselor from every walk.(Annexure- I)
(ii) Walk in reports to be maintained and send to Director Admission on daily basis. (Annexure-II)

**Formats for Counseling**

- Hand over various types of information brochure
- Academic and Hotel Fees including Security
- Highlight USP'S Like :Foreign language, Flexi Credit, Personality Development, Military training, Infrastructure, Safety and security measures, CCD, ATM, Student welfare committee, Anti Ragging.
- Discuss placements and scope of the program in detail. If required show program wise presentation
- Explain programme structure and faculty details
- Explain about Amity group, details about Amity University Haryana, recognition, awards, Study abroad program and the various awards conferred.

## 4. Call Centre Operations

**General Instructions:**

- Counselors to keep reckoner ready with them containing all important information pertaining to programmes, academics, students services, placement, administration, hostel, transport etc
- Counselors carrying official mobile phones are required to note down each incomming call on a register maintain by them
- Counselors not to leave the desk unattended during heavy rush of calls.
- Counselors to manage their break times as per the call flow and should take breaks one by one.
- No eatables are allowed in the call centre.
- Keep your workstation neat and tidy.
- No personal calls are allowed in the call centre

## 4.(a) Inbound Calls

The procedure deals with effectively handling all incoming admission queries, capturing the callers' data, follow-up, identifying the potential, motivating/counseling them and converting them into amity admission aspirant

Inbound calls are a major source of Leads and hence very critical. Their conversion rate should be very high, therefore, serious efforts are required while dealing with them.

Categories of Inbound calls and their objectives:

| Types | Remarks |
|---|---|
| Not filled-up the form | To be further followed to fill-up the form |
| Already Filled-up the form | To clear their doubts and motivate them to appear in the test |

**Soft Skills**

- **Greeting the caller**: Choose the proper time for greeting, Good Morning, Afternoon. Evening.
- **Answer Promptly**: Callers don't like to wait too long for the phone to be answered hence answer telephone calls by the third ring.
- **Unpleasant noise**: Don't answer telephone calls when you're chewing (you are not suppose to eat while on calling workstation) or drinking. Demonstrate proper etiquette and graciousness on call.
- **Show Gratitude**:
    - Always ask before putting a call on hold "Would u mind holding line for a minute".
    - Acknowledge the patience by thanking for being on the line.
- **Don't Hesitate to Apologies:** If someone is irritated and even it's not your mistake, Don't argue first apologize and accept the responsibility on behalf of organization. After that politely you can explain the matter.
- **Conflict Management:** Unhappy clients have been known to take out their frustrations on the first person they encounter when they call to complain about a product or service. The

key to maintaining excellent customer service is to refrain from responding in-kind to a rude customer.

- **Call Closing:** Pleasant call closing like:
  - Is there anything else I may assist you with
  - Thanks for calling and have a nice day.
  - Kindly call back for any further help on this.

**Various Stages and associated Objectives for Inbound Calls**

| Stages of received calls | Objective of Counseling |
|---|---|
| Pre form filling | Encourage to fill the form |
| Post form filling | Guide, motivate and follow up to appear for the entrance exam |
| Before fees payment | Highlight key strengths of the university and program so that student pays the fee |
| After fees payment | Student Retention |

Records: (i) Daily Call report maintained and sends to Director Admission (Annexure -III)
(ii) User wise report maintained & follow up done, extending the report format as per annexure -III by adding additional follow- up columns

- A Consolidated and user wise daily call report is to be generated for records and follow-up
- A daily call drop report, user wise, to be prepared for analysis and follow-up on day to day basis
- All calls received on mobile and city office also to be reported in the daily call report
- A regular follow-up on incoming calls to be made by the counselors and detail report to be kept for record, analysis and follow-up

## 5. (b) Outbound Calls

The procedure deals with enhancing connect with the prospective candidates/students through information sharing/communicating, counseling, motivating, converting leads into admission and achieving high enrollment of students

Categories of outbound calls that we make and their objectives:

| Types of Calling | Objective of Calling |
|---|---|
| Acknowledgment Call | To inform application form has been received and micro site procedure to be explained in detail. |
| Entrance test Call | To inform about test date, venue, transport details, duration of the test, things to carry on the day of the entrance test, explain procedure to select test date on student micro site and format of the entrance test. |
| Result Call | To inform about selection, explain in detail to download the admission letter from micro site, fee payment modes, session commencement date and last date of fee payment. |

| | |
|---|---|
| Fee Follow-up | To remind student about last date and assist them if any problem is being faced in fees submission like Last date extension etc. |
| Absentee Calling | Calls made to the candidates who failed to attend previous test and to inform about next test date. |
| Online Leads | Calls to prospective candidates explaining key strengths of the university and the program and to motivate them to fill-up the application form |
| Follow-up on Inbound | Calls made to the candidates/ parents/ guardians who called to inquire, to check if their query is resolved or not, to help them take a decision in enrolling in AUH |
| Follow-up of Walk-ins | Calls made to the candidates/ parents/ guardians who visited campus to inquire, to help them wherever they are stuck and guide them to complete the admission procedure. |
| LSAT Calling | Calls made to candidates who appeared / cleared the Law School admission test, to encourage them to fill the application form by highlighting key strengths of Law School AUH |
| MAT Calling | Calls made to candidates who appeared / cleared the Management Aptitude test, to encourage them to fill the application form by highlighting key strengths of Amity Business School, AUH |
| Education Fair | Calls made to candidates who visited Amity's kiosk at various locations to encourage them to fill the application form by highlighting key strengths AUH |
| Any other leads/data | Calls to prospective candidates explaining key strengths of the university and the program and to motivate them to fill-up the application form |

**Soft Skills**

- Likewise inbound calls, soft skills are required while making calls also.
- Call opening: Call opening sets 40% of call. Always start with warm greetings along with introduction.
- Language: Change language from English to Hindi as per comfort zone of the client.
- Courtesy: Also show Courtesy and thank for their time.
- Call Closing: With a positive attitude and same energy level like call opening.

**Timelines for Outbound Calls**

| Type of Calls | 1st Follow-up | 2nd Follow-up | 3rd Follow-up |
|---|---|---|---|
| Walk-ins | After 3 Days of Visit | after 2 days of 1st follow-up | After a week of 2nd follow-up |
| Inbound | After 2 days | After 3 days of 1st follow-up | After a week of 2nd follow-up |
| Fees | 2 days after last date | After 7 days of 1st follow-up | As per requirement |
| Test Calling, Result Calling and Absente Calling | When provided | Next day On NR Numbers | Next day On NR Numbers |

| | | | |
|---|---|---|---|
| Other (LSAT, MAT and Online) | When provided | 2 days after 1st follow-up | 2 days after 2nd follow-up |

Records: User wise record maintained for various outbound calls and follow- up done accordingly.(Annexure – IV)

- Outbound calls to be distributed to all counselors by the coordinator, after specified coding, mentioning the target date of completion.(Annexure-V)
- Each counselor is required to maintain complete records of various types of outbound calls distributed as per the annexure-V .The call summary and follow-up summary to be maintained with proper remarks.
- On outbound leads – at least three follow-ups are required.
- On test calling – Each counselor to keep detailed records of the data given. They are required to update the data after each test and filter them in two categories viz., appeared and not appeared.
    - Each counselor to submit test wise report on the data given with respect to appeared and not-appeared candidates to the coordinator (Annexure -VI)
    - Absentees to be further called and followed-up for the next test.
    - Selected candidates to be further followed –up by the respective counselor for submission of fees.
- Consolidated report prepared by co-coordinator before test after confirmation received from candidates appearing for test.(Annexure- VII)
- Consolidated report to be prepared by the coordinator after test about the overall status of appeared and not-appeared and identify the reasons for the gaps.(Annexure – VIII)
- Fee follow-ups: Fee follow-ups to be made at two levels, i) by respective counselor for the candidates alloted to them and ii) by the designated counselor(s) to whom task will be given. The fee follow-up to be initiated immediately after two days of expiry of last date of fee given to the candidates of particular batch.
- Result Calling: as per the allocation of duty and calls
    - Leads: A detailed report to be prepared. At least three follow-ups are required. Candidates to be encouraged for filling-up the application form and subsequently for admission procedure and submission of fee, in case of final selection. A final output sheet to be prepared to analyse the outcome. (Leads to walk-ins to form submission)

## Data Management at Individual Level

- Apart from maintaining about records/reports each counselor is required to maintain the data in the suitable format(s), as desired, to ensure complete control on data.

# A M I T Y  U N I V E R S I T Y
## H A R Y A N A

*(Annexure - I)*

ADMISSION ENQUIRY FORM

**Date:** __ /__ /

**Personal Details**

**Name of the Candidate**……

**Father's Name**……

**Date of Birth**……

**Contact Number**……

**Email ID**……

**Address**……

……

**Nationality** ……

**Educational Details**

| 10th (%) | 12th (%) | | Graduation (%) | Post Graduation (%) | NATA/MAT/CAT/GMAT/LSAT Score | Others |
|---|---|---|---|---|---|---|
| | | PCM/PCB | | | | |
| | | | | | | |

**Program Interested for**……

**Source**

**1. How did you get information about us?**

☐ **Newspapers / Advt.** ☐ **Friends & Relatives** ☐ **Hoardings** ☐ **Others**

**2. Do you know anyone in Amity University?**

**If Student, Name**……, **Course**……..**Year**……

**If Faculty, Name**……, **Dept**……

**For Office Use** :-

**Category:**……

**Application Form No:**……

**Remarks:**……

**Admission Team Member:**……

# Guidelines for Invigilator and Interview Board Members

**For Invigilator:**

- All invigilators to report at 9:30 AM in the respective examination control room Block A108A & Block B–409.
- Invigilators to collect the Question Papers and OMR sheets from control room.
- Invigilator is required to be present in the allotted room till the completion of complete examination process of the candidates.Once written test is over, respective invigilator is required to coordinate for the interview process of the candidates in coordination with support staff.
- No tea break and lunch break is allowed during the admission procedure.

**For Interview Board:**

- To verify the photograph of candidate from the admission application form. Photo pasted on admission application form is to be sign by the interview board member.
- One candidate to be interviewed at a particular time by the board.
- All columns in the assessment to be filled clearly, the sheet should be sign by the concerned board member bearing full names of the member.
- In case of a rejection of a candidate, a clear reason to be mentioned in the evaluation sheet.
- Assessment to be filled with blue pen and no cutting and overwriting is allowed.
- No interview to be conducted without the admission application formof the candidate attached with the personal interview assessment.
- Interview board is required to spend adequate time (at least 8-10 min) to assess the potential of the candidate based on various parameters mentioned in the personal interview assessment sheet.
- Interview board is also expected to counsel & motivate the student by highlighting strength of the School/University.
- Interview board is responsible for the safe custody of the application form and confidentiality of the assessment.

# Self Learning Manual for Admissions Interview Board

## Admissions Office

## Amity University, Gurgaon

# Self Learning Manual for Admissions Interview Board

**An Overview**

Interview process is very important and integral part of admission procedure which provides a platform to interact with the prospective students and thus gives an opportunity to understand the overall potential and suitability of candidates for a particular programme. It also gives an opportunity to faculty/Interview board to counsel the candidate about the key strengths of the academic programme and to highlight the differentiators of Amity.

Since a series of admission tests are conducted during the admission period, a large number of faculty members participate in the interview process. Although guidelines were issued from the office of 'Director Admissions' to include only senior faculty members from the department(s) who can represent their institution/department well and project a favorable image of their institution to the prospective students, yet keeping in view the large requirement of Interview Boards during the peak period, it becomes inevitable to tap the larger talent pool, that, in the absence of specific parameters may lead to inconsistencies and subjective evaluation.

This document endeavors to share good practices and lay down specific guidelines to make the 'admissions interview' process fair, objective, efficient and effective. .

This booklet is laid out in the following sequence:

1. Amplification of the Admission Assessment Sheet
2. Desired Interviewing Skills
3. Aid Memoire for Interview Boards; Before/During/After Interview
4. Guidelines for Invigilators and Interviewing

**Interview Assessment Sheet- Performance in Personal Interview**

The 'Interview Assessment Sheet' to evaluate performance in Personal Interview is filled independently by the Chairperson and Member, and is based on the following Attributes:

- Fluency in English
- Confidence/Presentability
- Academic Intelligence
- Past Leadership/Activities

- Positive Attitude
- General Awareness

**Comments:** The six attributes listed above are considered adequate for the assessment of a candidate for attitude, aptitude, academics and learning potential. While the first two attributes of Fluency in English and Confidence will get manifested through the answers during the interview, there is a need to design specific questions for the remaining parameters. In order to avoid biased recommendations on the selection of the student in admission process quantitative evaluation parameter for poor, borderline, good and excellent is proposed to be clearly mentioned in the new form.

**Ratings**

0-12 - Poor

13-17 -Border Line

18-23-Good

24-30-Excellent

| Sno | Current Evaluation Parameters | Proposed Evaluation Parameters |
|---|---|---|
| **1** | Fluency in English | Communication Skills |
| **2** | Confidence | Presentable Traits |
| **3** | Academic | Academic Indicators |
| **4** | Past Leadership Activities | Extra Curricular Activities |
| **5** | General Awareness & General Knowledge | General Awareness |
| **6** | Positive Attitude | Overall perspective of the candidate during the interview process |

Students overall communication skill should be evaluated(Focus on English is essential from management programs)

## Interviewing Skills

**Desired Competencies- Interviewer**

(a) Good Communication Skills (Listening/Speaking/Non Verbal)

(b) Good Observation

(c) Knowledge- General & Subject specific

(d) Maturity (respect individual)

(e) A good Brand Ambassador

**Structure of an Interview**

(a) Opening- Make the candidate comfortable with small talk (peruse documents before candidate enters

(b) Body- Obtain required evidence about candidate's suitability

(c) Close- Give opportunity and time to ask any questions they may have. Also inform of timelines and methods of notifying them of the outcome. Thank the candidate.

**Questioning Techniques**

(a) Encourage candidates to speak 70-80% times

(b) Open ended questions are better

(c) Less communicative students may be asked leading questions

(d) Avoid multiple questions

(e) Listening is the key as the interviewer needs to recall information, relate it to key skill areas and check for inconsistencies. Good listening skills include:

- Identifying feelings and intentions behind words
- Probing answers with further questions
- Clarifying and summarizing
- Evaluating the quality of answers

## Aid Memoire

**Before the Interview**

- Personal Grooming (**Dress code Gents:** Lounge suit/ Shirt, Tie, Trouser with laced up shoes- **Dress code Ladies:** Saree/Western Formal)
- Board to be well equipped with all the information pertaining to the academic program(s) viz., program structure, faculty, academic resources, labs, placement etc.
- Read the booklet for choosing relevant questions and recap additional information a candidate may ask
- Coordinate with the other member of the board
- Peruse the form before the candidate enters the interview room

**During the Interview**

- Make the candidate comfortable
- Stick to the time range of 8-12 minutes per candidate
- Do not leave the room during the interview to take a call or for any other purpose
- Range of questions should cater for assessing the candidate in all attributes as given in the form. However additional time may be allocated for probing certain aspects.
- Maintain composure throughout irrespective of the performance of the individual
- Have a good understanding with co-interviewer, the difference of opinion, if any, can be resolved later
- Have adequate knowledge of other courses but do not try to unduly influence the candidate to choose an alternative stream
- Give a chance to the candidate to ask any question
- No negative remarks about any of the program of the University
- If not sure about a fact, do not give the information. Refer to the counselor or to the concerned department
- Spend last one minute to highlight the key strengths of the program and differentiaters of the University.
- End on a positive note

**After the Interview**

- Complete the form in all respects
- Be objective in marking
- Grading must conform to the marks as explained in earlier pages
- Make best use of space for 'comments', wherein, instead of repeating the obvious, highlight traits which aid the decision making by the final authority
- Prepare for the next candidate

# Guidelines for Invigilator and Interview Board Members

**For Invigilator:**

- All invigilators to report at 9:30 AM in the respective examination control room
- Invigilators to collect the Question Papers and OMR sheets from control room.
- Invigilator is required to be present in the allotted room till the completion of complete examination process of the candidates. Once written test is over, respective invigilator is required to coordinate for the interview process of the candidates in coordination with support staff.
- No tea break and lunch break is allowed during the admission procedure.

**For Interview Board:**

- To verify the identity of the candidate from the photograph of candidate pasted/visible on the admission application form. The photo on admission application form to be cross signed by the Chairman of interview board. In case, candidate photo visible on the application form does not match with candidate, then candidate's photo-id to be taken and a copy to be attached with the application form verifying the identity and it should be duly signed by the Chairman of the interview board.
- One candidate to be interviewed at a particular time by the board.
- All columns in the assessment to be filled clearly, the sheet should be sign by the concerned board member bearing full names of the member.
- In case of a rejection of a candidate, a clear reason to be mentioned in the evaluation sheet.
- Assessment to be filled with blue pen and no cutting and overwriting is allowed.
- No interview to be conducted without the admission application form of the candidate attached with the personal interview assessment.
- Interview board is required to spend adequate time (at least 8-12 min) to assess the potential of the candidate based on various parameters mentioned in the personal interview assessment sheet.
- Interview board is also expected to counsel & motivate the student by highlighting strength of the School/University.
- Interview board is responsible for the safe custody of the application form and confidentiality of the assessment.

AMITY UNIVERSITY GURGAON

# Amitranet Manual

[A state-of-the-art web based solution to automate admission application process.]

Introduction:

Amitranet is a powerful web platform that revolutionizes the way Amity works. This is an electronic mechanism which converts the traditional office paper processes into electronic processes. It creates a paperless system which is done in web based system. It is a great communication tool between students and admission office that focuses on streamlining, optimizing and automating the entire admission process right from receiving of the application form to publishing of admission offer letters. It independent of any specific individual and hence confirms the ethics of transparency. The admission process would become more robust, faster and more efficient. This is an Internet Communication tool, which would improve the performance in admission in Amity University Haryana.

This manual gives step by step details of the admission processes to be followed by the amitranet users.

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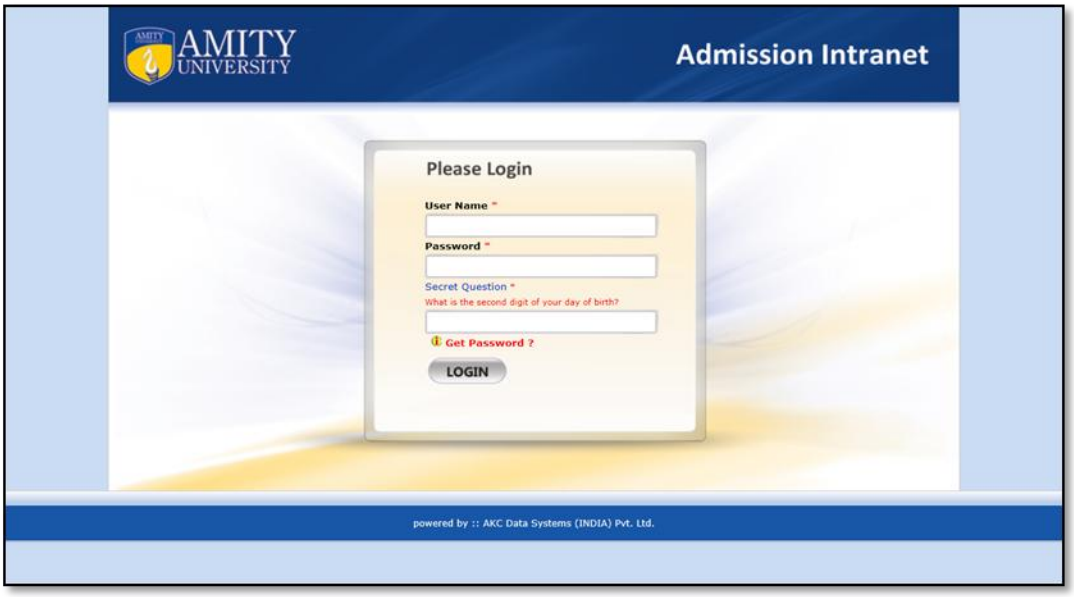
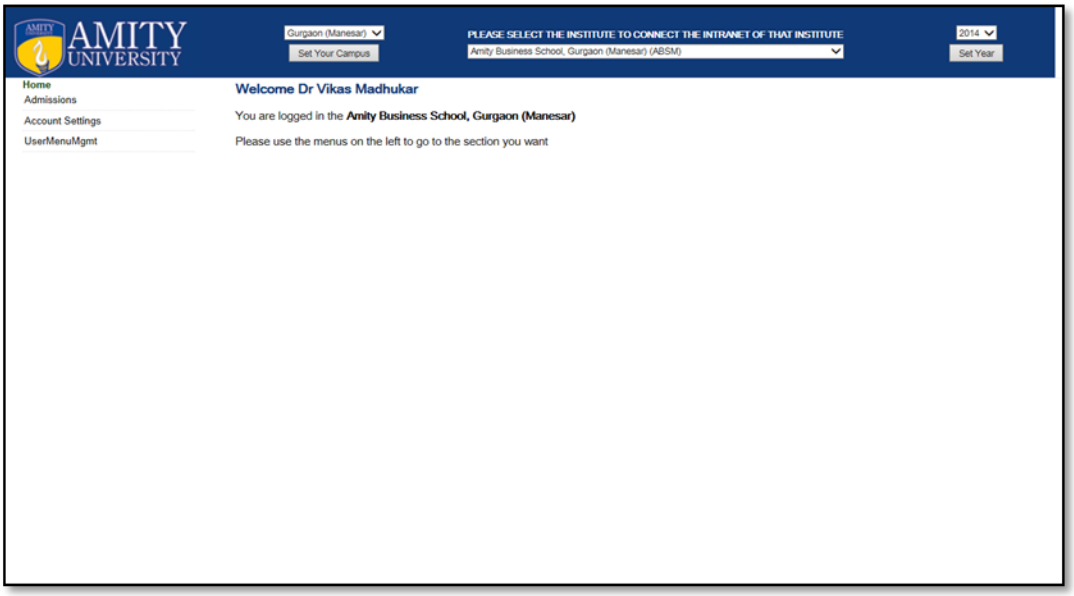
# 1. Module Home

**URL**: https://admissionnew.amizone.net/AdmissionIntranet/
Login with username, password and secret answer.
In case of forget password, Click on “Get Password”. For this user is required to update his/her profile on Amizone. Once the profile is updated, “Get Password” sends the password to the registered email id.




## 1.1 Welcome Screen

This is the Home screen in which modules displayed varies from user to user. The complete rights lie with Head Admissions. The rights to each module are given as per the requirement of each user.




The modules displayed here are Admissions, Account settings and User Menu Mgmt.

**Module Admissions:** This module covers all the various sub modules starting from receiving of application form to any changes to be done once the student is enrolled.

**Module Accounts Settings:** This covers sub modules Change Password and Logout. The users are advised to change the passwords frequently for security purposes. However, the system is designed in such a way that users are bound to change passwords fortnightly.

**Module UserMenumgmt:** This module is active only at the Head Admissions level wherein a new user can be created and rights can be allocated.

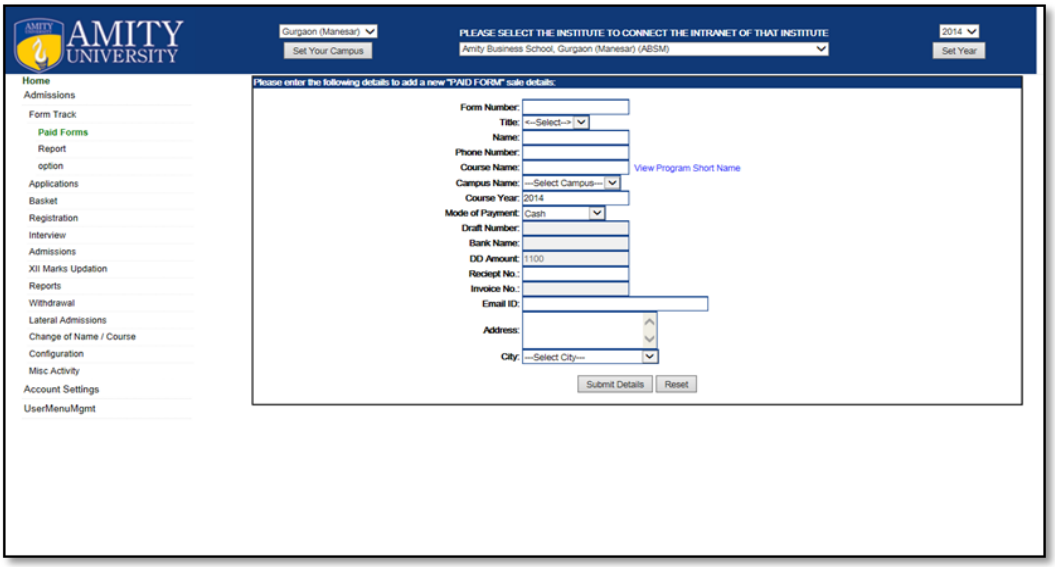
# 2. Module Admissions

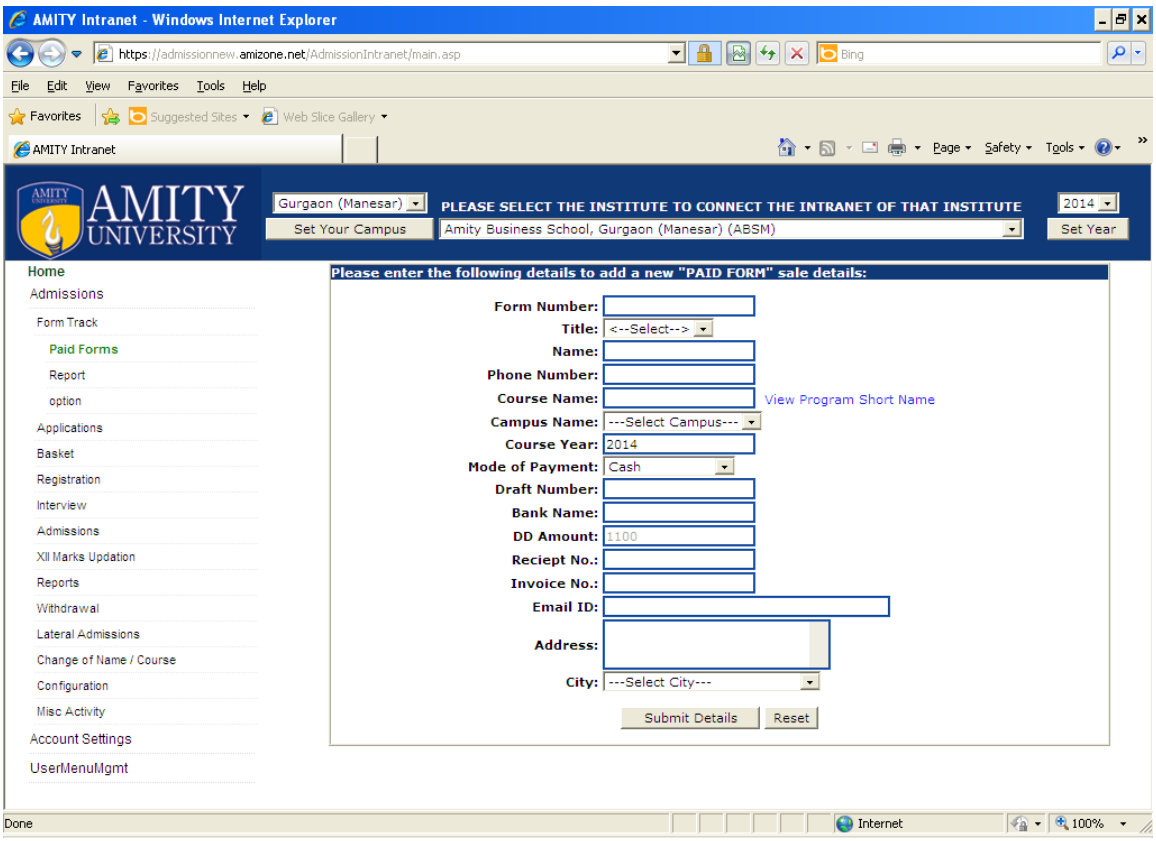
This module covers all the various sub modules starting from receiving of application form to any changes to be done once the student is enrolled.

## 2.1 Form Track

### 2.1.1 Paid Forms

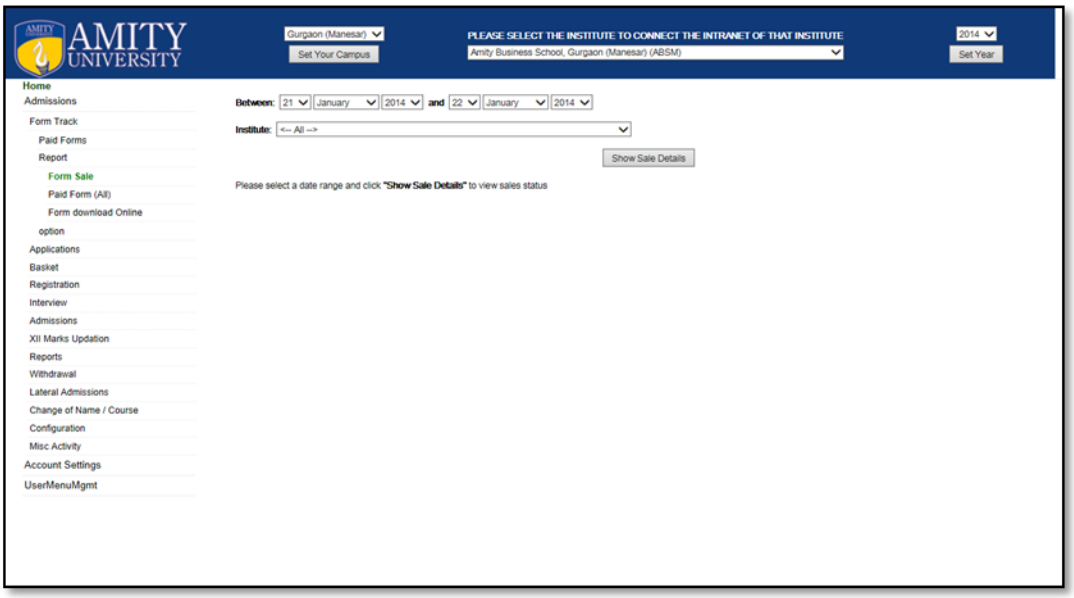
As the name suggests, “Form Track”, is created to maintain record of the sale of blank application forms to avoid any discrepancy in the forms sold at the end of every admission session. A Counselor is required to enter all the details of the application form sold in the sub module “Paid Forms”, on a regular basis.



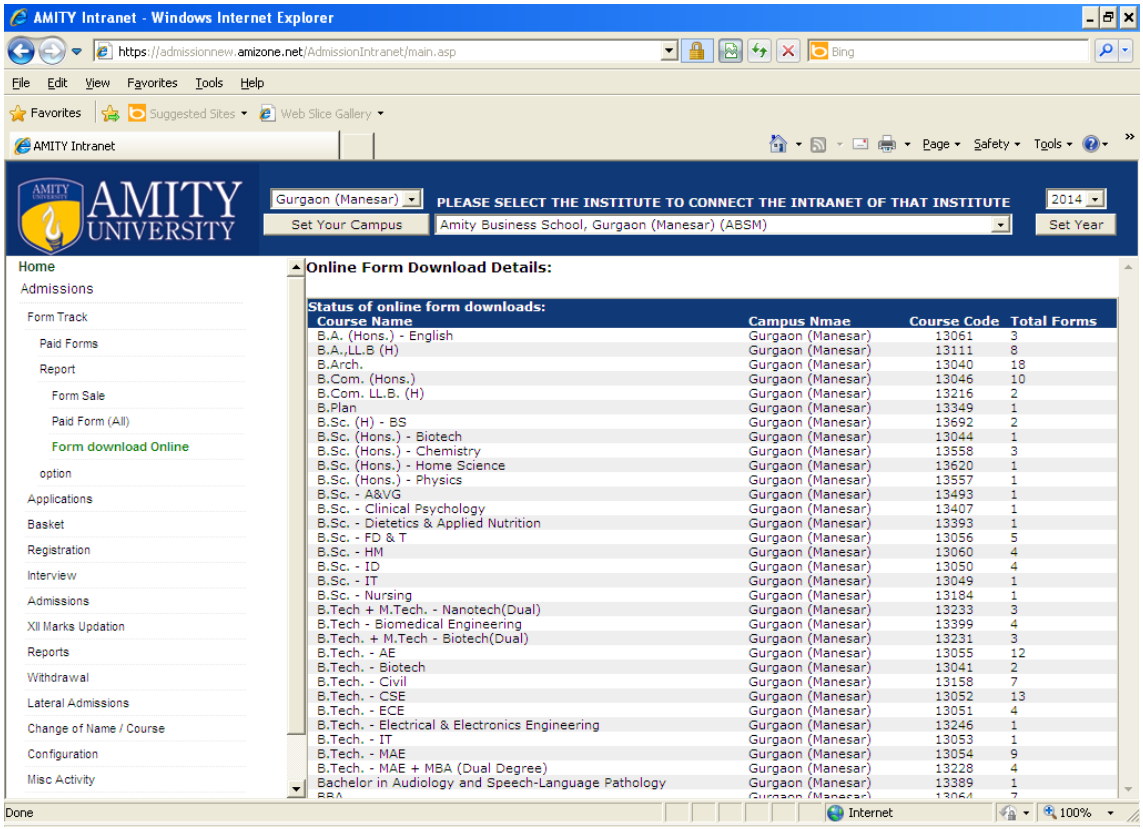
### 2.1.2 Report

**2.1.2.1 For Sale:** This sub module again has three sub modules Form sale, Paid form (All) and Form download Online. A detailed report of the application forms sold month and year wise can be generated. In addition to this, the details of various types of forms received can be generated, be it cash form, online form and downloaded form.



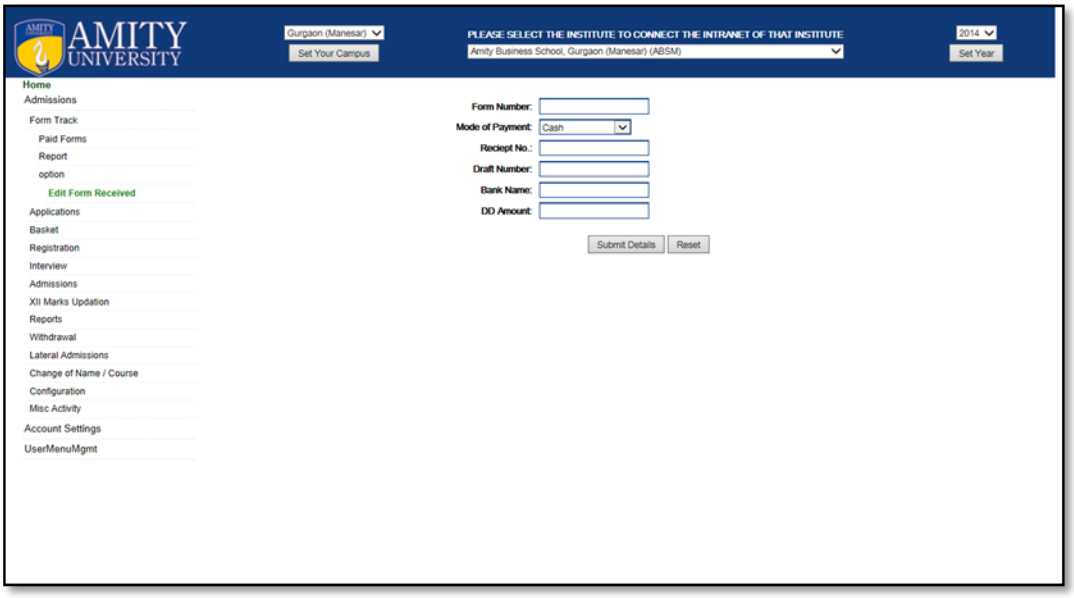

### 2.1.2.2 Paid Form All

### 2.1.2.3 Form Download Online




### 2.1.3 Option

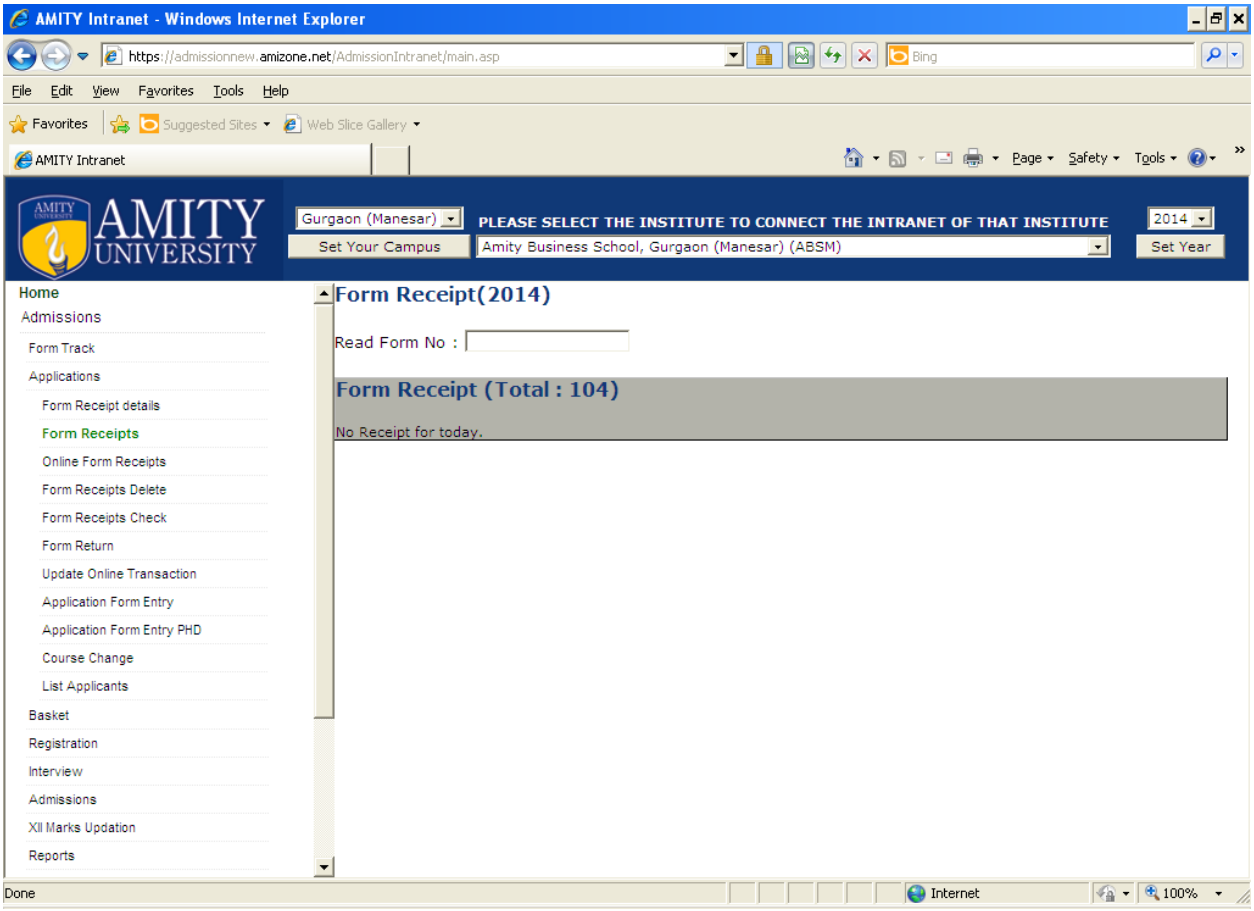
**2.1.3.1 Edit form received**: This sub module helps to modify any mistake in the mode of payment of form. The various modes of payment are payment made in cash, payment made through Demand draft and credit card/online payment.



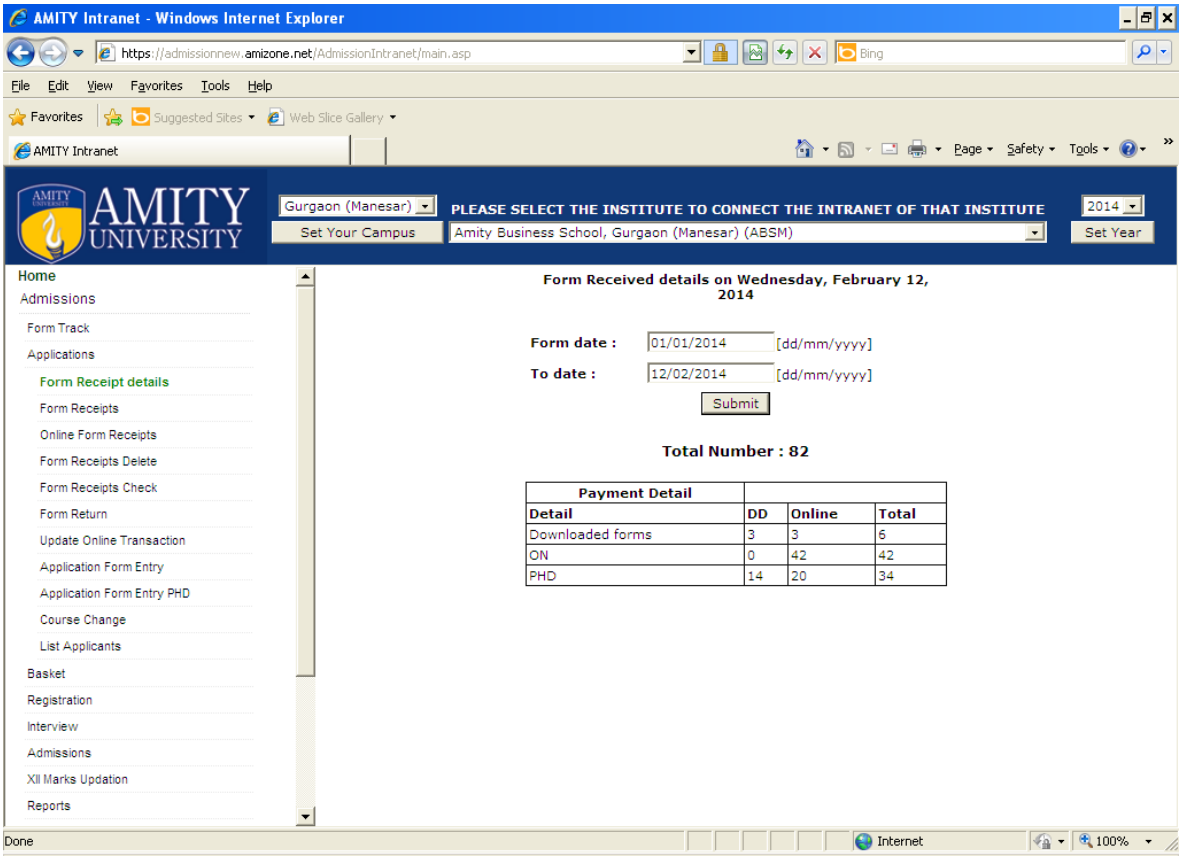
## 2.2 Applications

The uploading of application form begins in this module.

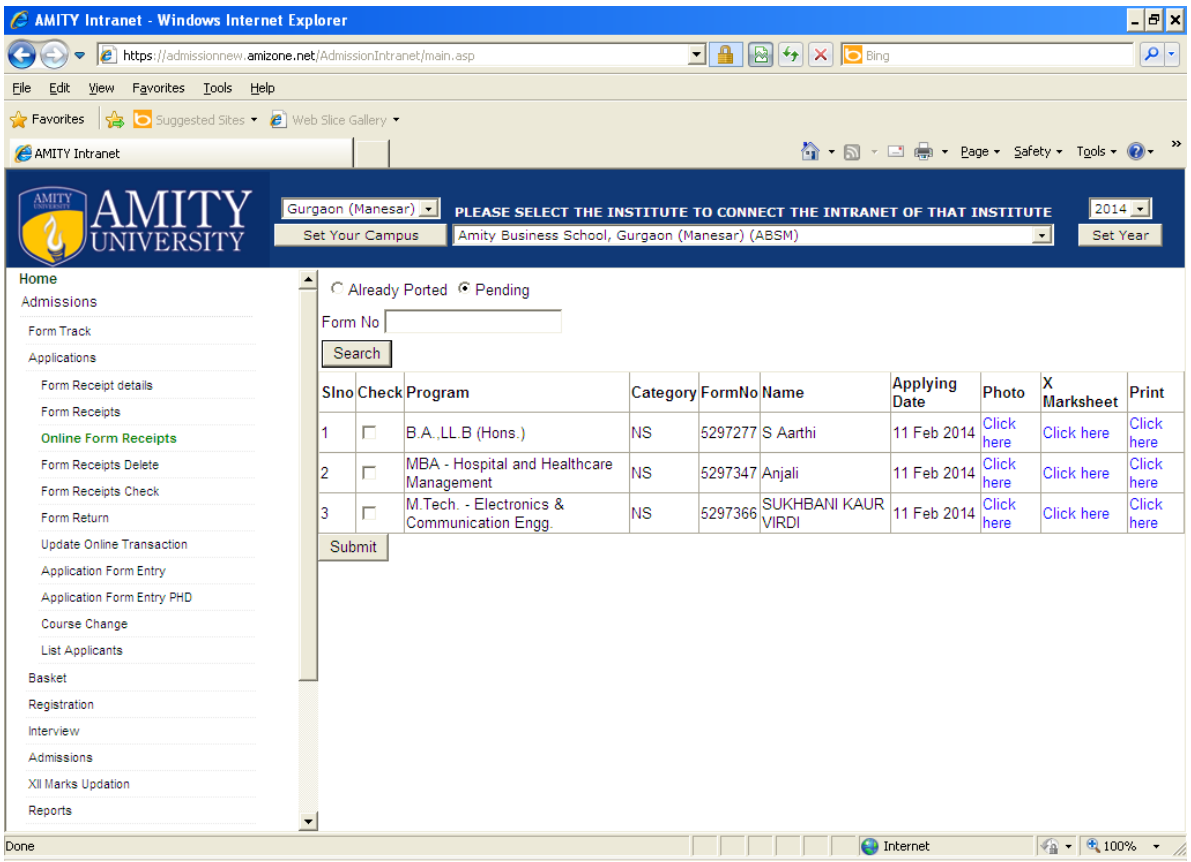
**2.2.1 Form Receipt:** After receipt of hard copy of an application form, the form is received in "Form Receipt" sub module of applications. The form number is required to be entered and depending on the type of application, a window pops up. In case of a cash and online form, no details are required to be entered. The detail of downloaded form, in which the payment is made through a Demand Draft, is entered. The mandatory fields are DD number, Name of the bank and receipt number which is usually marked "-".



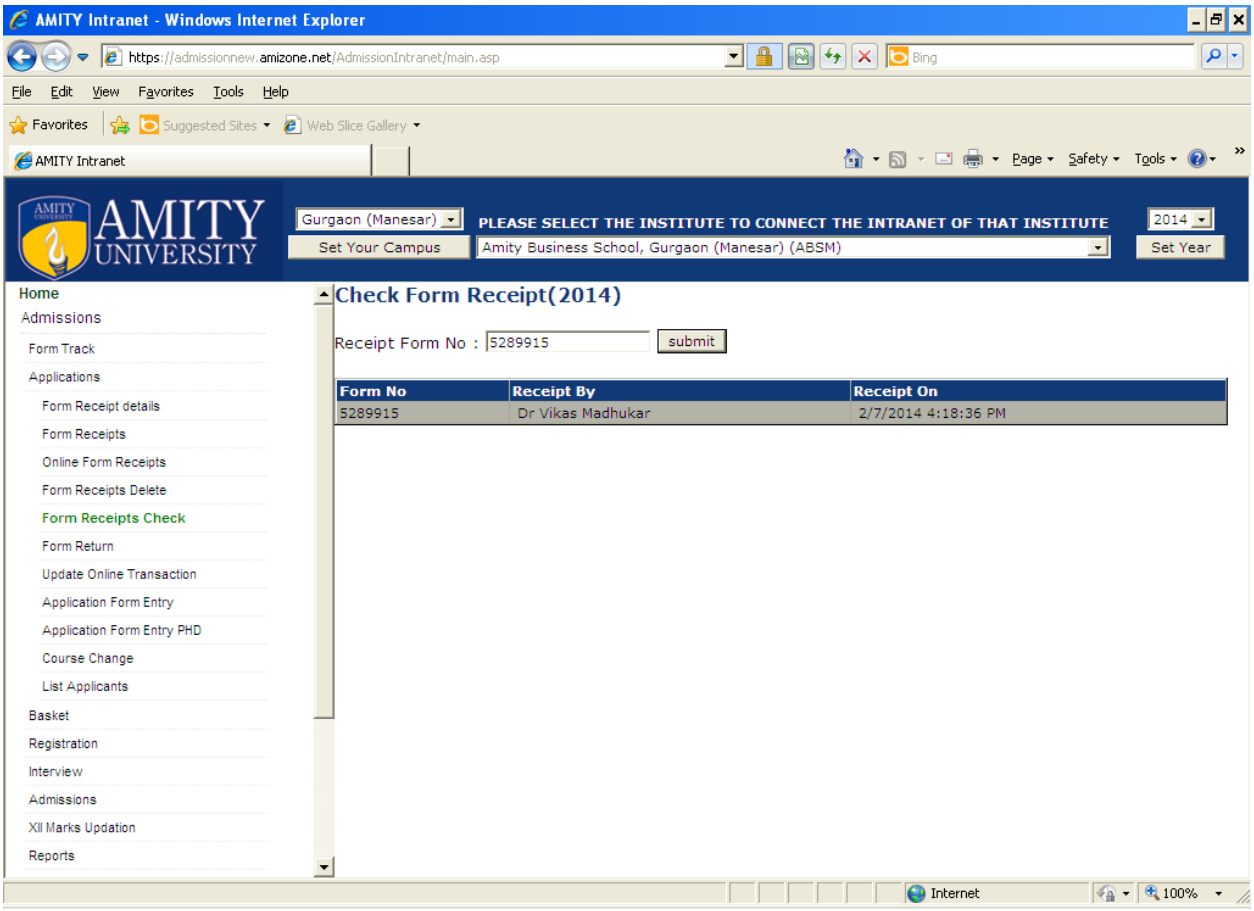

**2.2.2 Form Receipt Details:** A detailed report of the all the forms received can be generated.



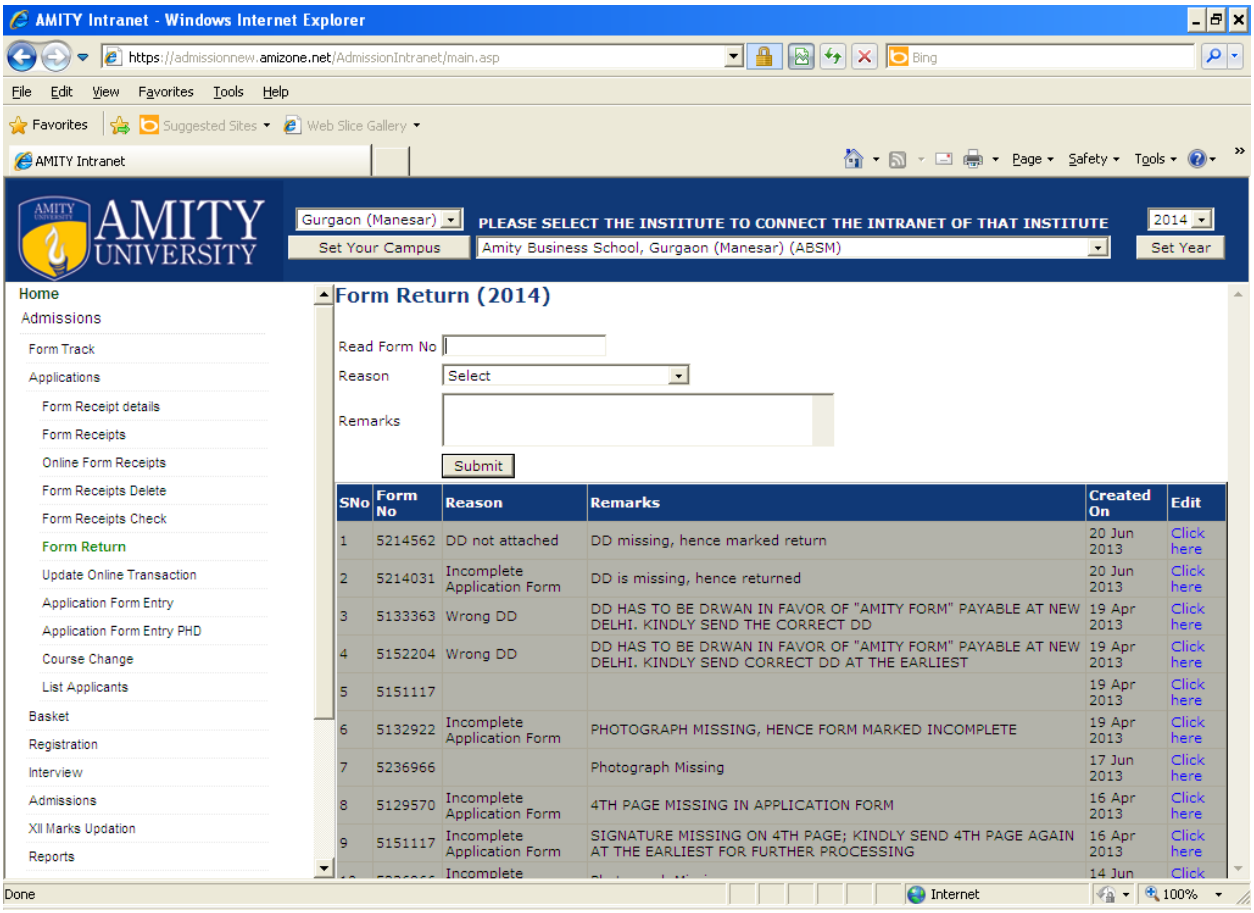

**2.2.3 Online form Receipts:** The application forms submitted online are visible in this module. Once we port all the application forms, they move directly to the "List Applicants" module.



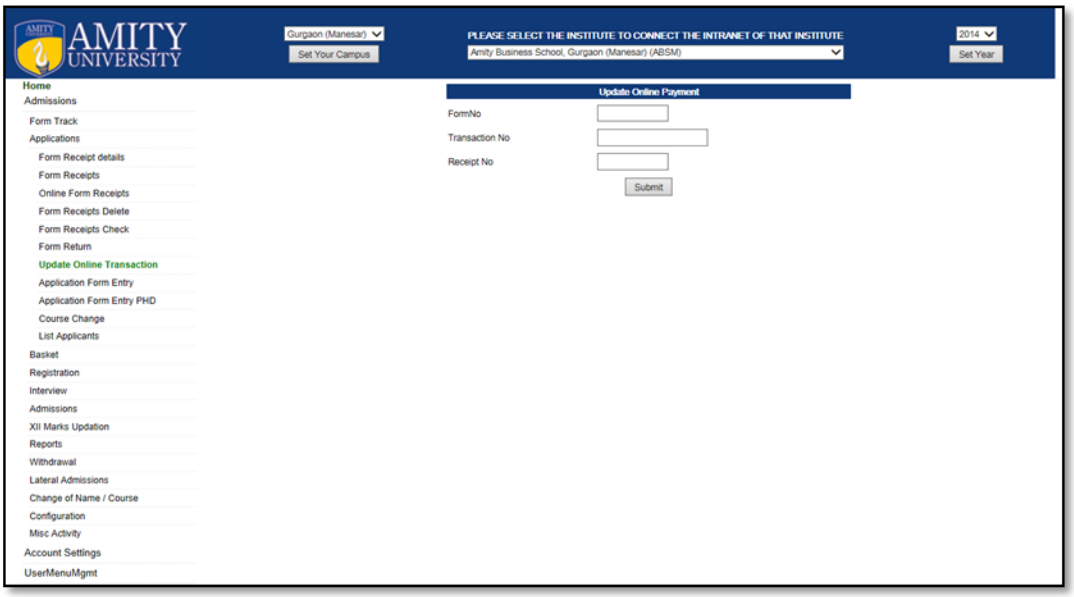
**2.2.4 Form Receipts Check:** The user wise application forms received are stored at the backend. In case any discrepancy arrives, the user's name and date of receipt can be retrieved.



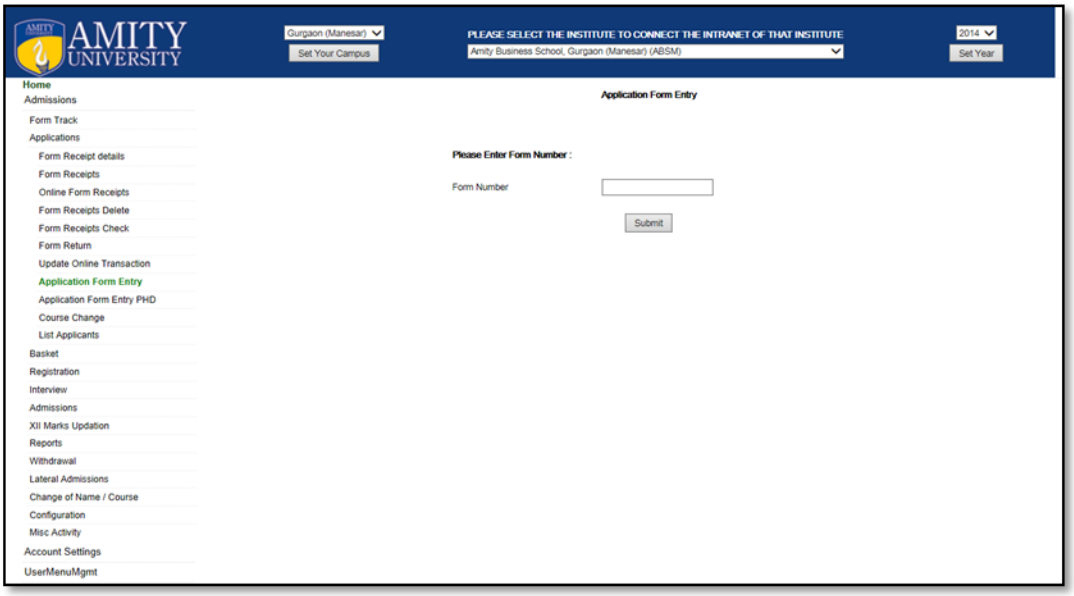

**2.2.5 Form Return:** On receipt of hard copy of the application form, it is duly scrutinized and all the important fields like Program code, payment mode details, date of birth, email id, contact number, photograph and marks etc. in case of any discrepancy, enter the form number in this sub module. The required details are Form number, reason and remarks. A message is flashed on student micro site that the form has been returned along with the reason of return. Send the application form back to the student.



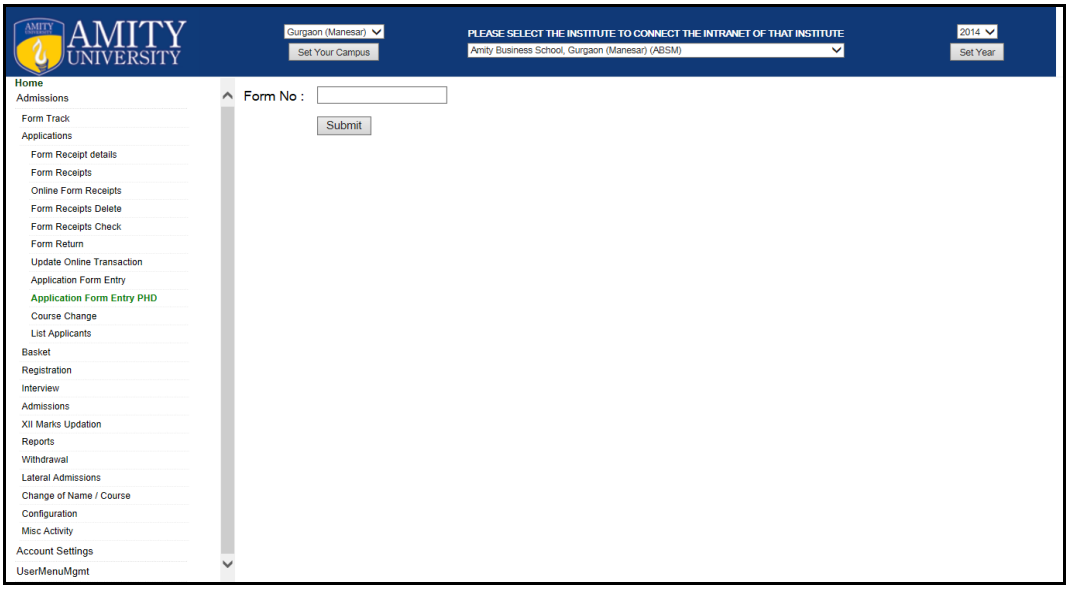

**2.2.6 Update Online transaction:** This module is useful especially for downloaded/ online forms. At times, while downloading an application form, the payment details does not get updated leaving the student in a fix. Whether the payment is deducted or not, can be known from this module. The required fields are Form Number, Transaction number and receipt number. Once submitted, the details can be known and the payment if made already gets automatically updated.



**2.2.7 Application form entry:** This is the next step after "Form Receipt". This module is a replica of the hard copy of the application form. The user fills in complete details of the student and submits.



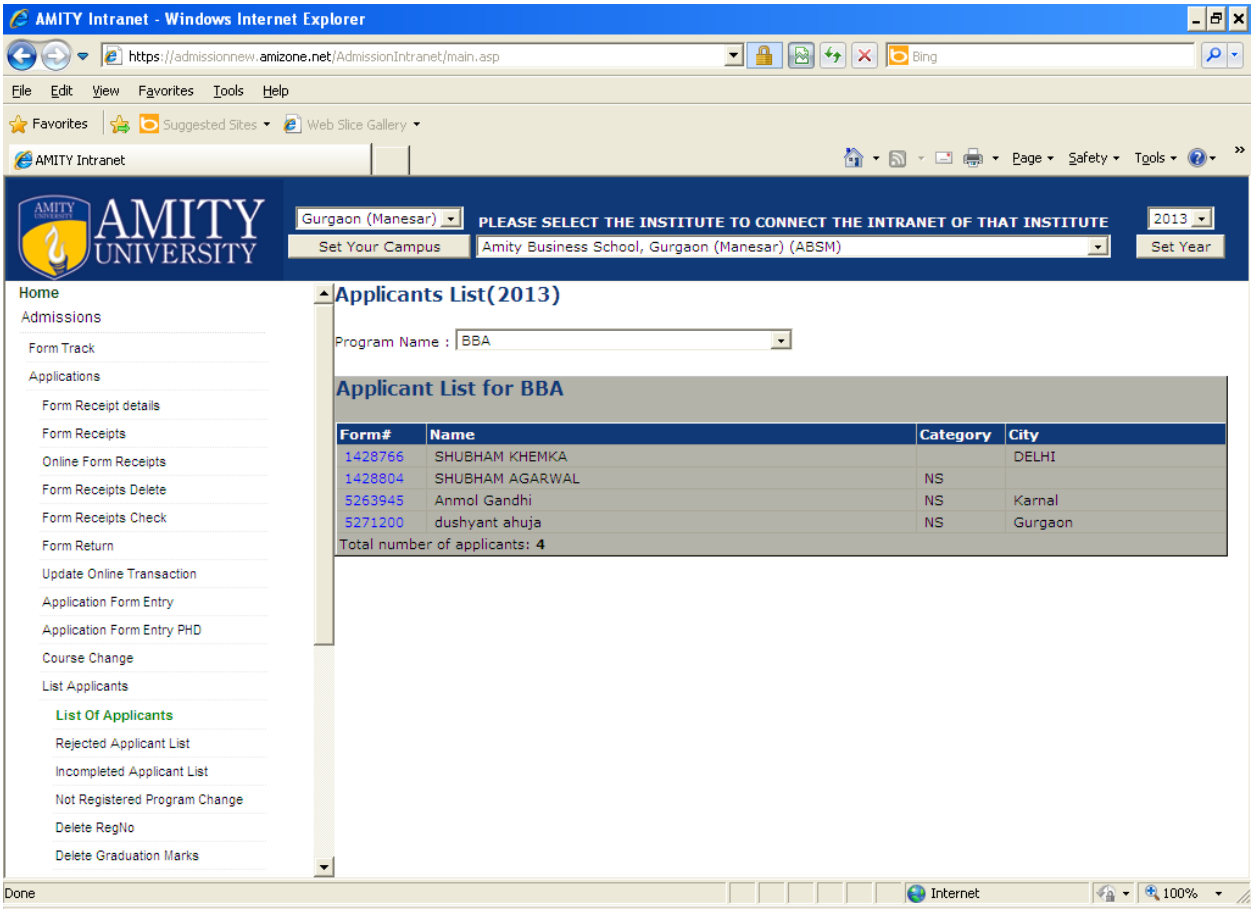

**2.2.8 Application Form Entry Ph.D:** The procedure of admission to Ph.D program is different from that of the regular programs; hence a separate module is provided altogether.



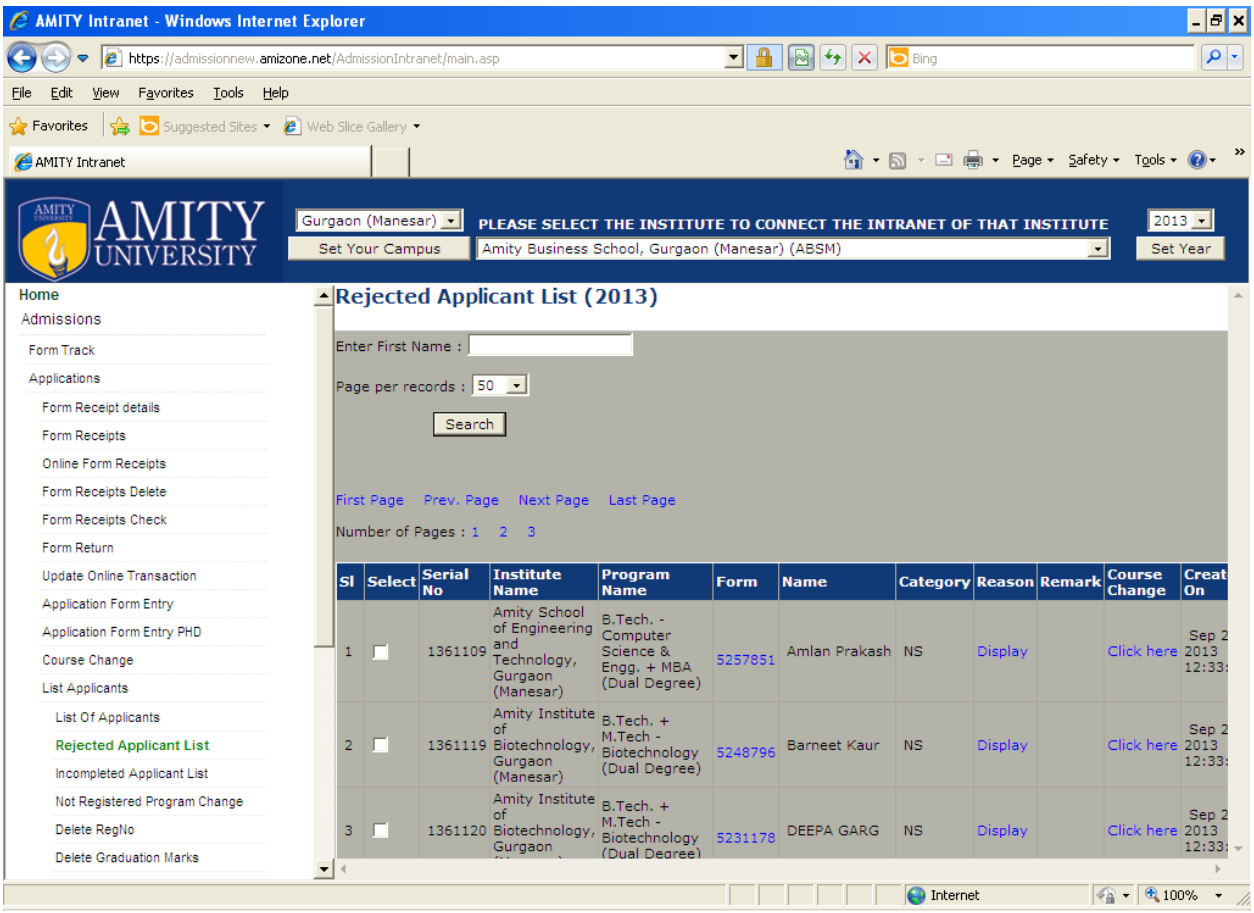

**2.2.9 Course Change:** The module deals with student's request pertaining to change of stream/ program prior to the registration of the application form. This module also deals with student's request pertaining to change of campus. However, for campus change request, a formal permission is to be sought from the respective campus. The changes are then reflected on student micro site.

**2.2.10 List Applicants:** The application forms once uploaded, move to the List Applicants module., where after verifying the details, are finally registered. A unique registration number is then generated. This module has following sub modules:

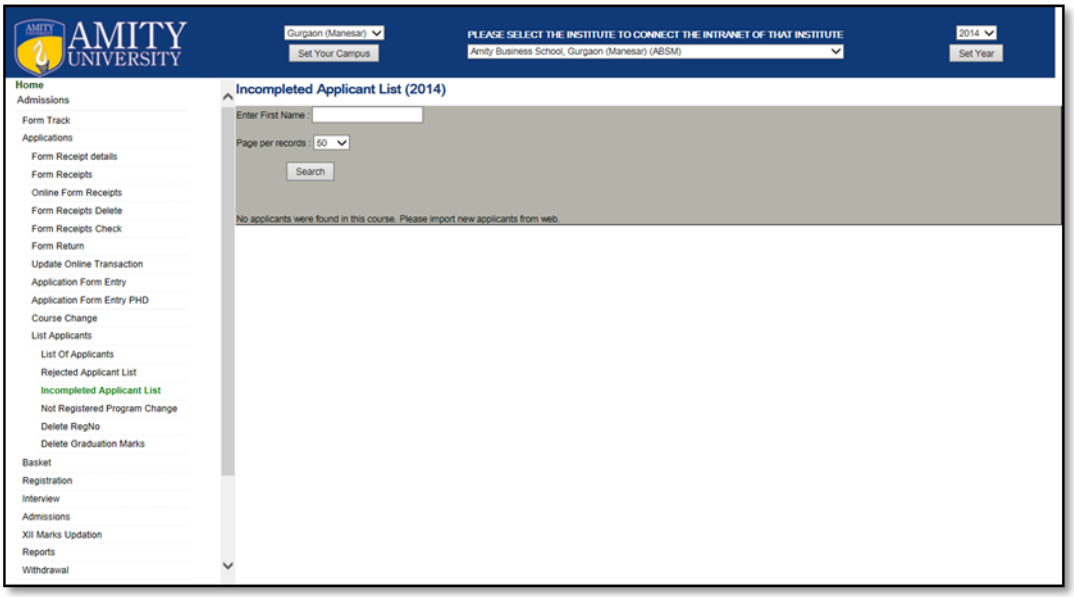
**2.2.10.1 List of Applicants:** This module contains, program and course wise application forms which are yet to be registered. Once registered, they move to the Registered list.



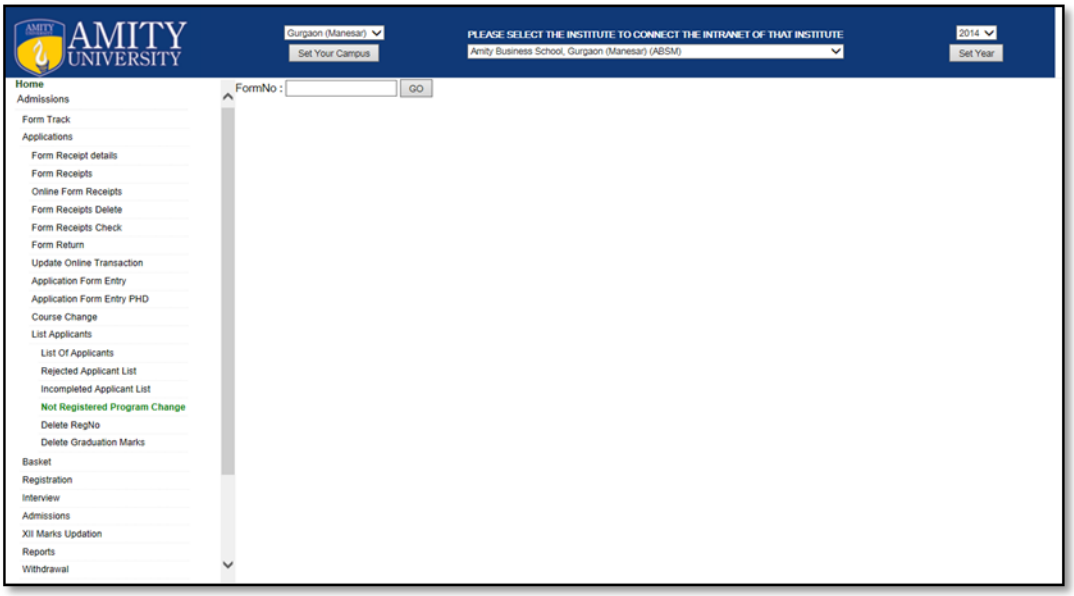
**2.2.10.2 Rejected Applicant List:** As the name suggests, this module has the application forms rejected due to eligibility reasons.



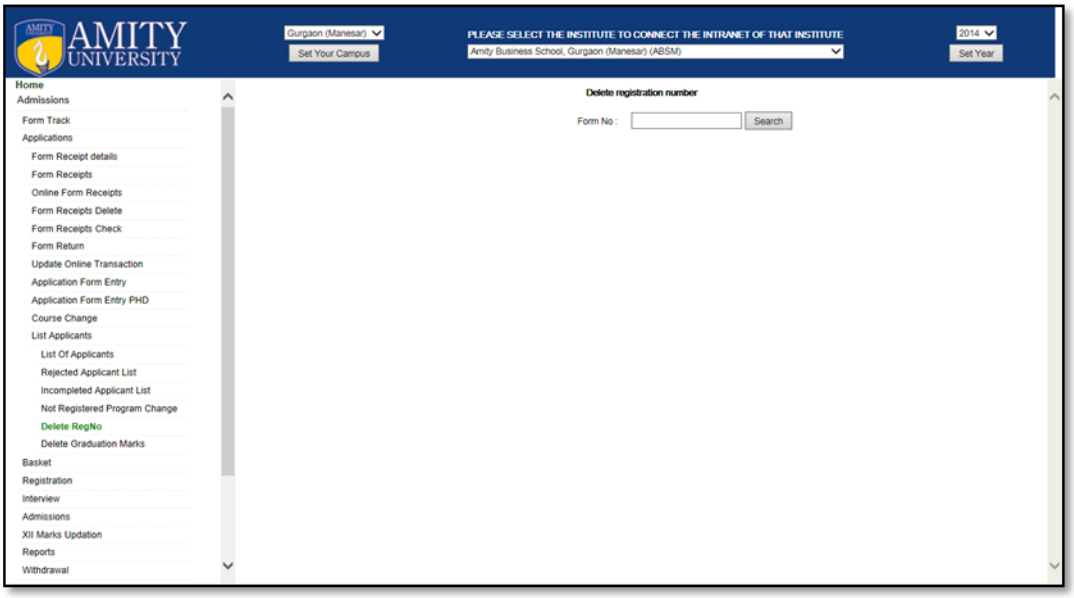

**2.2.10.3 Incompleted Applicant List:** The user is required to verify all the details of the student while registering the application form. If eligibility documents and/or photograph is missing then the form should be marked Incomplete. A message then flashes on student's micro site for the student to do the needful.



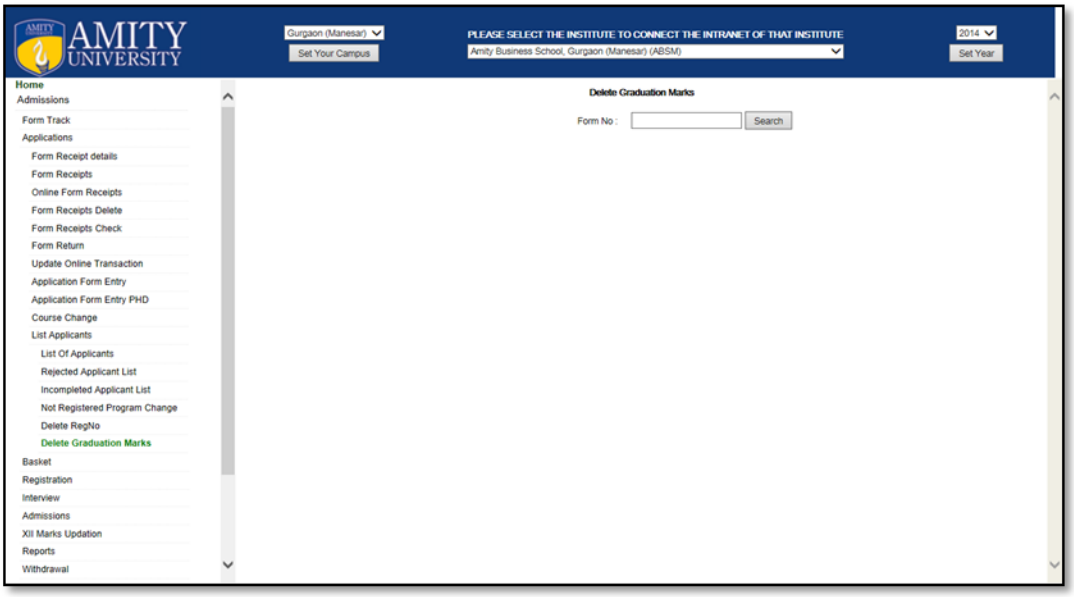
**2.2.10.4 Not registered Program change:** This sub module is same as Course change with only difference that the campus cannot be changed.




**2.2.10.5 Delete Registration No:** In case the student is not eligible or has been registered for the incorrect program, this sub module can be used. Keeping in mind the sensitivity, the access to this sub module is restricted.




**2.2.10.6 Delete Graduation Marks:** In case the marks entered are incorrect then this module can be used.

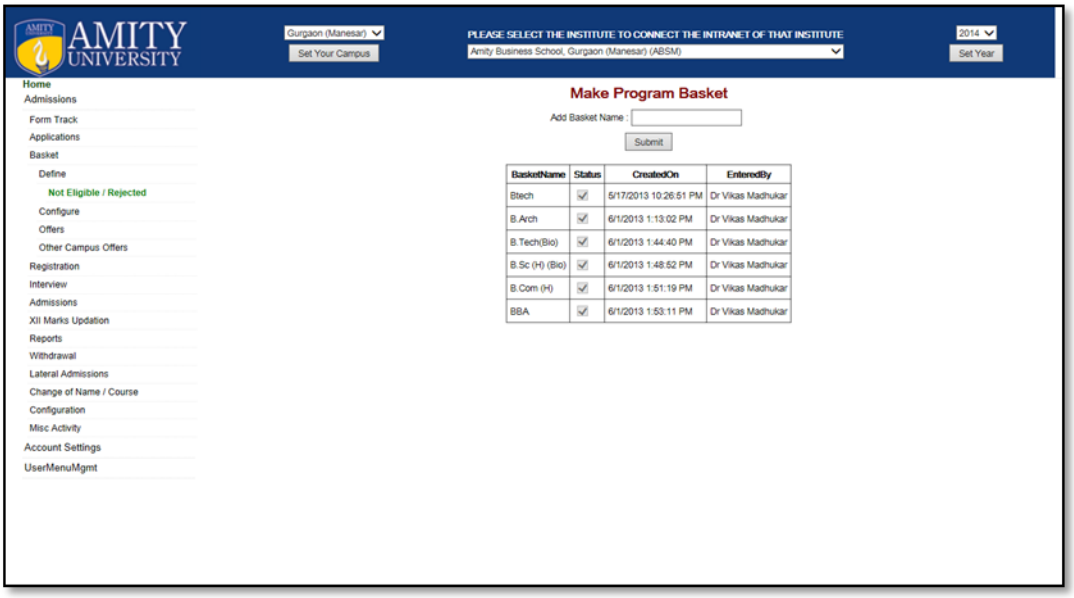



## 2.3 Basket

Keeping in mind the sensitivity of a student's career, various course change options are offered to the non eligible students in this module. The name of basket is usually the original program or the program with higher eligibility criteria.

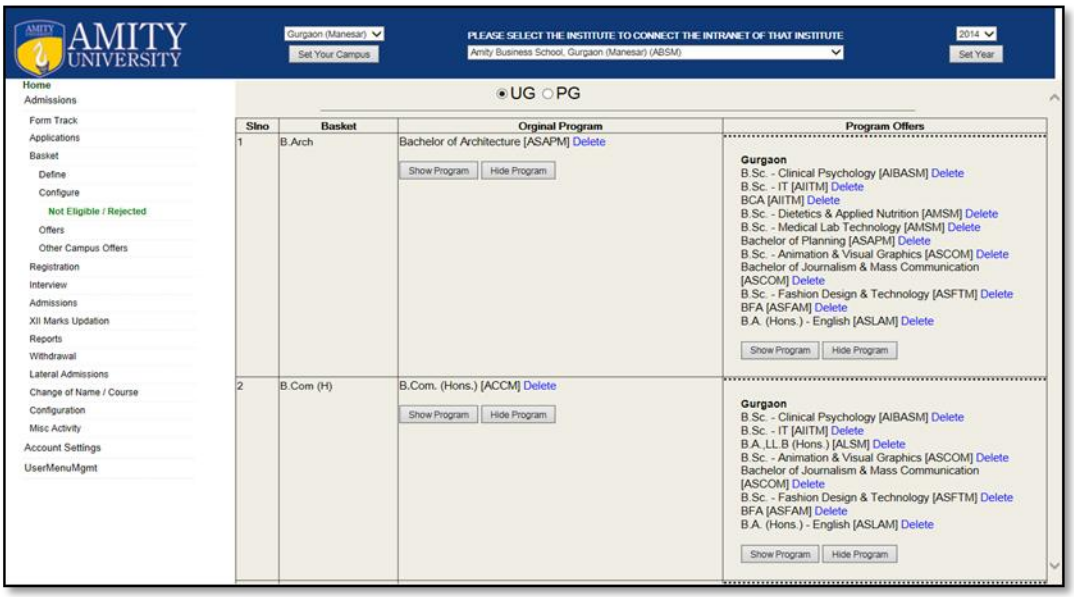
### 2.3.1 Define

**2.3.1.1 Not Eligible/ Rejected:** As the name suggests, this module is used to define the Basket Name. The user is required to Add Basket Name and Submit.

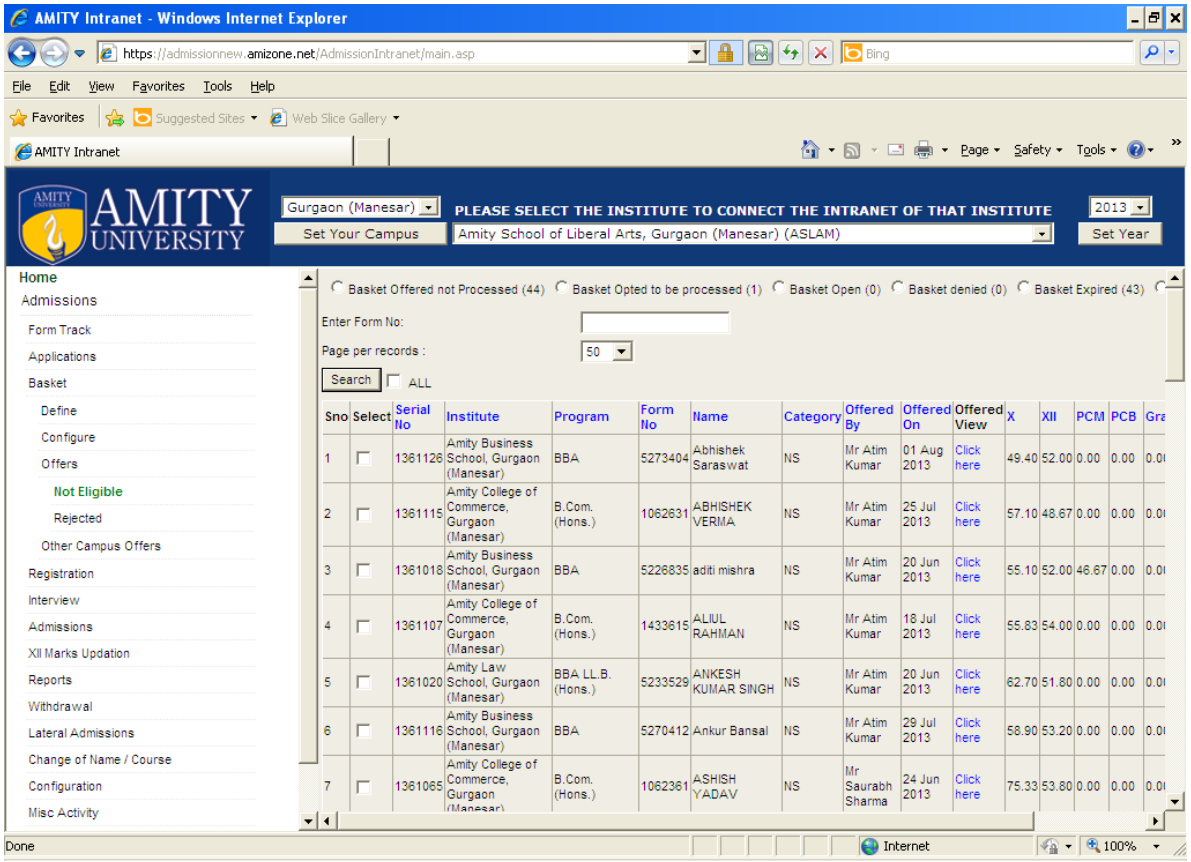


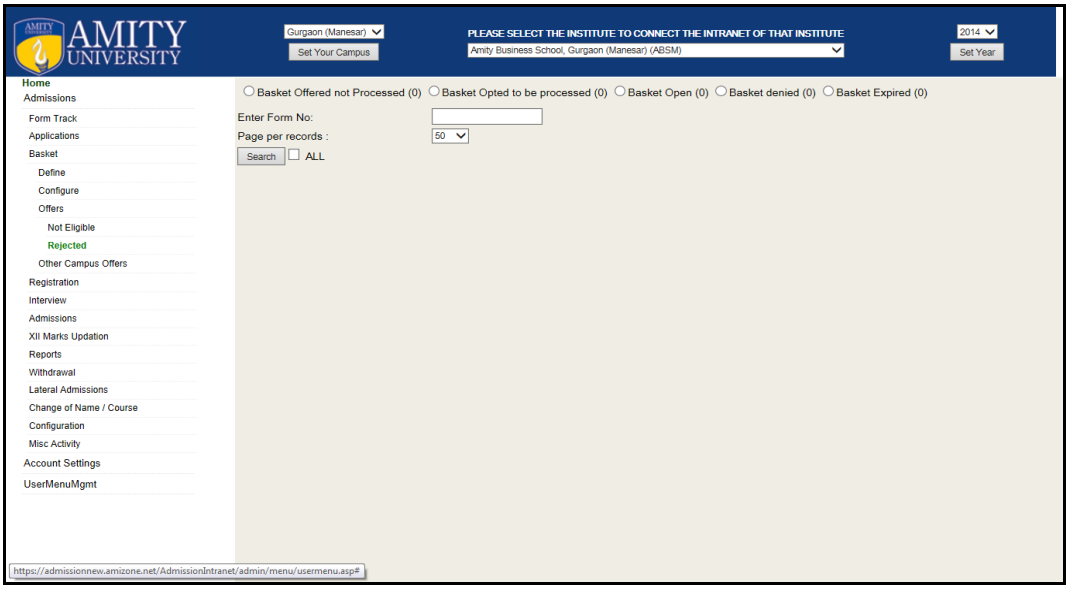

The sub modules are explained below:

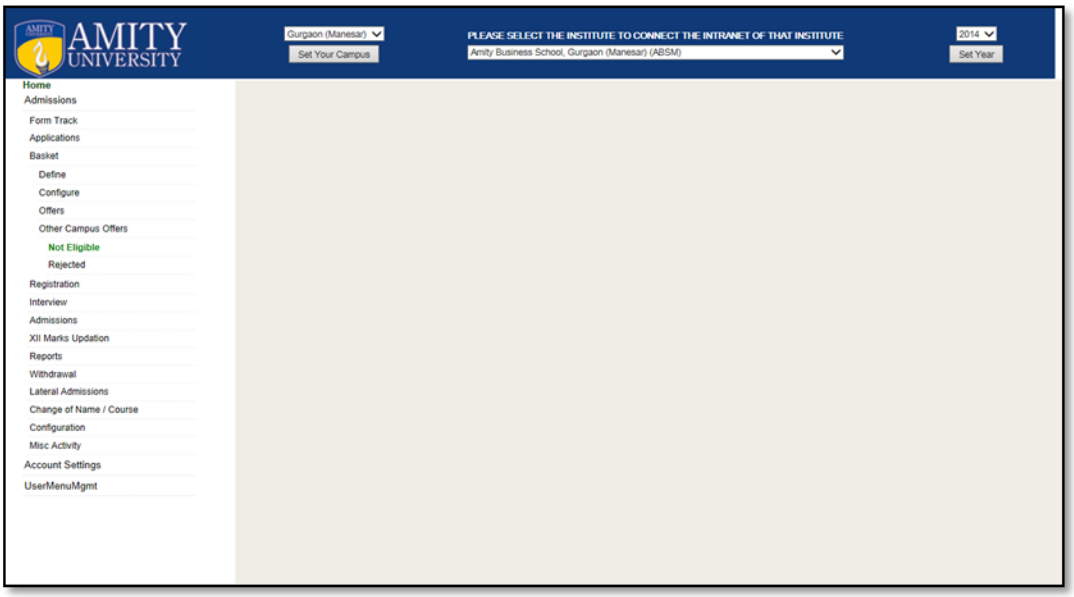
**2.3.2 Configure:** The next step is to configure the baskets. The procedure is to add almost all the programs with lower eligibility criteria, which a student can choose from. The idea is to give a greater flexibility to the student from the wide range of programs offered.

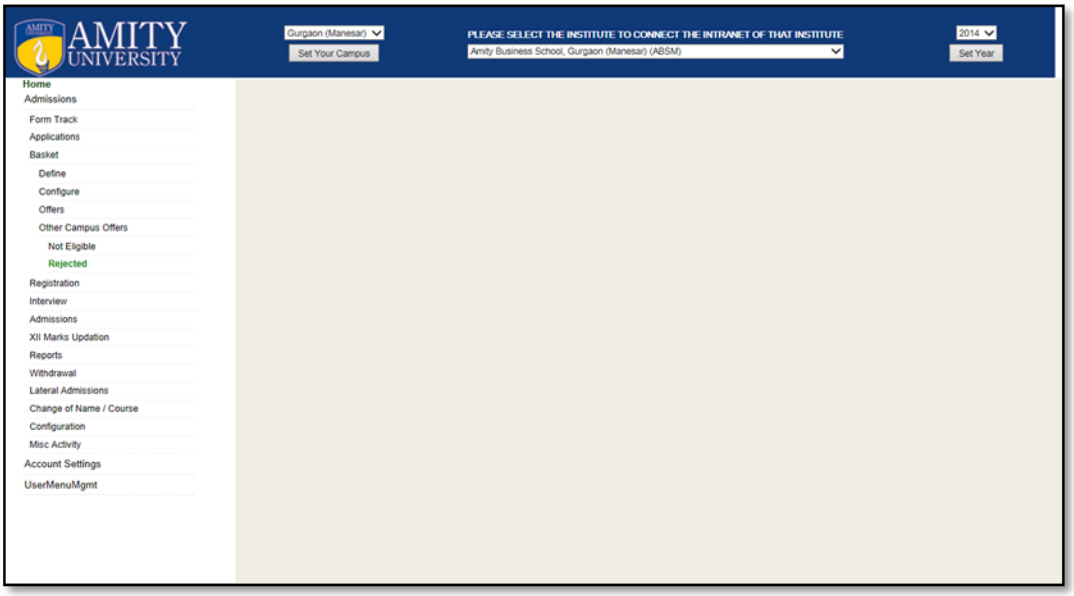



**2.3.2.1 Not Eligible/ Rejected:** The options included here are Basket offered not processed, Basket opted to be processed, Basket open, Basket denied, Basket Expired and Basket not eligible. The Basket offered is valid for 15 days. A message flashes on the micro site of the student once basket is offered. The user enters the form number of the student and the details can be pulled out.




AMITY UNIVERSITY
Gurgaon (Manesar)
Set Your Campus
PLEASE SELECT THE INSTITUTE TO CONNECT THE INTRANET OF THAT INSTITUTE
Amity Business School, Gurgaon (Manesar) (ABSM)
2014
Set Year
Home
Admissions
Form Track
Applications
Basket
Define
Configure
Offers
Not Eligible
Rejected
Other Campus Offers
Registration
Interview
Admissions
XII Marks Updation
Reports
Withdrawal
Lateral Admissions
Change of Name / Course
Configuration
Misc Activity
Account Settings
UserMenuMgmt
Basket Offered not Processed (0)
Basket Opted to be processed (0)
Basket Open (0)
Basket denied (0)
Basket Expired (0)
Enter Form No:
Page per records :
50
Search
ALL
https://admissionnew.amizone.net/AdmissionIntranet/admin/menu/usermenu.asp#


AMITY UNIVERSITY
Gurgaon (Manesar)
Set Your Campus
PLEASE SELECT THE INSTITUTE TO CONNECT THE INTRANET OF THAT INSTITUTE
Amity Business School, Gurgaon (Manesar) (ABSM)
2014
Set Year
Home
Admissions
Form Track
Applications
Basket
Define
Configure
Offers
Other Campus Offers
Not Eligible
Rejected
Registration
Interview
Admissions
XII Marks Updation
Reports
Withdrawal
Lateral Admissions
Change of Name / Course
Configuration
Misc Activity
Account Settings
UserMenuMgmt


AMITY UNIVERSITY
Gurgaon (Manesar)
Set Your Campus
PLEASE SELECT THE INSTITUTE TO CONNECT THE INTRANET OF THAT INSTITUTE
Amity Business School, Gurgaon (Manesar) (ABSM)
2014
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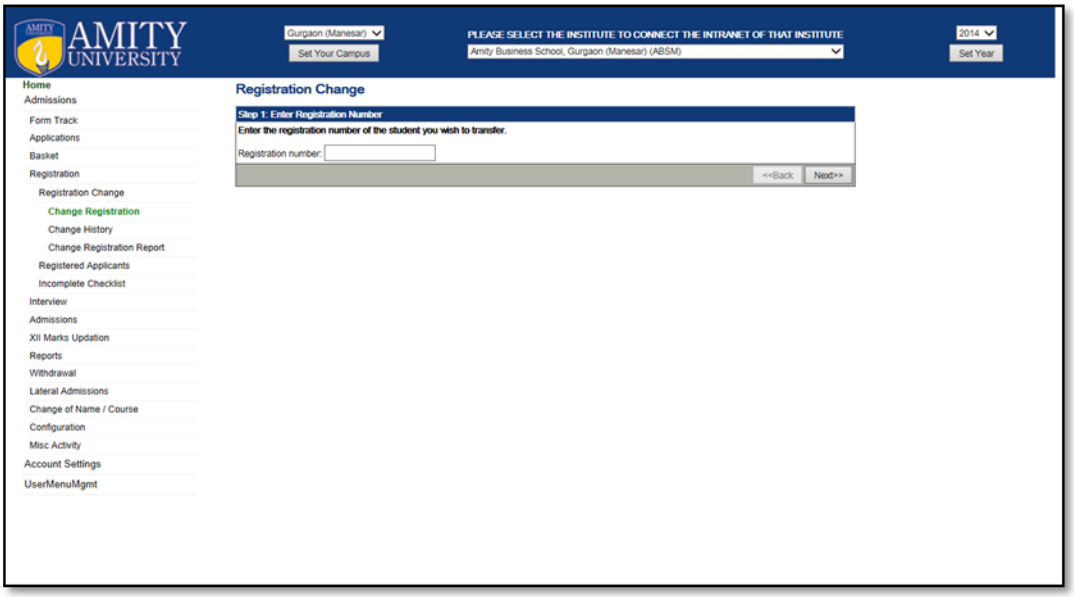
Applications
Basket
Define
Configure
Offers
Other Campus Offers
Not Eligible
Rejected
Registration
Interview
Admissions
XII Marks Updation
Reports
Withdrawal
Lateral Admissions
Change of Name / Course
Configuration
Misc Activity
Account Settings
UserMenuMgmt

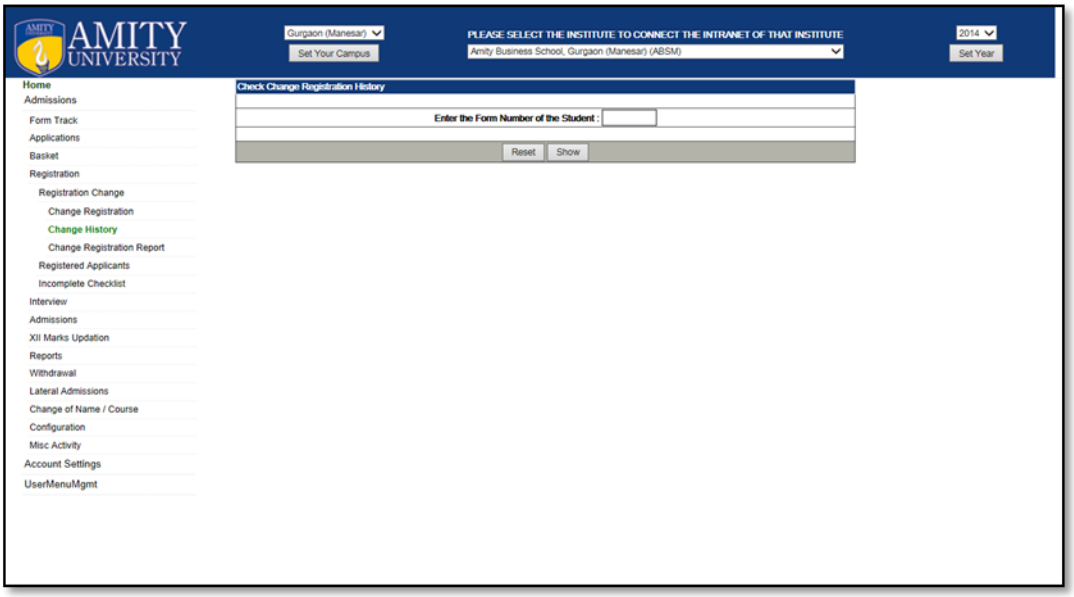
## 2.4 Registration

This module deals with the generation of unique identifying registration number for each and every student.

**2.4.1 Registration Change:** Change Registration: This module is same as the Course change.

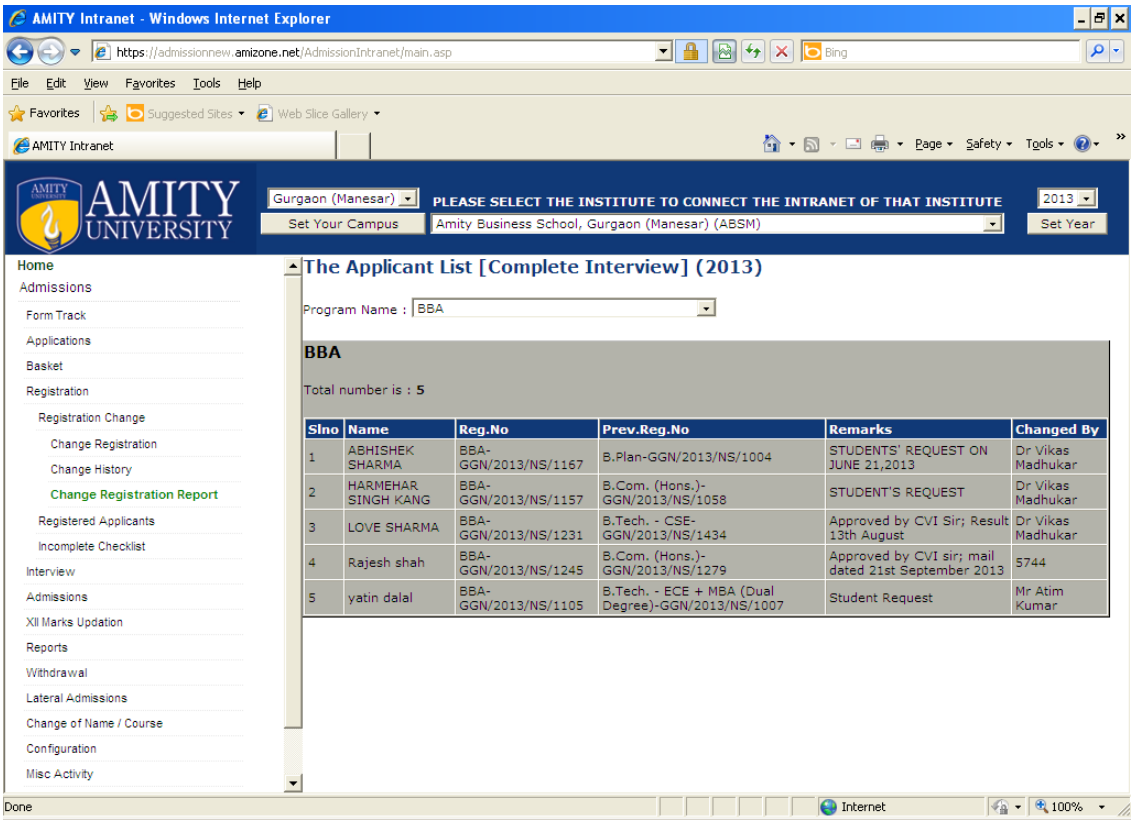



**2.4.1.1 Change History:** This module is used to check the details of a particular student who applied for a course change. The details can be pulled out and escalation can be handled.




**2.4.1.2 Change Registration Report**

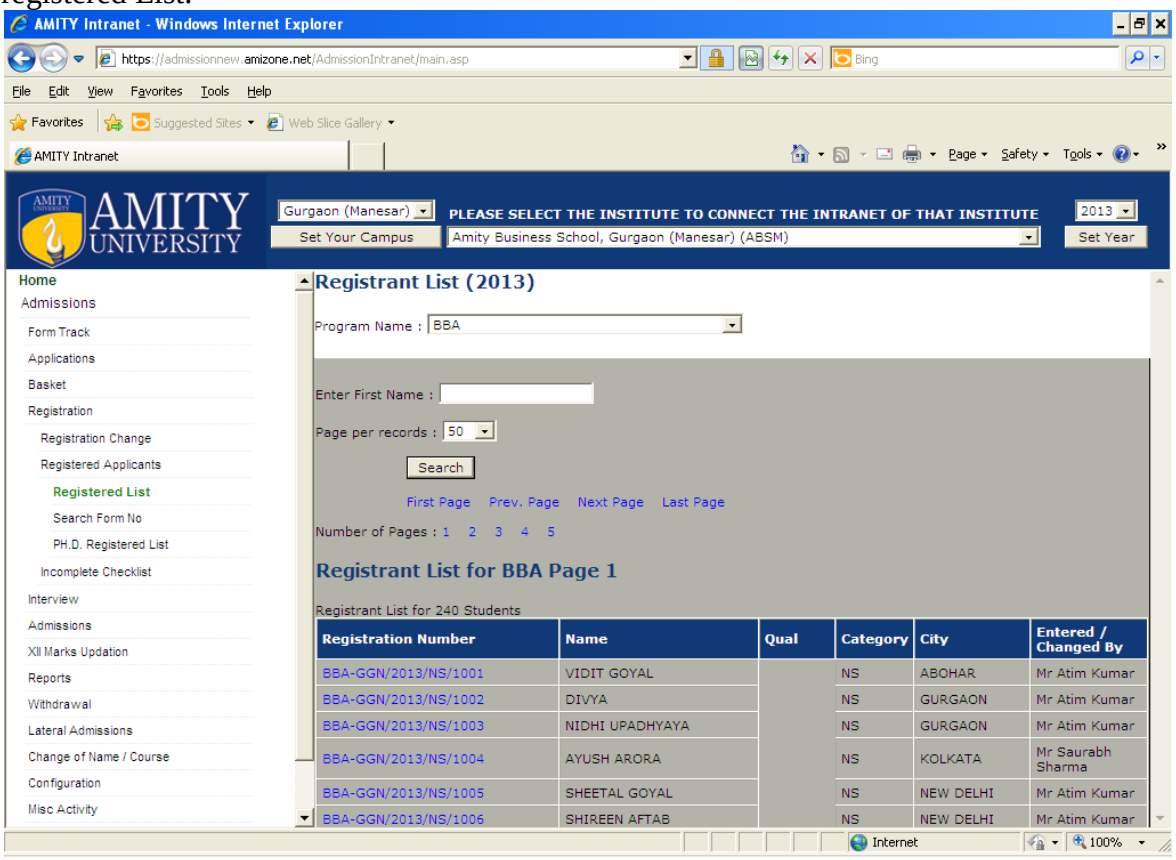
A detailed report of the registration numbers changed program wise can be viewed. The report contains S.No, Name of the student, current Registration number, previous registration number, remarks and user's id.




## 2.4.2 Registered Applicants

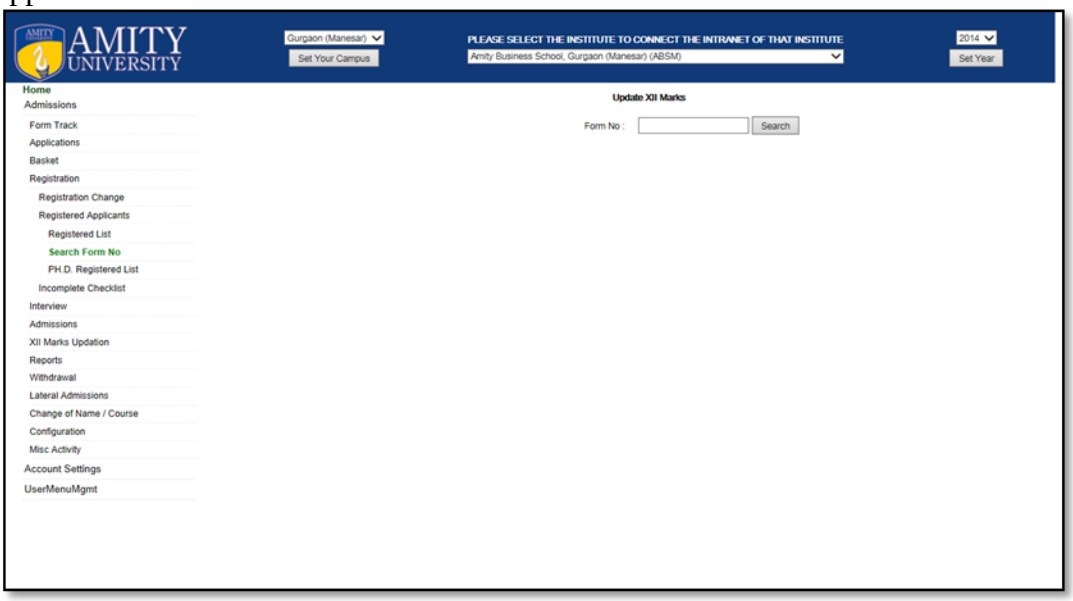
### 2.4.2.1 Registered List:

This module is same as the List of Applicants. This module has program wise details of the students registered along with the user's id. The sub modules are Registered list, Search Form Number and Ph.D registered List.



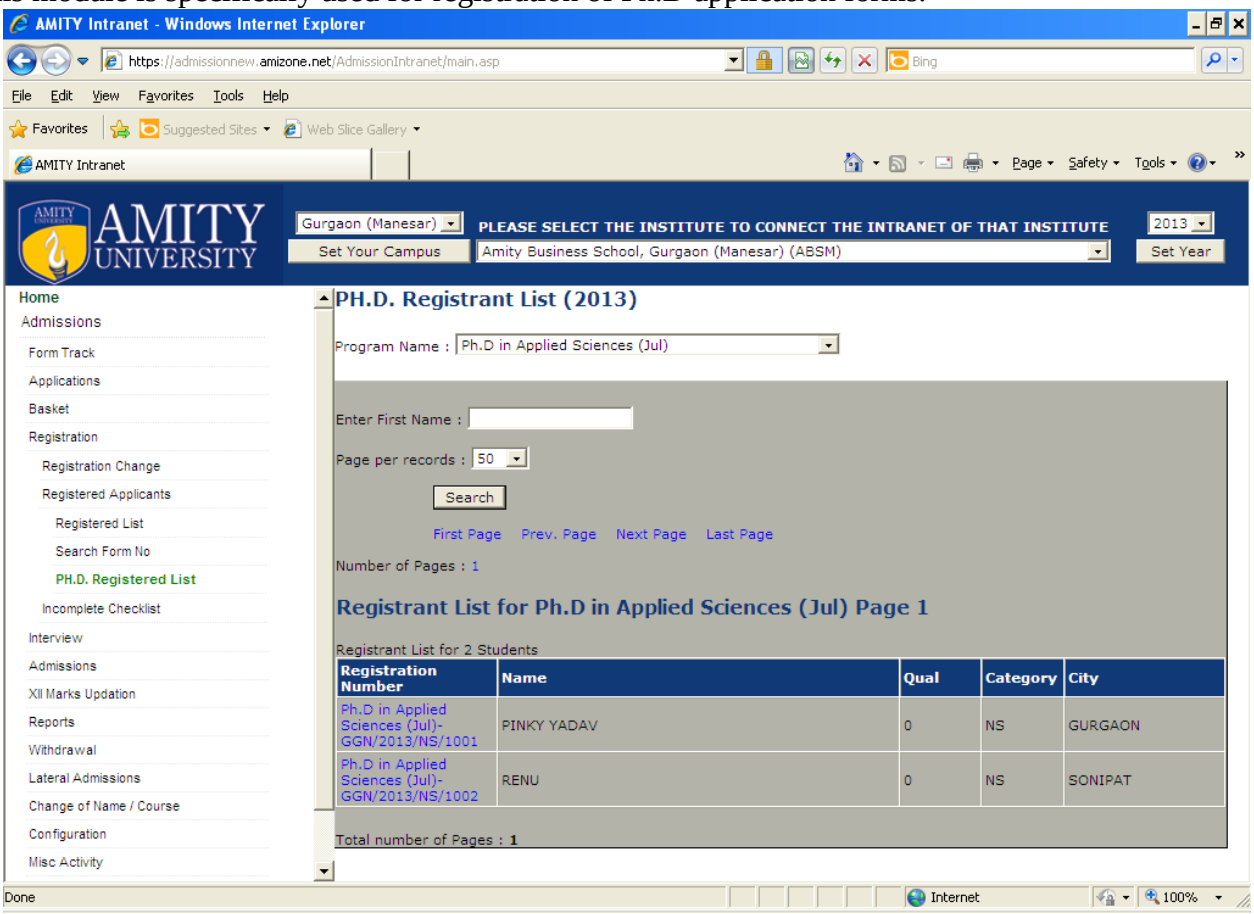
### 2.4.2.2 Search Form No:

This sub module is used to change the XII marks, entered incorrectly or after declaration of Board exams results, of the student. This helps to identify and verify the eligibility of the student for the program applied.



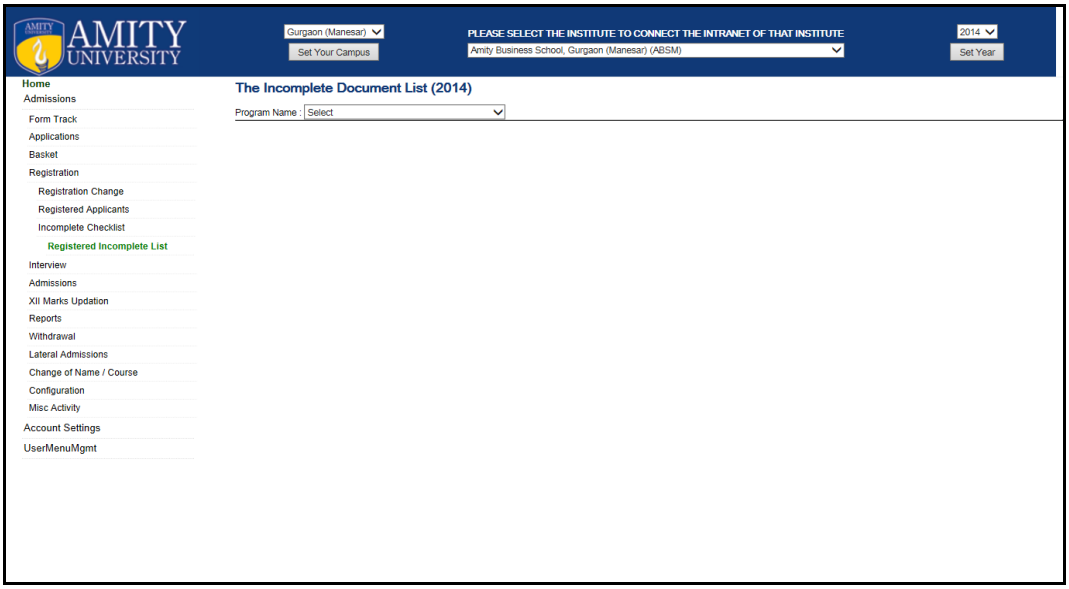

### 2.4.2.3 PH.D Registration List:

This module is specifically used for registration of Ph.D application forms.




### 2.4.3 Incomplete checklist: Registered Incomplete Checklist:

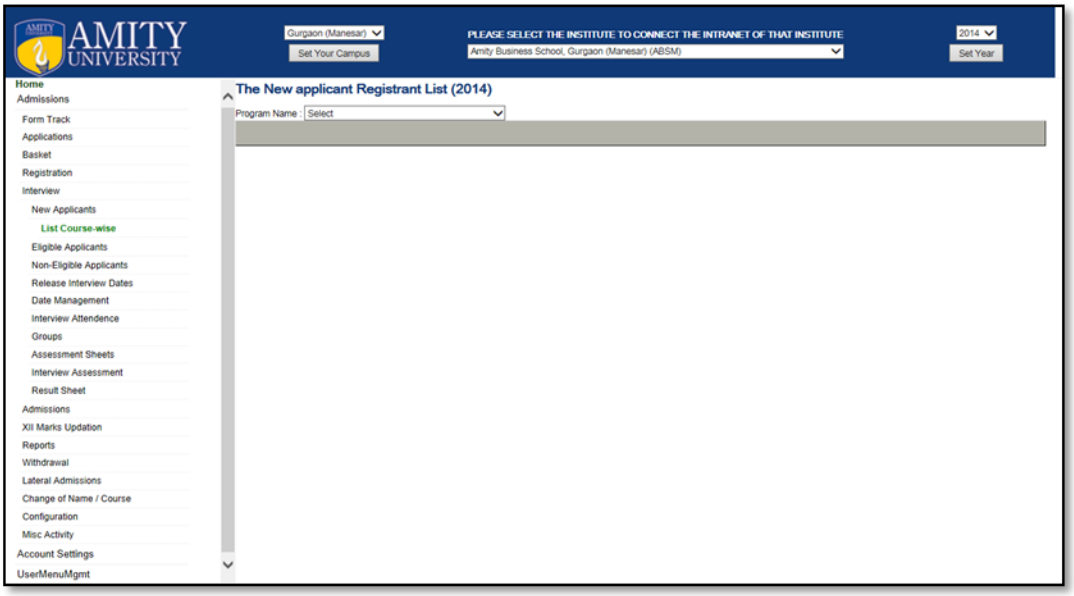
If the eligibility documents, photograph etc are missing in any application form, they must be marked as incomplete so that they can be retrieved from this module, once the details are complete.




## 2.5 Interview:

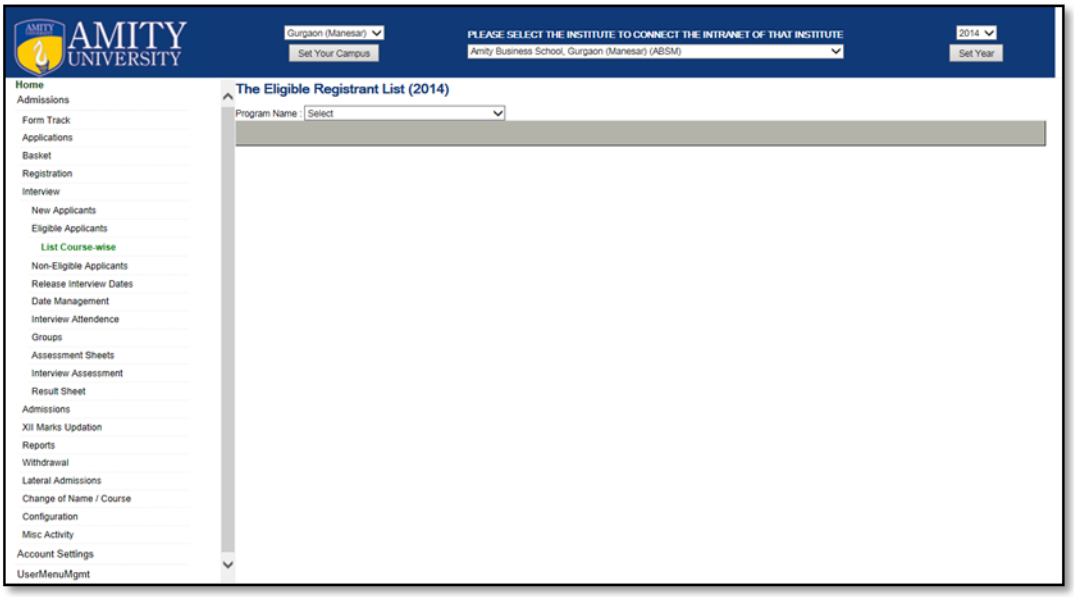
Interview module is an integral part of Amitranet, as without appearing for the interview, students cannot take admission to the university. This module is used to release interview test date, making interview groups, interview panels, venues, marking attendance and entering interview marks of the student.

**2.5.1 New Applicants- List course wise:** This module is used in exceptional cases when the student is found not eligible initially however later on either after submitting the eligibility documents or through approval from higher authority, is eligible to apply. The applicant details lies in Interview- Non eligible list and is then moved to the new applicants list and manually the interview cut off is run.



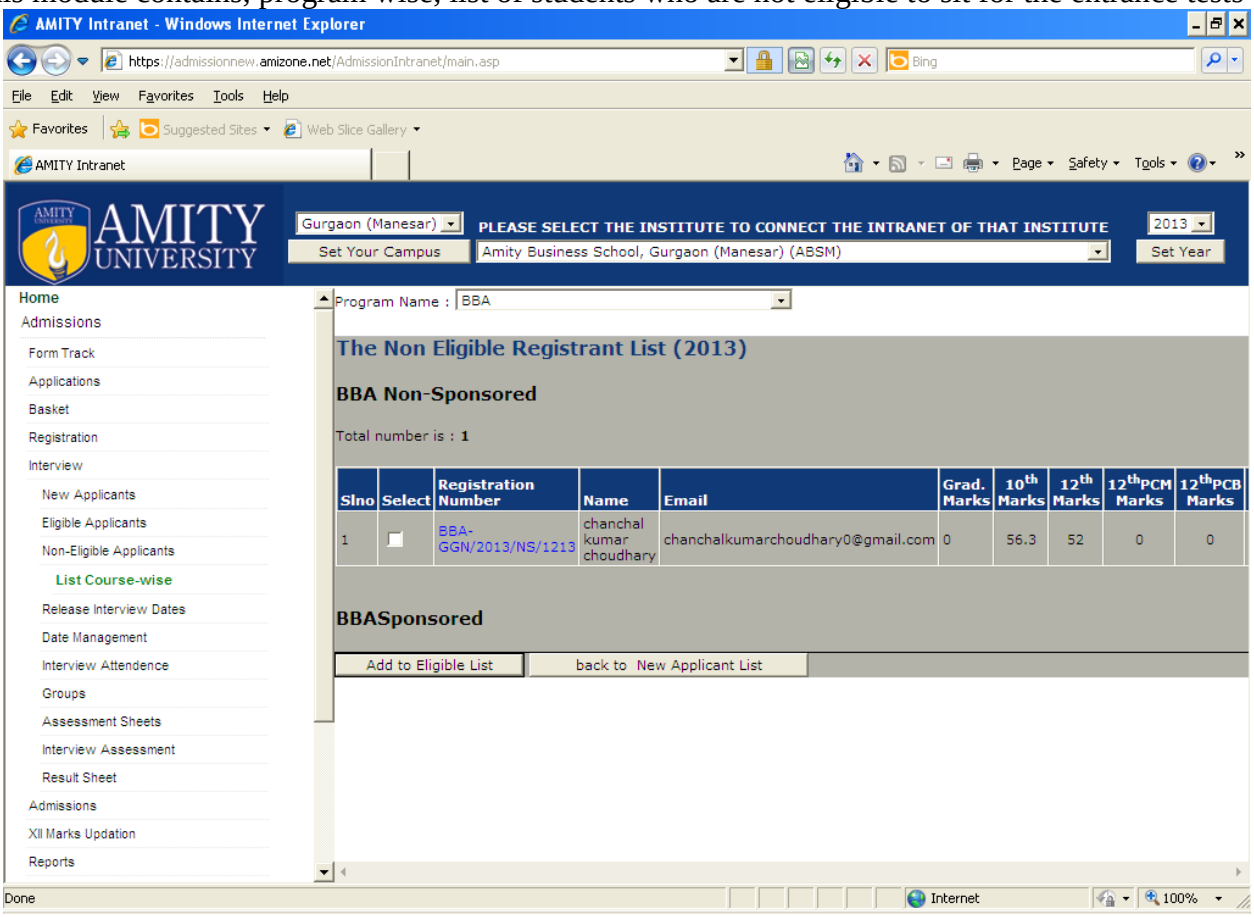

## 2.5.2 Eligible Applicant – List Course Wise:

This module contains program wise, list of all the applicants who are eligible to sit for the entrance test.



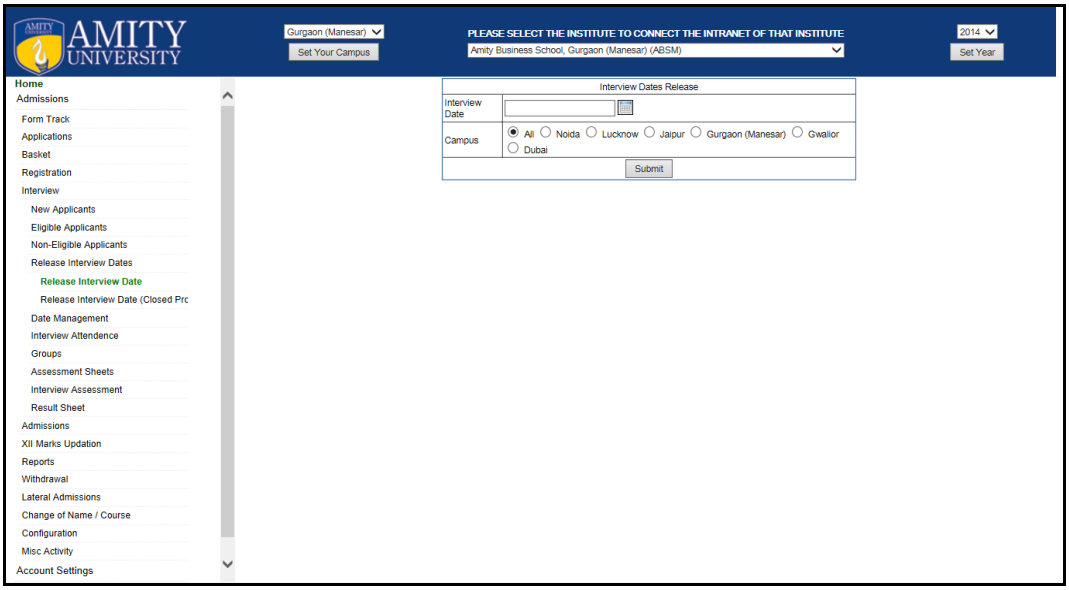

### 2.5.3 Non Eligible Applicants: List Course wise:

This module contains, program wise, list of students who are not eligible to sit for the entrance tests




**2.5.4 Release Interview date:** This module is used to release the interview test date. The details required to enter are test date and campus. A window then pops up, in which the time of reporting, venue of the interview and program wise number of students taking the entrance test are entered. Kindly note that separate seats are to be entered for MAT qualified and MAT non qualified students should be entered.

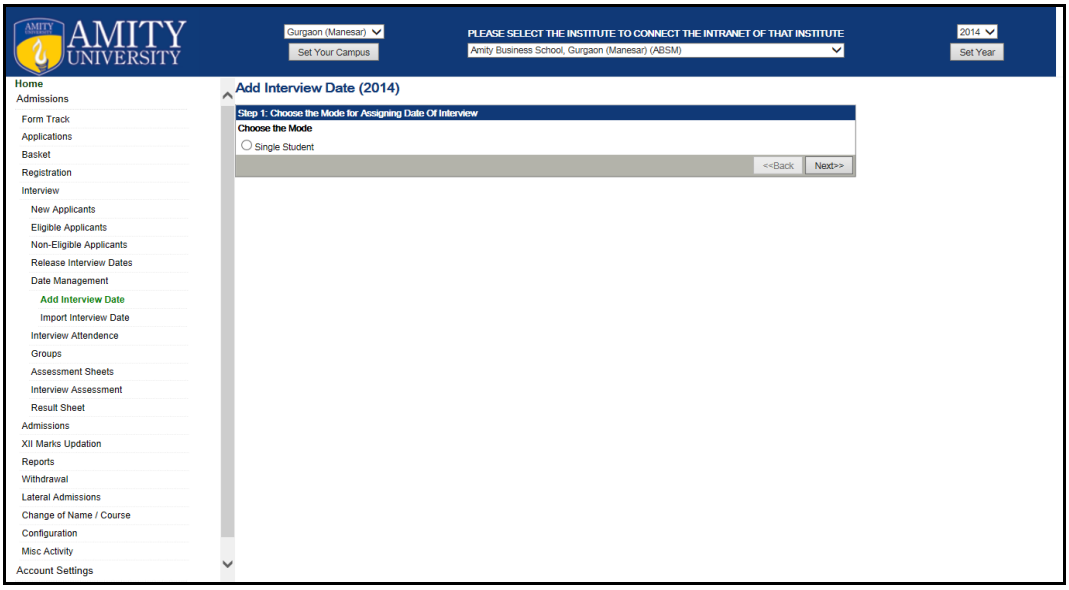
The details of the interview then flashes on the student's micro site. The student then selects the test date and submits.




### 2.5.5 Date Management:

### 2.5.5.1 Add interview date:

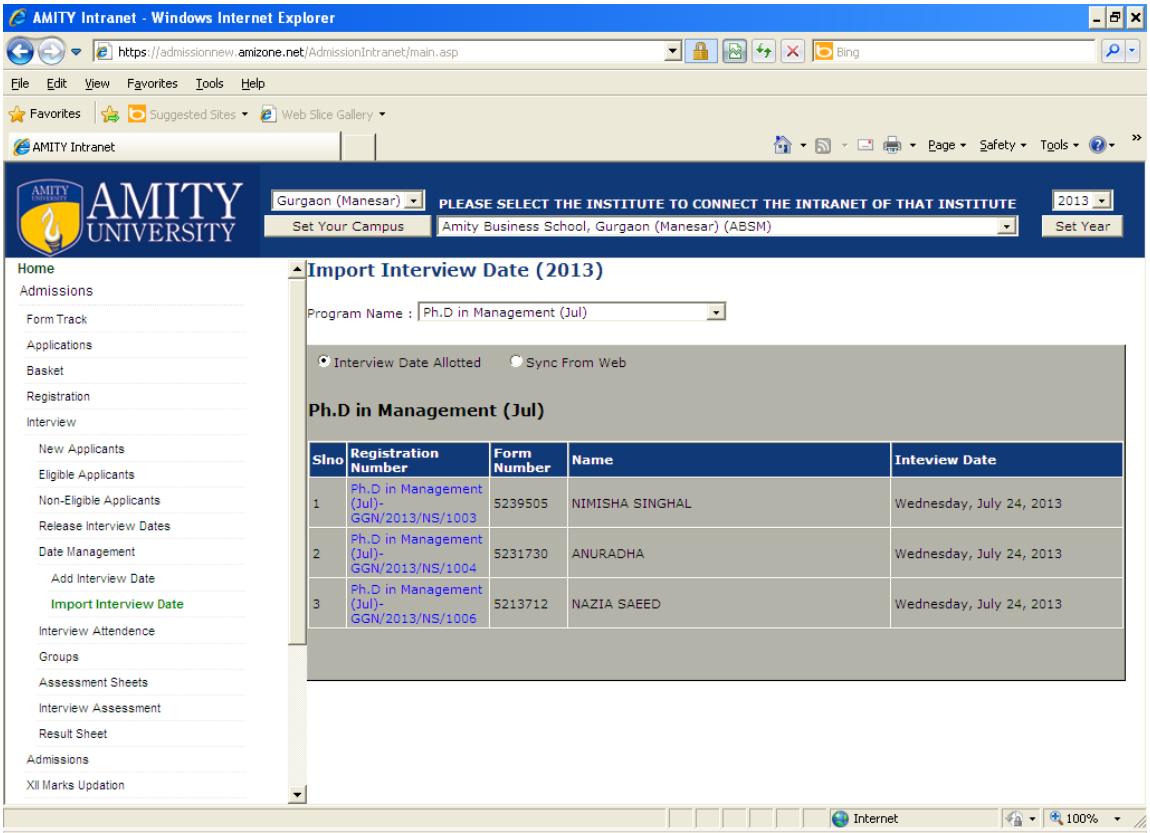
This module is used if the student does not select the interview date flashed on his micro site but appears for the interview. The user manually selects the interview date for the student to proceed further.




### 2.5.5.2 Import Interview date:

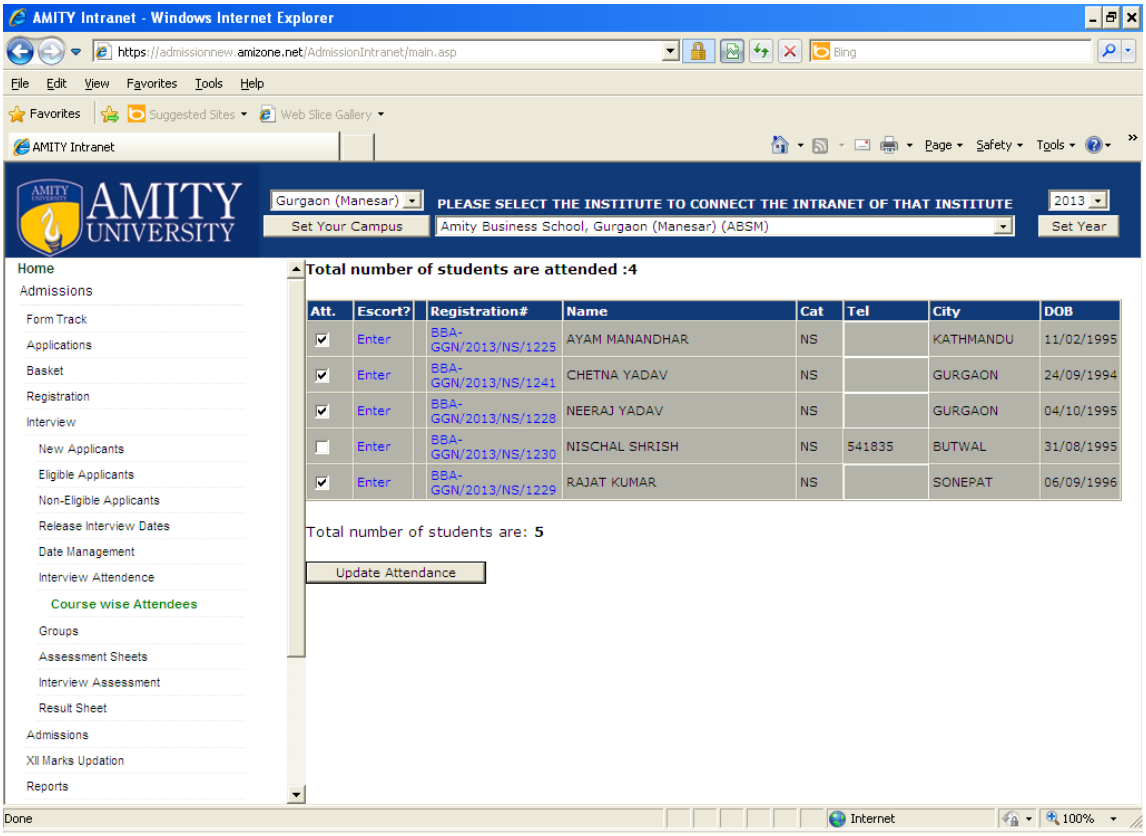
This module contains list of all the applicants who are eligible to sit for the entrance test and also list of applicants who have chosen/submitted the interview date.

The procedure is to select the list and sync with the web that gives an idea on the number of students appearing for the entrance test.



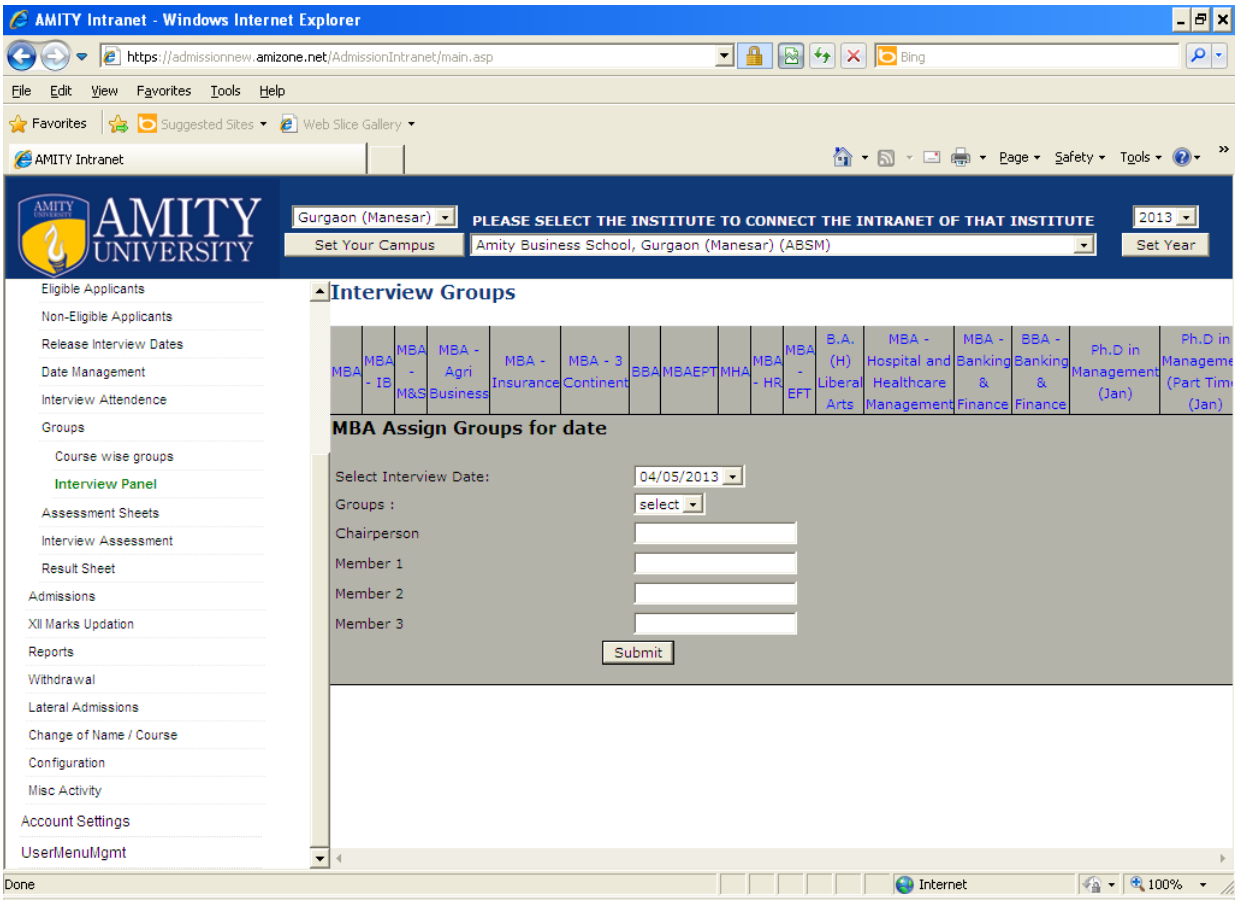

## 2.5.6 Interview Attendance:

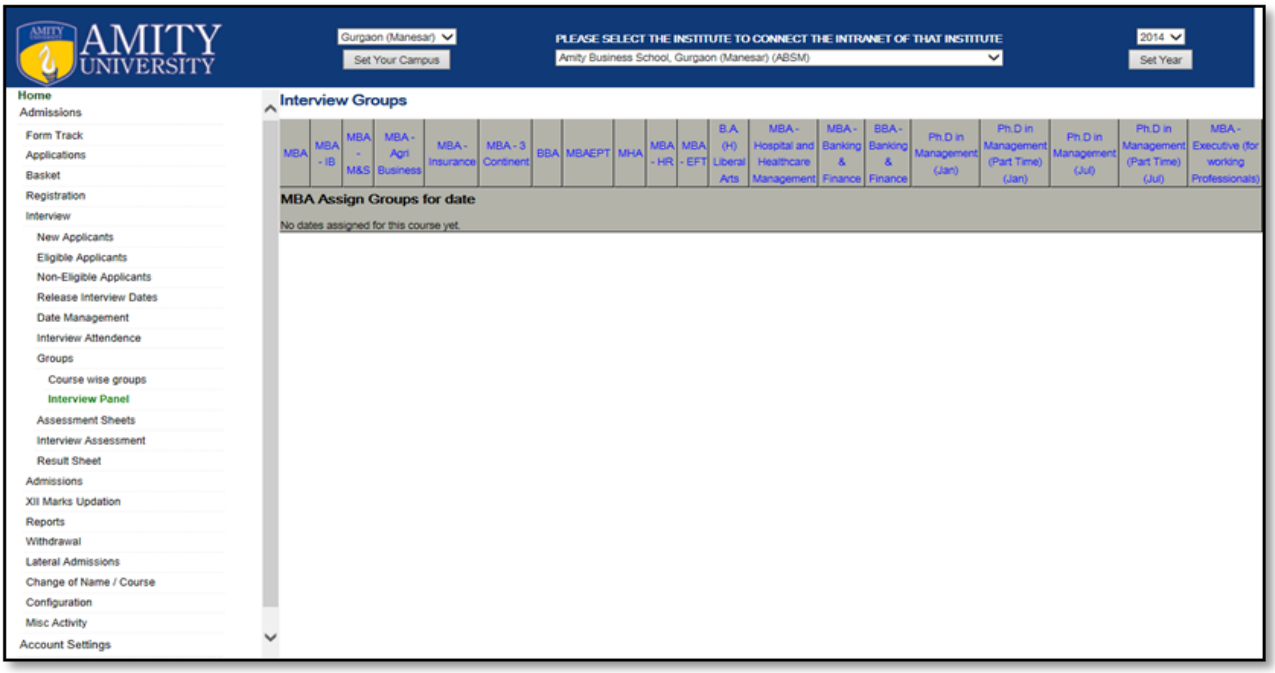
This module, as the name suggests, is used to mark program wise and interview date wise, attendance of all the students. The procedure is to select the interview date and name of the program. A check box is provided against each applicant for whom the attendance needs to be marked.



### 2.5.7 Groups:

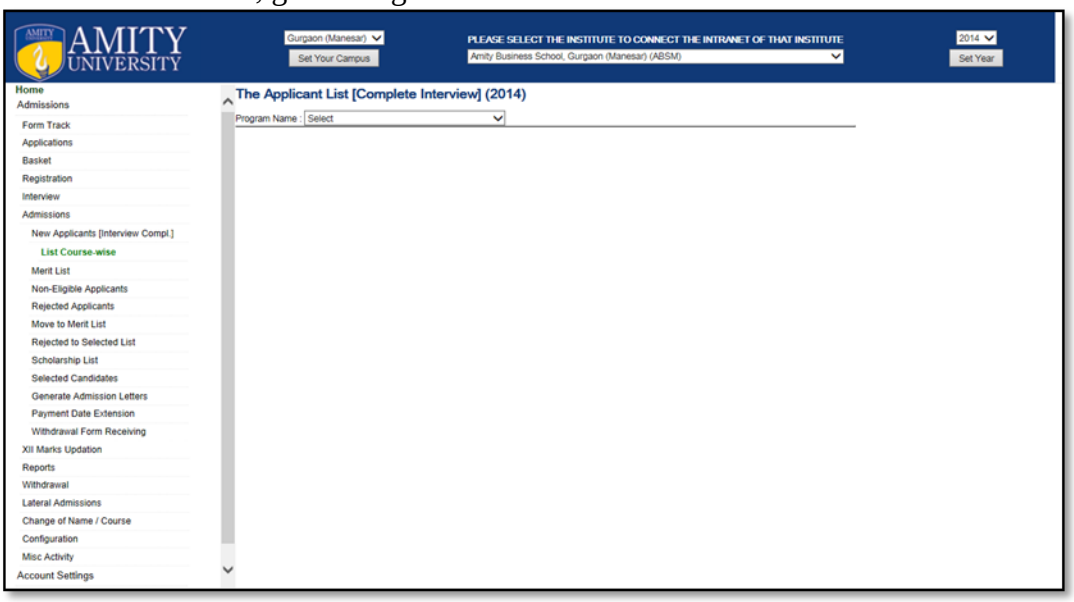
This sub module is divided into two sub modules: Course wise groups and interview panel.
The programs of almost similar eligibility are grouped together and the interview panel is created. The user is required to select the interview date, the number of groups depending of the number of students appearing for the interview, Chairperson and Members in the interview group. The right to this sub module lies with the Head, Admissions



## 2.6 Admissions:

The Admission module is used after the interview assessment is done. This module is used to upload the result of selected students, generating offer letters etc.



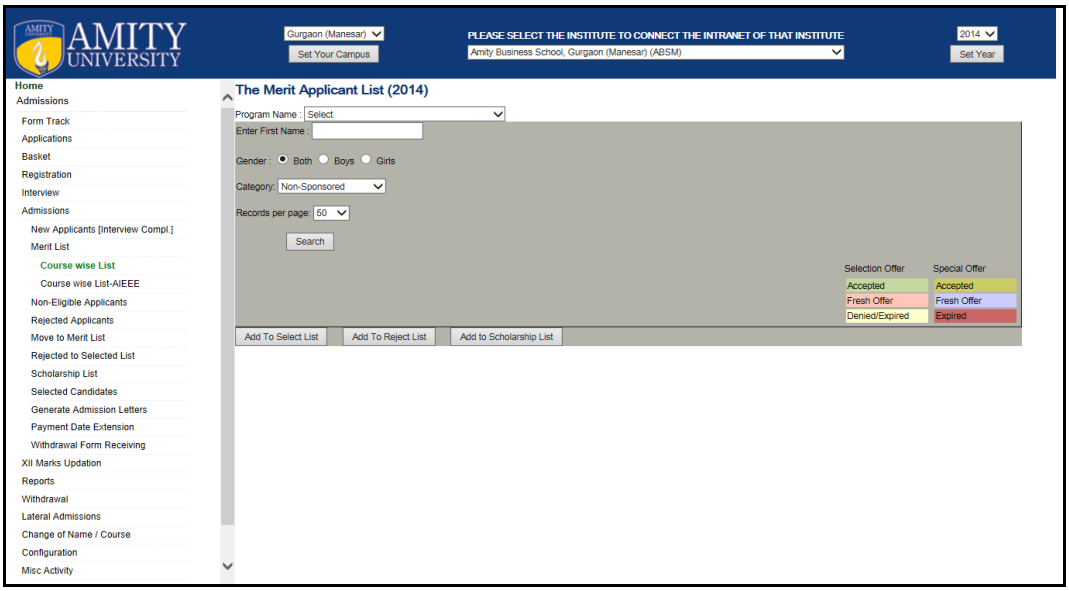

### 2.6.1 New Applicants (Interview Complete): List course wise:

This module contains the list of all the applicants eligible for interview.

### 2.6.2 Merit List:

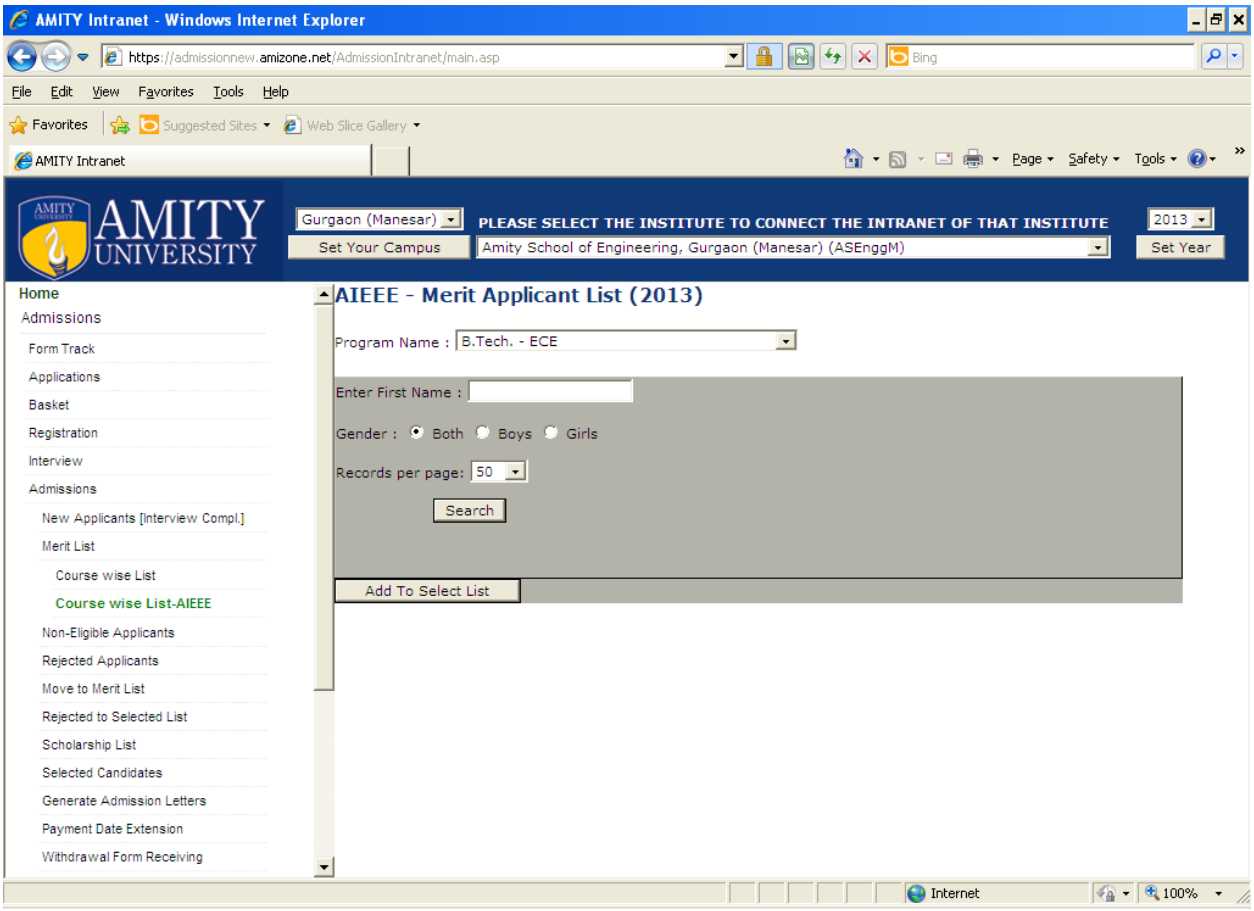
### 2.6.2.1 Course Wise List:

Once the applicant appears for the interview and admission cut off is run, their details are visible in Admissions- Merit list. Based on their performance, they are marked selected or rejected. This module is extremely crucial as whatever the user selects, a message is sent to the applicant's micro site and cannot be reversed.



### 2.6.2.2 Course Wise List AIEEE:

Amity participates in JEE MAINS spot round counseling for the students, interested to take admissions, as per the guidelines laid down by Central Counseling Board. All these students are not required to purchase the admission brochure of Amity. Hence a separate Institute and separate program code is created on Amitranet. Since these students are enrolled directly, hence the forms once registered and admission cut off is run, are moved to Course wise List AIEEE sub module of Admissions.

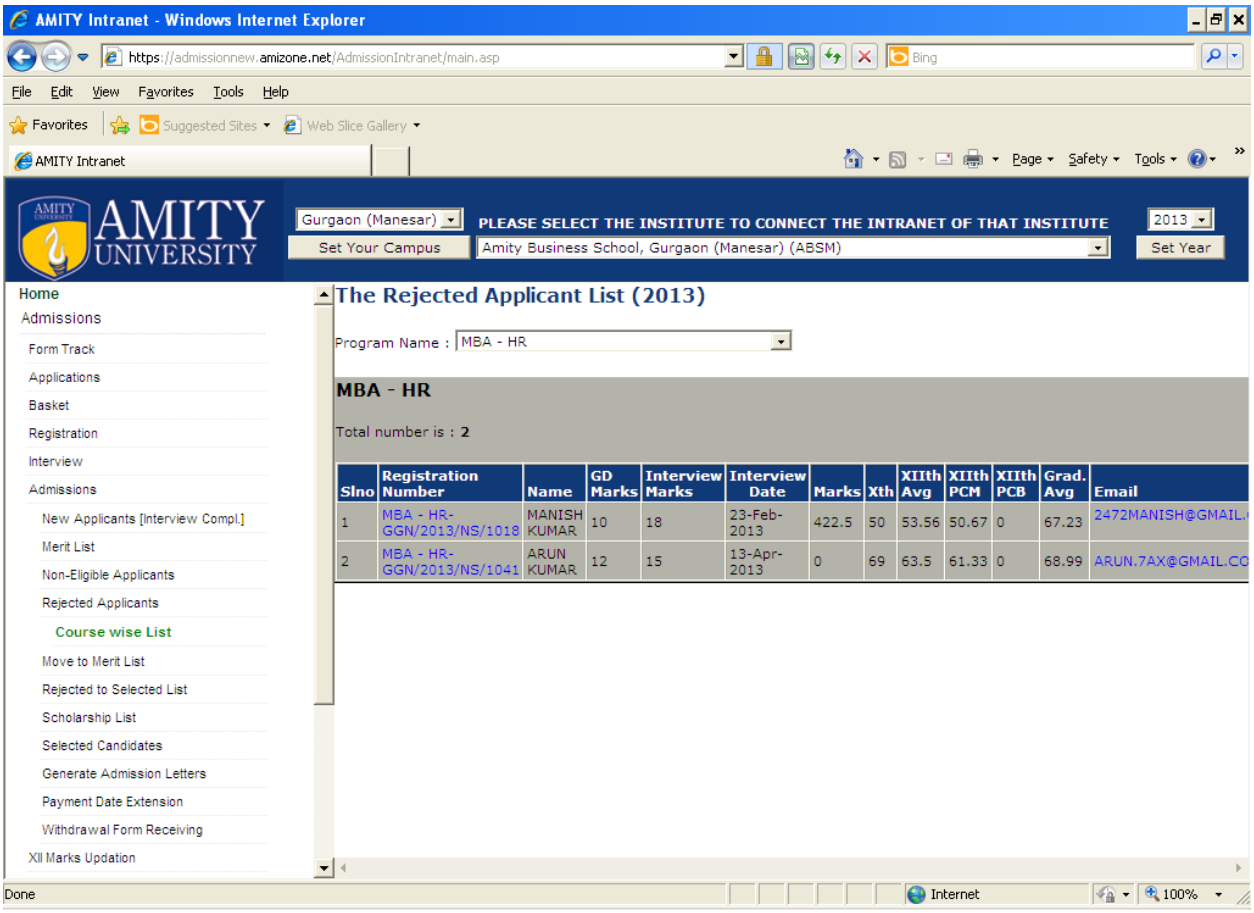



### 2.6.3 Non Eligible Applicants:

This sub module contains list of all the non eligible applicants, who were unable to clear the entrance test. They can be moved to merit list only after approval from Head office or for Head Admissions.

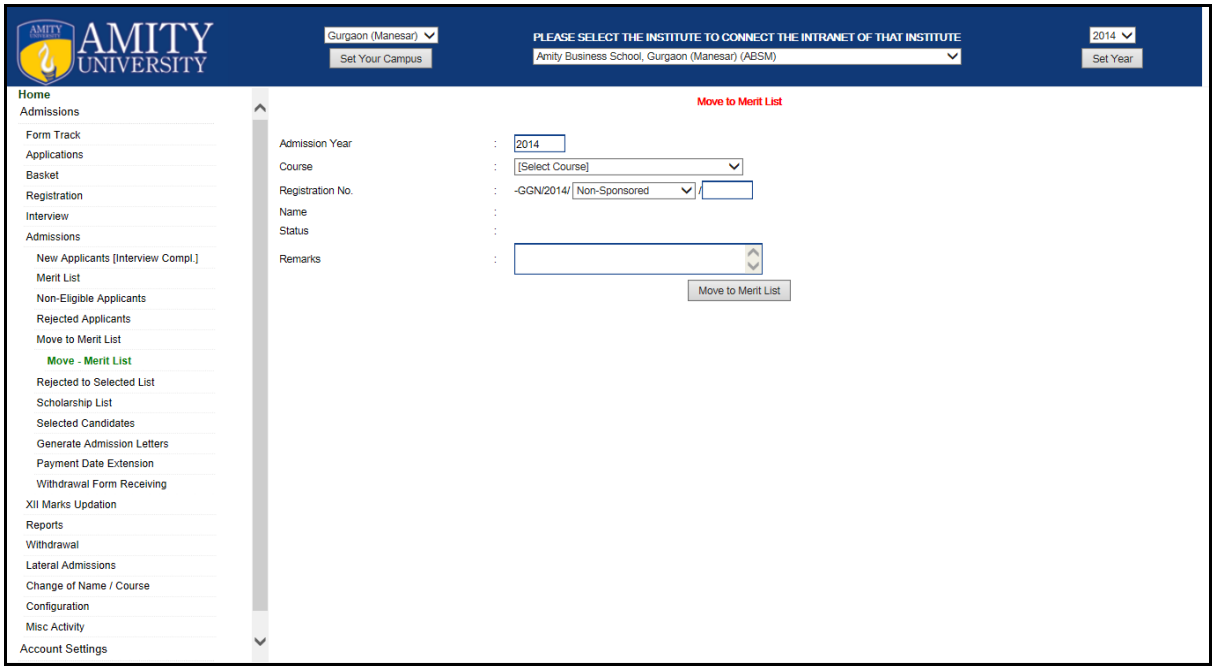
### 2.6.4 Rejected Applicants:

As the name suggests, this module contains list of finally rejected applicants who were unable to secure a seat in the merit list.



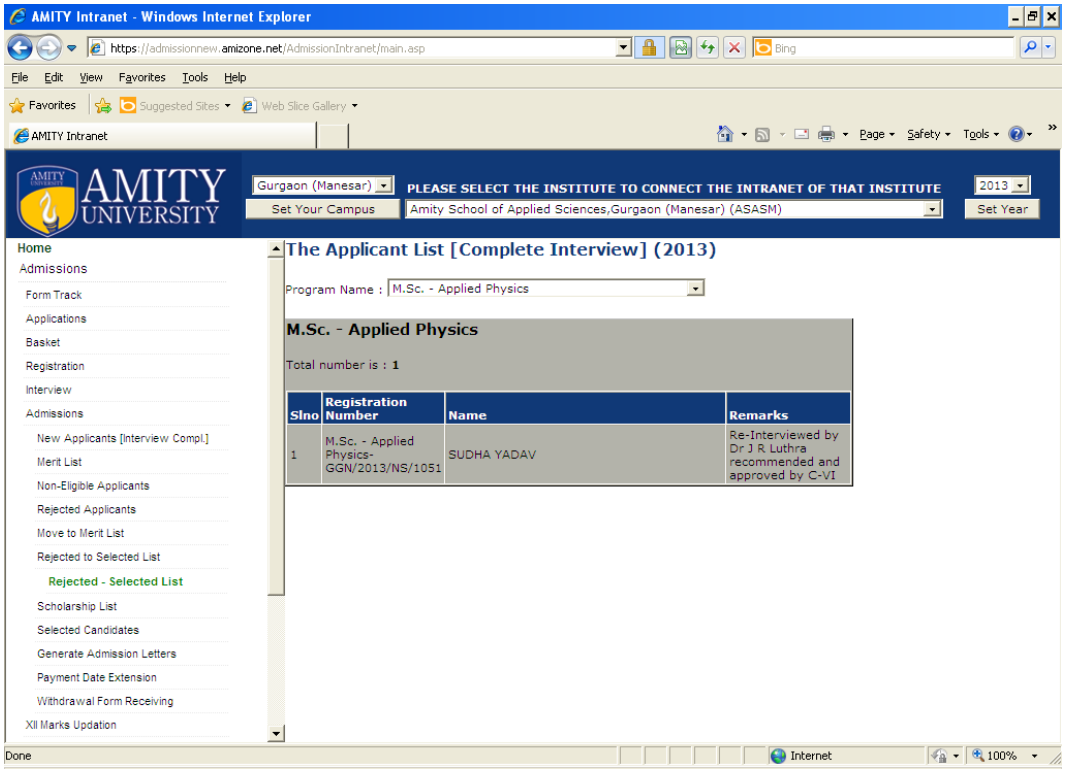

### 2.6.5 Move to Merit List: Move- Merit list:

The right to this module lies with Head Admissions. This module is accessed only in extreme and exceptional cases. The user is required to enter the last four digits of the Registration number along with detailed remarks pertaining to the change of status from rejected to selected. The applicant details directly move to the merit list and then marked selected.



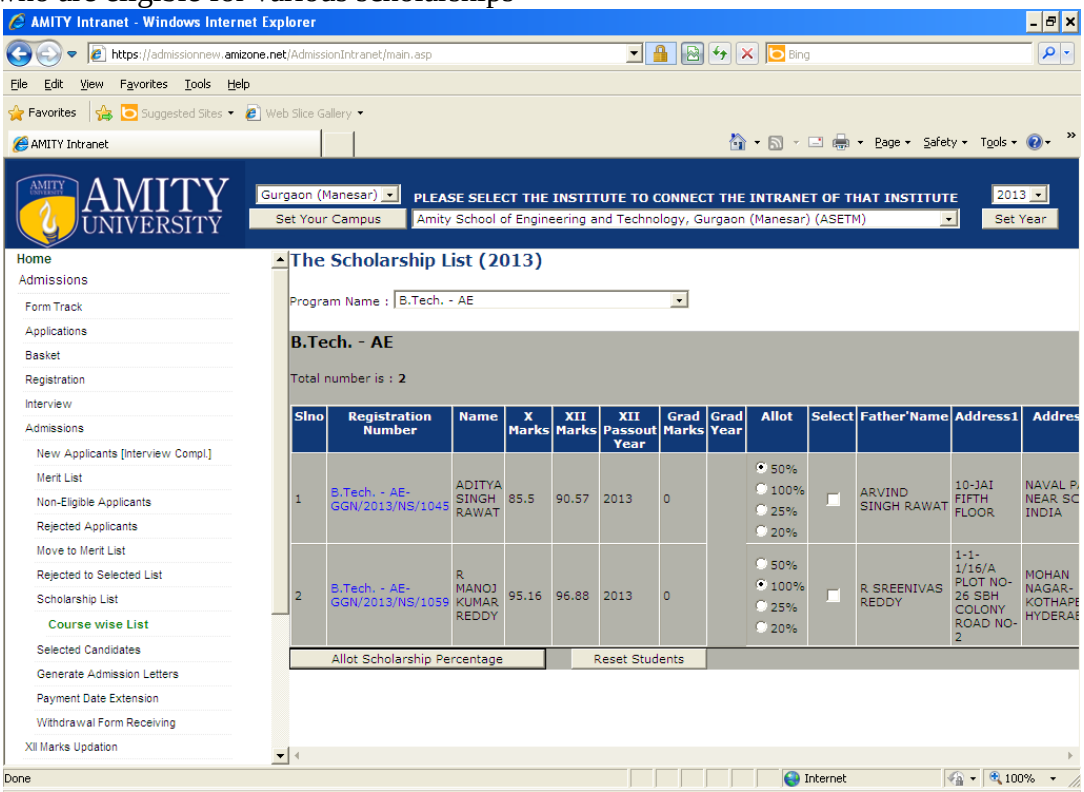
### 2.6.6 Rejected to Selected List: Rejected-Selected List:

This module contains course wise list of applicants who were moved from rejected to selected list.

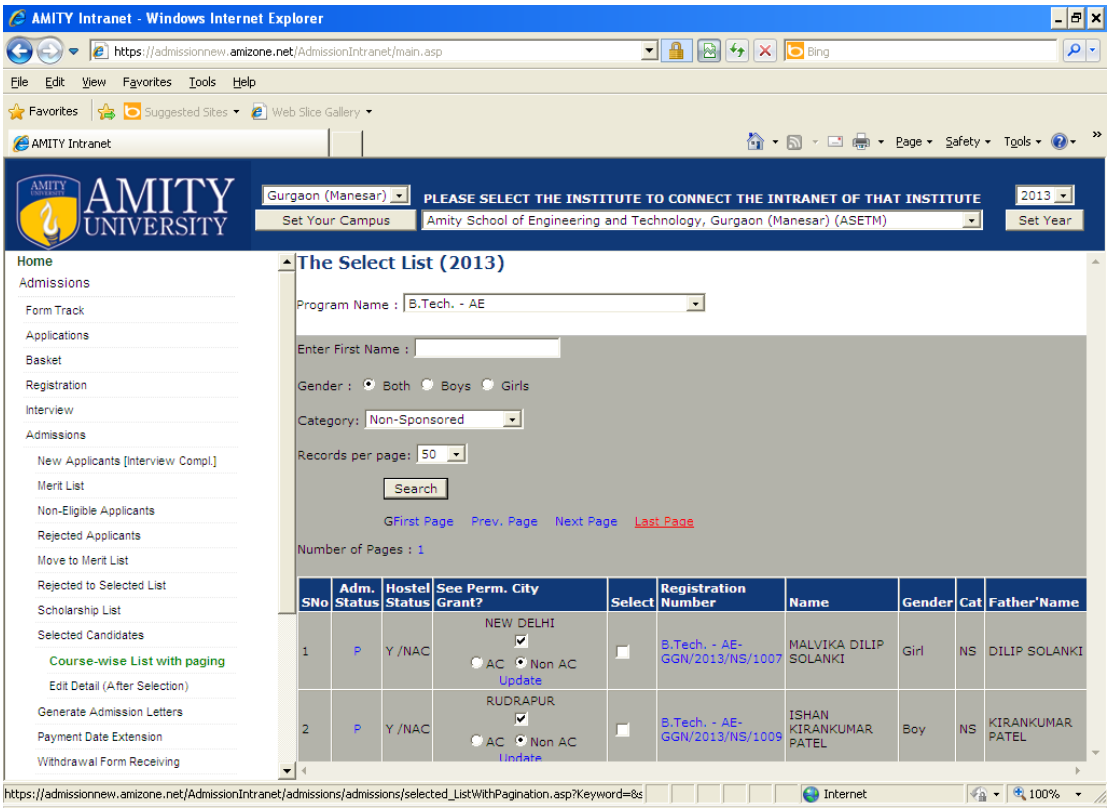



### 2.6.7 Scholarship List:

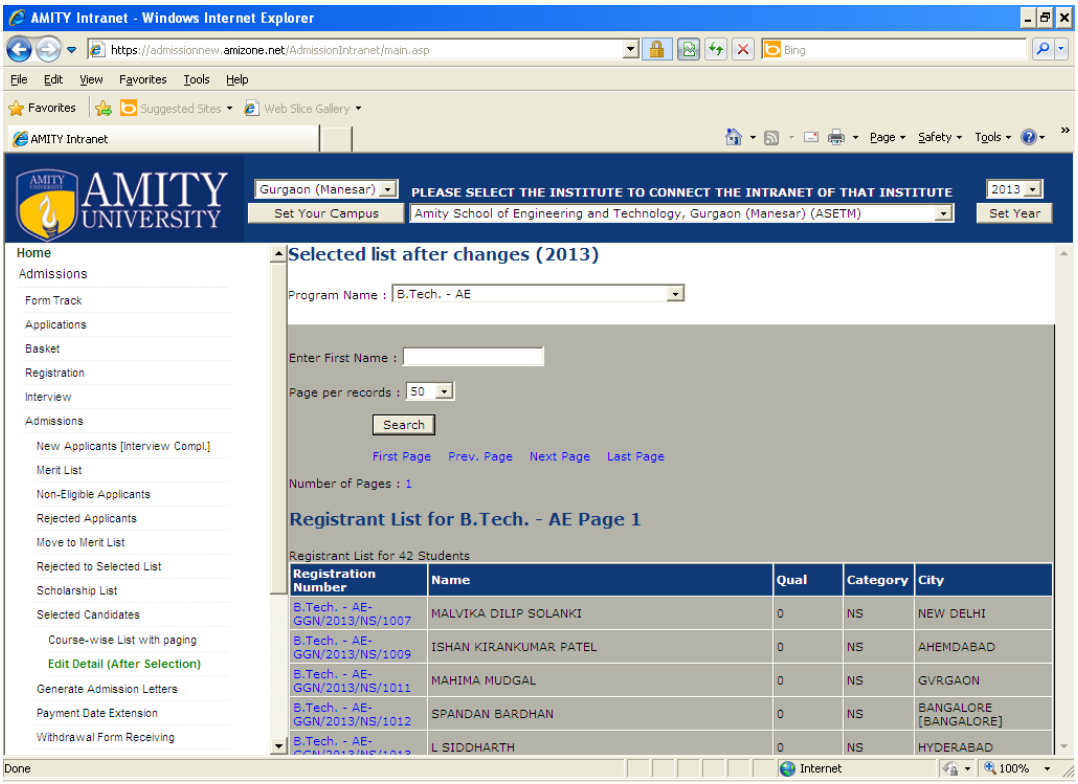
At Amity, we believe in rewarding the hard work and excellence achieved by meritorious students in their academic endeavors. The Amity Scholarships have been initiated to encourage the talents of such students, thereby strengthening the roots of our future generation. This module contains list of all the students who are eligible for various scholarships



**2.6.8 Selected Candidates**:
This module is used once the admission procedure is complete.
**2.6.8.1 Course wise List with paging**: This module contains program wise details of all the students. The changes in hostel and/or scholarship can be done here even after the applicant is selected.




**2.6.8.2 Edit detail (After selection):** Any change in the personal details of the students can be done in this module.

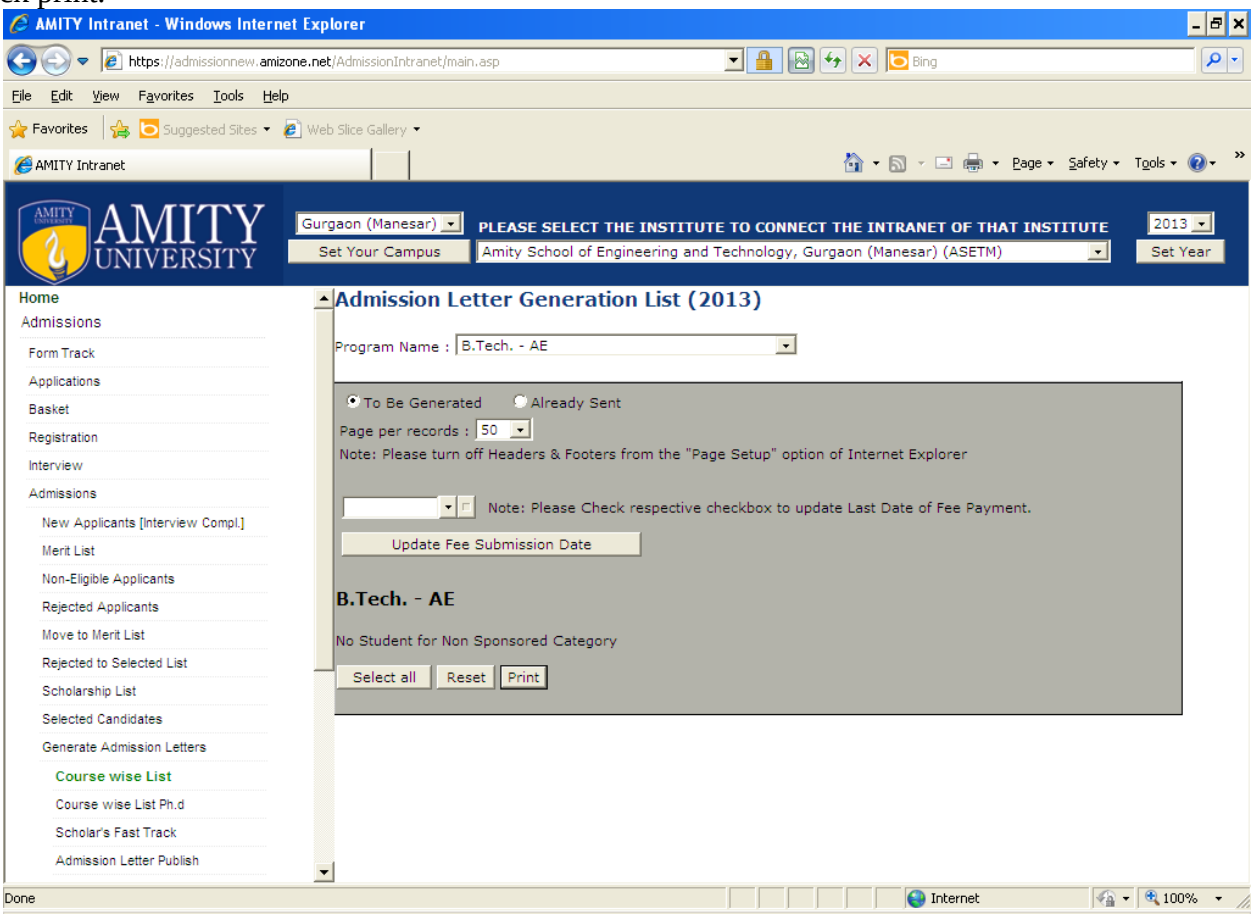


### 2.6.9 Generate Admission Letters:

This module deals with maintaining accuracy in issuing admission offer letters to the selected candidates. The sub modules are Course wise list, Course wise list Ph.D, Scholar's Fast track and Admission Letter Publish.

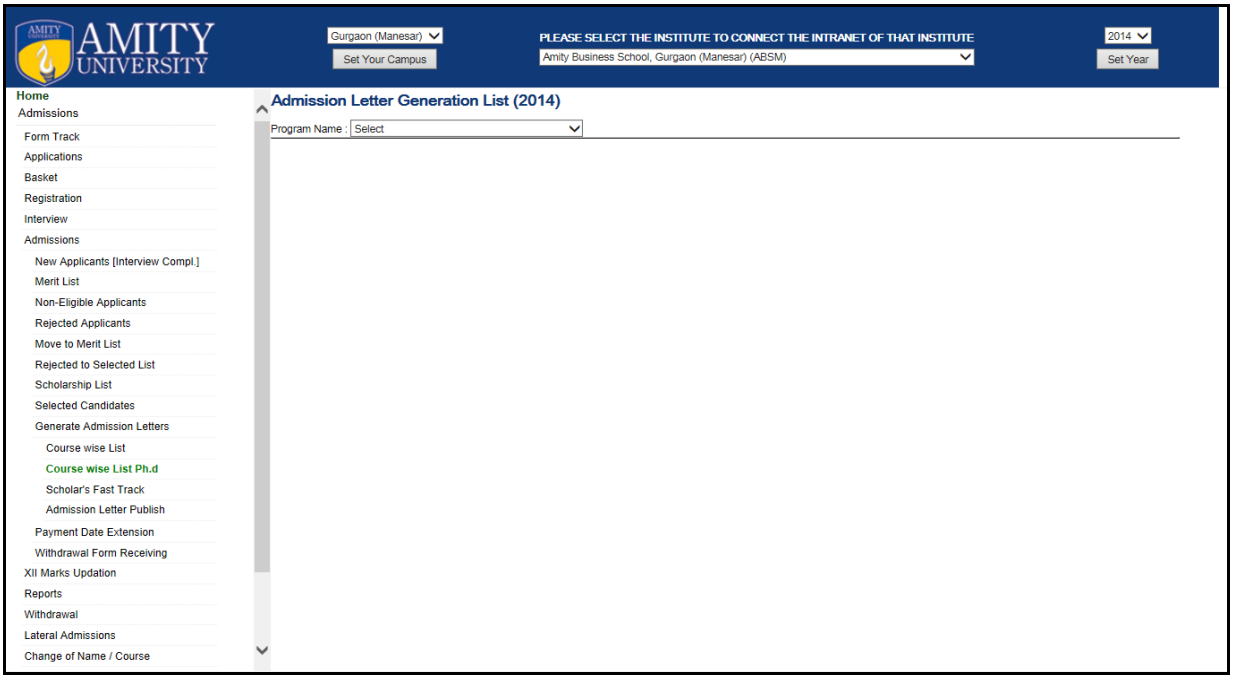
#### 2.6.9.1 Course wise List:

The course wise list contains list of selected students selected course wise. There are 2 tabs "To be Generated" and "Already Sent". To generate a new admission letter, click on To be generated radio button, select the name of the student(s) for whom the letter is to be generated, select the fee submission date and click on "Update Fee Submission Date". Select the same student(s) name and click print.



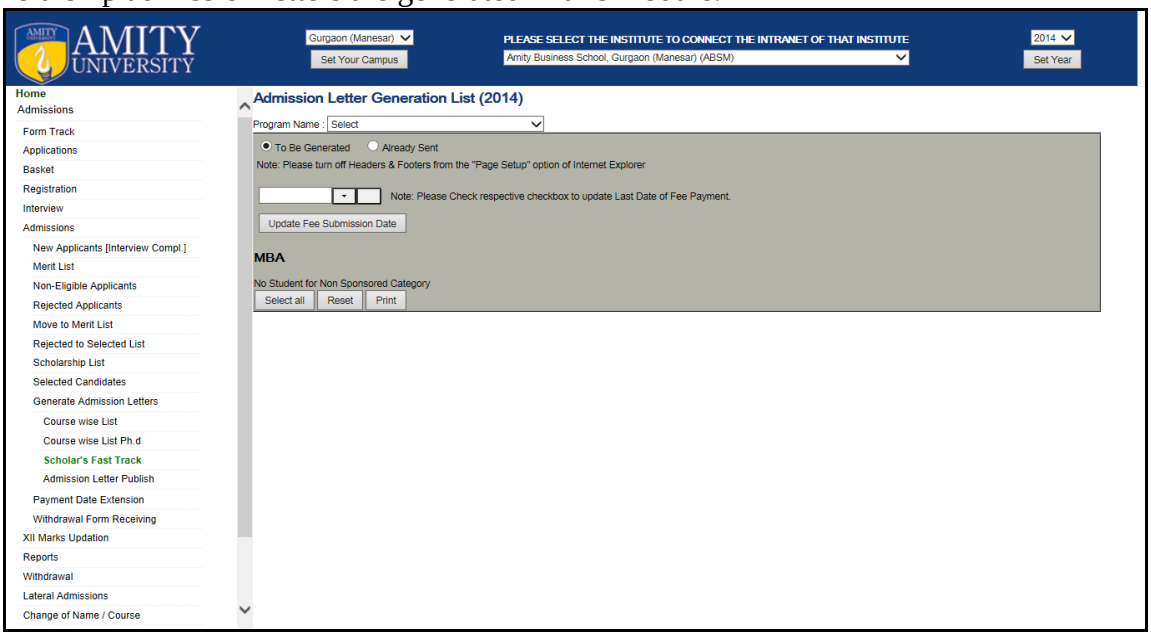

#### 2.6.9.2 Course wise list Ph.D

Again, there is a separate sub module for generating admission offer letters for Ph.D students.
The course wise list contains list of selected students selected course wise. There are 2 tabs "To be Generated" and "Already Sent" . To generate a new admission letter, click on To be generated radio button, select the name of the student(s) for whom the letter is to be generated, select the type of student like Self financed / Amity employee etc, select the fee submission date and click on "Update Fee Submission Date". Select the same student(s) name and click print.



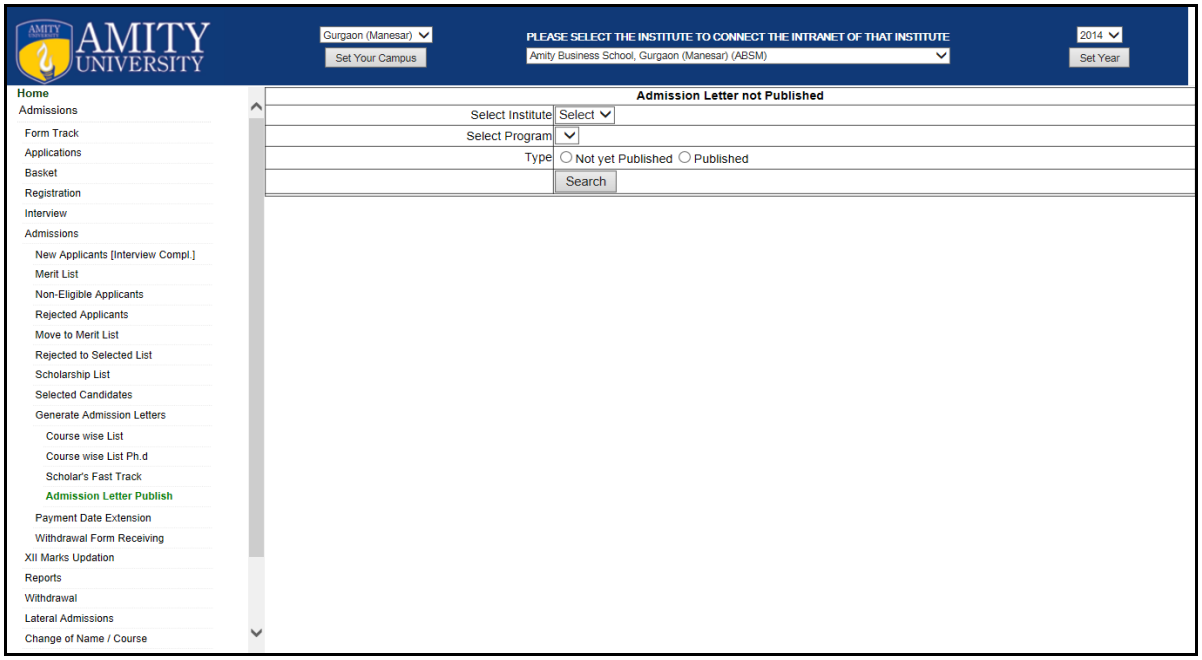

### 2.6.9.3 Scholar's Fast Track:

The scholarship admission letters are generated in this module.




### 2.6.9.4 Admission Letter Publish:

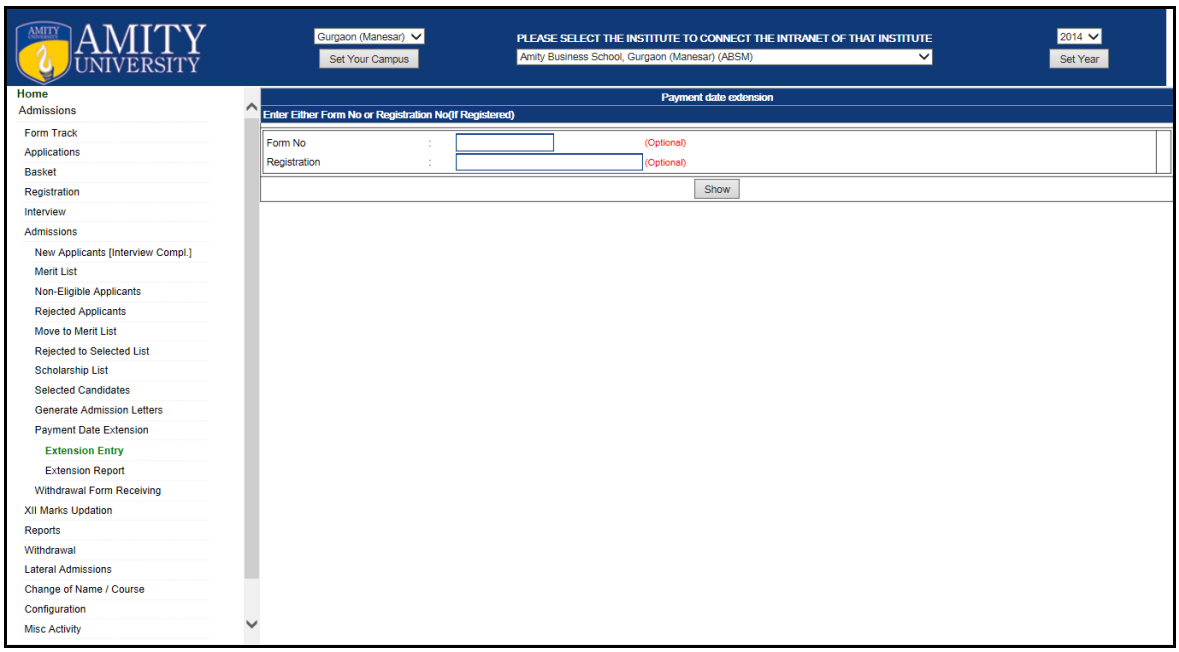
This module is accessed to publish admission letters on student's micro site. The user is required to select the Institute, program and radio button Not Yet Published. Once search is selected, list of students for whom the letter needs to be published, and pops up. Select the students(s) and click Publish. The admission letter is now available on student micro site.




## 2.6.10 Payment Date Extension:

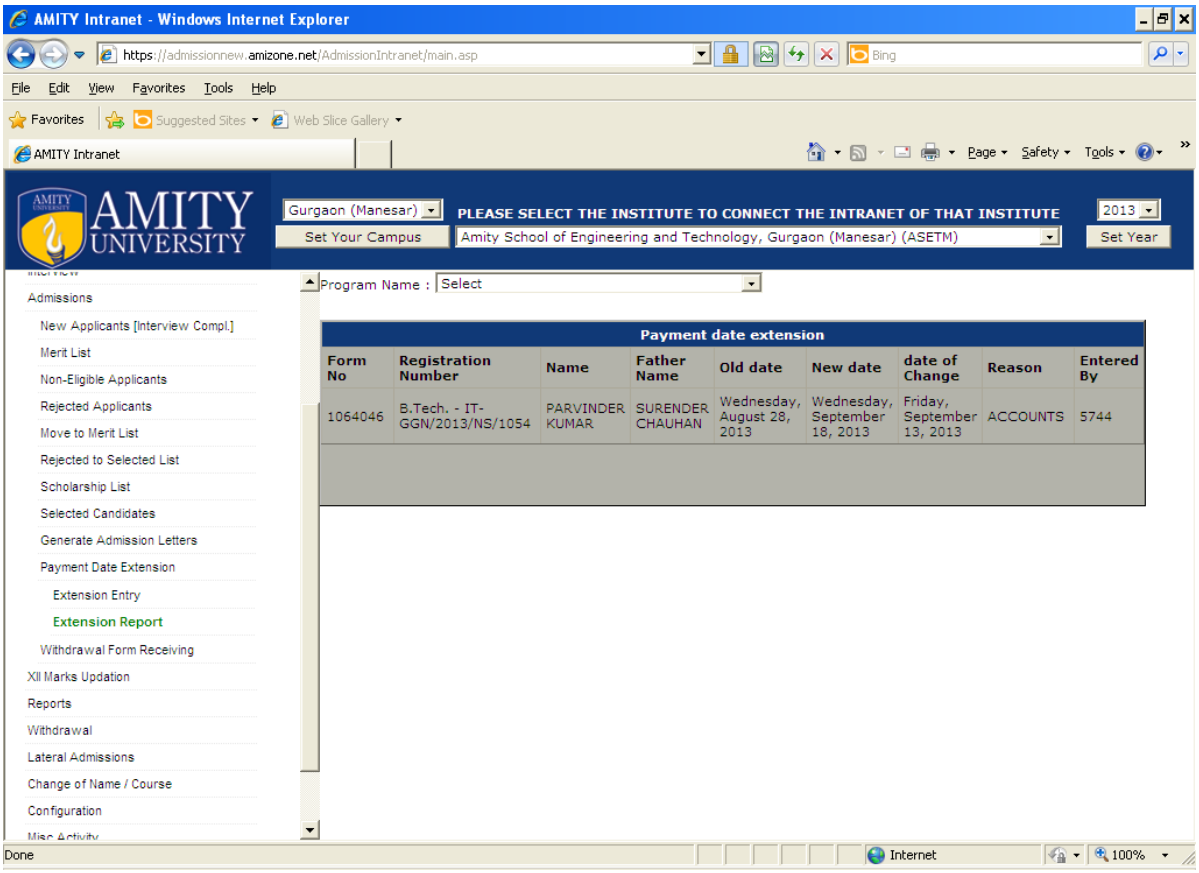
### 2.6.10.1 Extention Entry

This module is accessed to extend the fee payment date entered while generating the admission letter. This module is especially useful for Accounts. The user is required to enter either the form number or the registration number. The extended date is to be selected and remarks are duly noted.



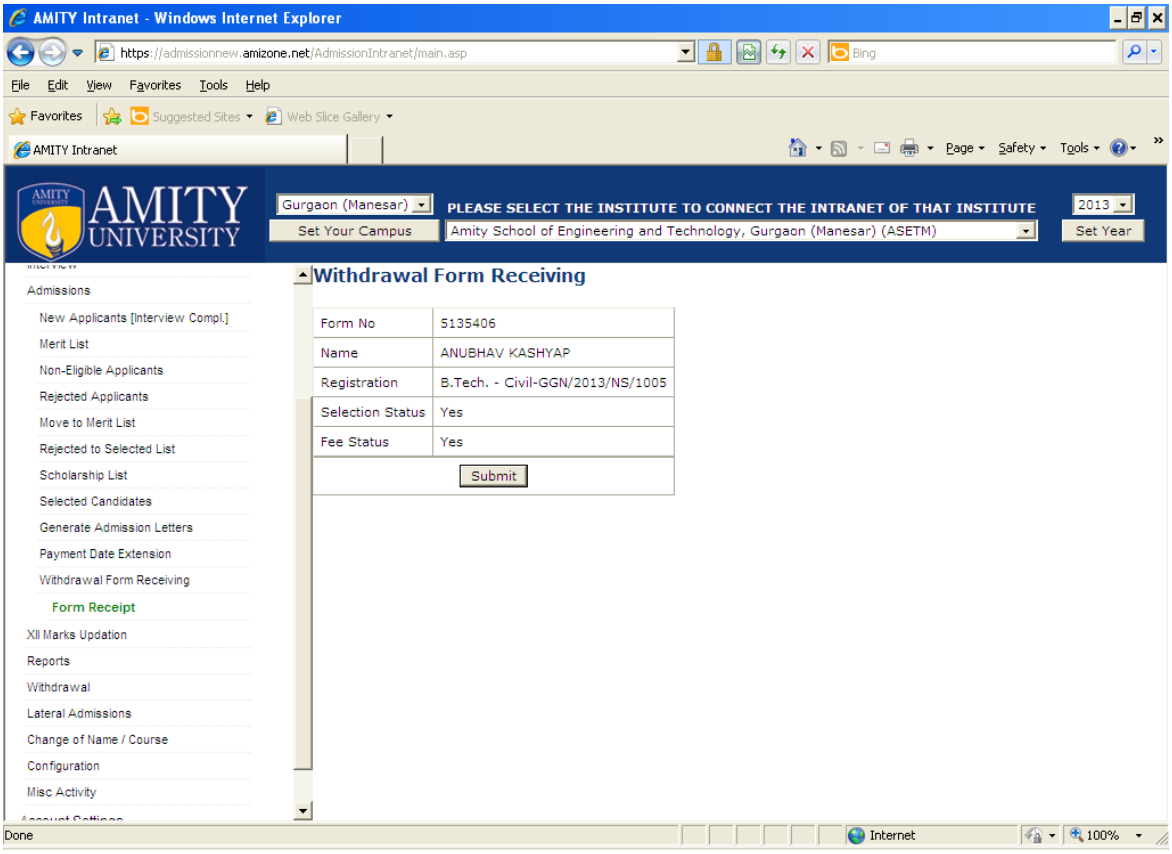

### 2.6.10.2 Extension report:

This module is used to generate a detailed program wise report of the dates extended.




## 2.6.11 Withdrawal Form Receiving:

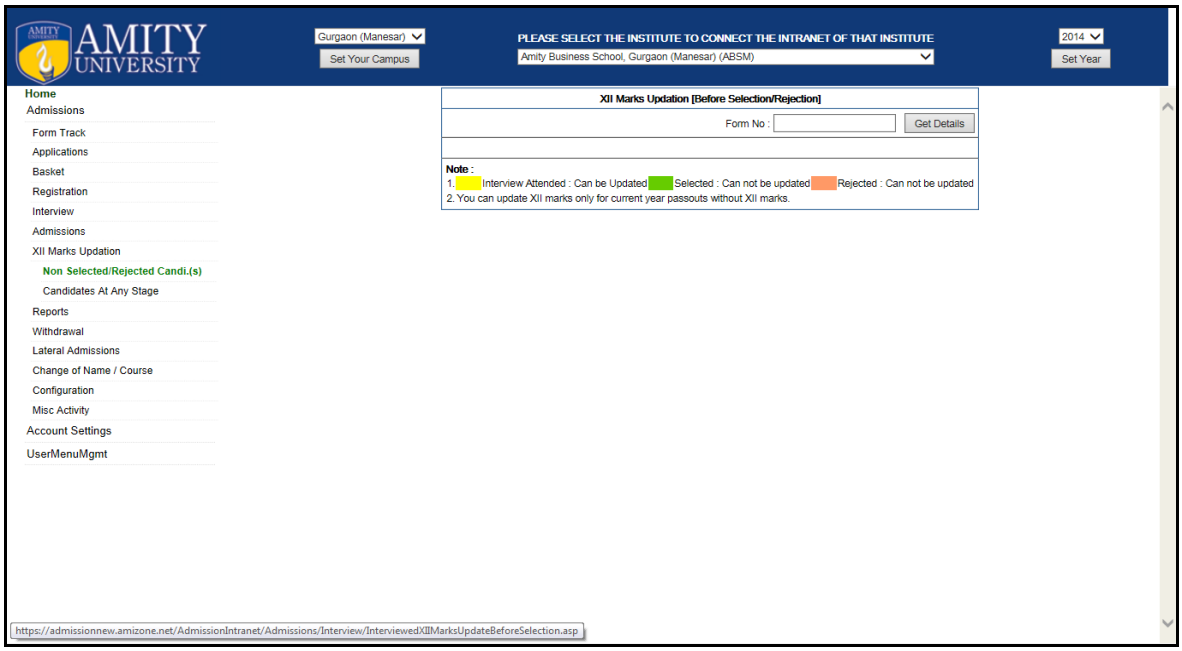
This module is accessed for a detailed status of the students who have withdrawn from a particular program.



## 2.7 XII Marks updation:

The students of Class XII are enrolled/ admitted provisionally until their board examination results are declared. Their marks need to be updated and hence this module is used. The right to this module lies with the Head, Admissions.

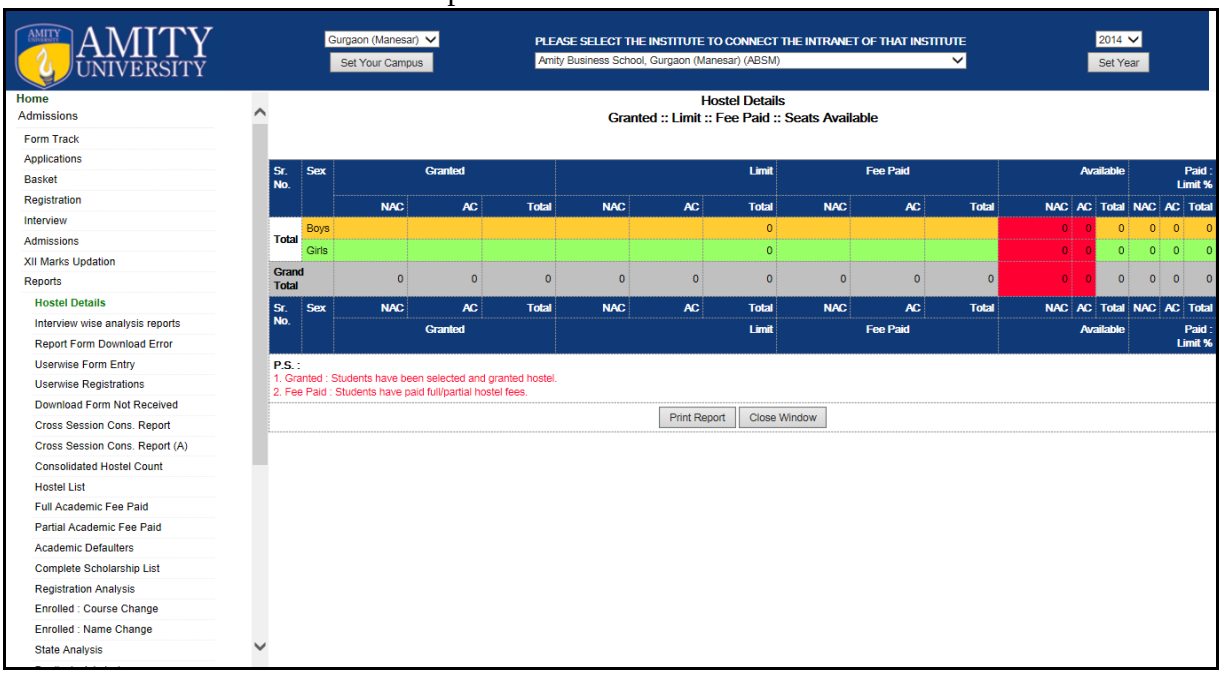
Enter the form number and press Get Details. Once the marks are entered, click submit.




## 2.8 Reports:

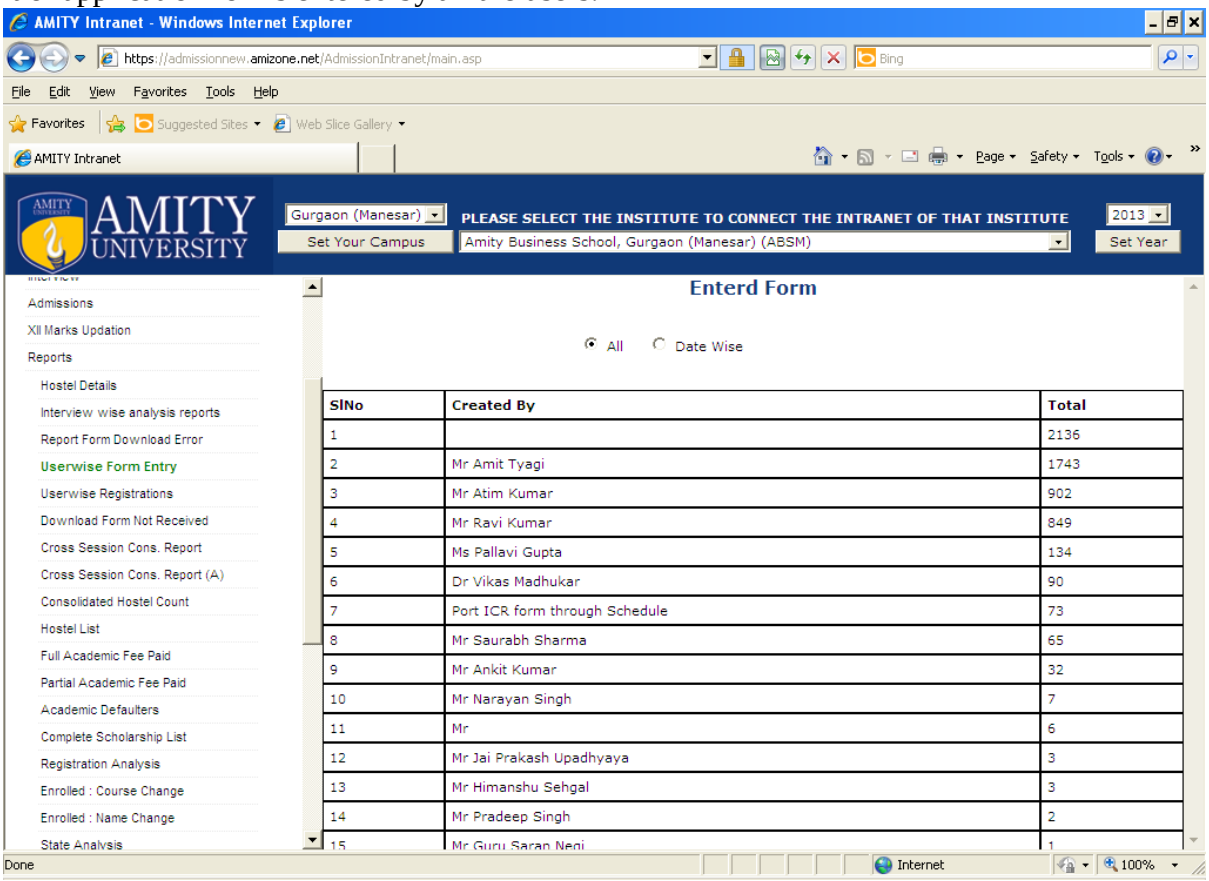
This module is used to generate Institute and program wise reports of all types.

**2.8.1 Hostel details**: This module shows the capacity in the hostel, number of hostel seats granted, number of students who paid fee for the hostel and the number of seats left in the hostel. This report gives separate report for boys and girls. The number of seats granted means the number of students who have been selected and who have paid the fees.



### 2.8.2 User wise form entry:

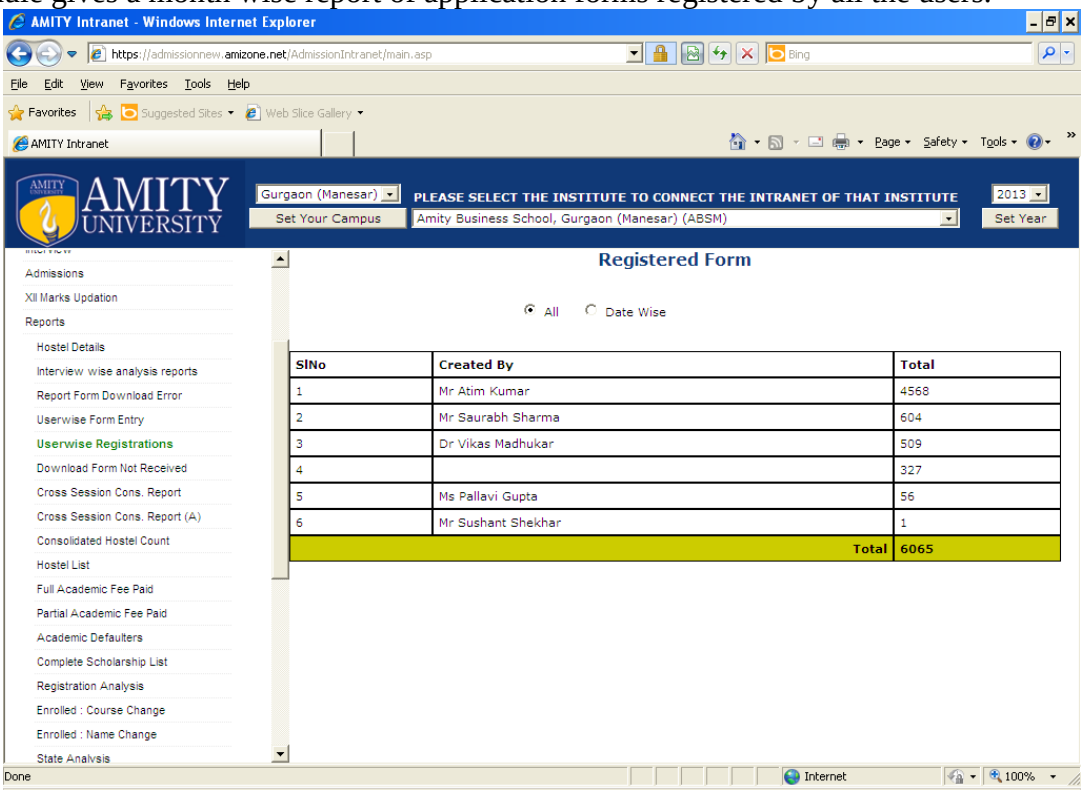
The performance of users can be monitored through this module. This module gives a month wise report of application forms entered by all the users.




| SlNo | Created By | Total |
|---|---|---|
| 1 | | 2136 |
| 2 | Mr Amit Tyagi | 1743 |
| 3 | Mr Atim Kumar | 902 |
| 4 | Mr Ravi Kumar | 849 |
| 5 | Ms Pallavi Gupta | 134 |
| 6 | Dr Vikas Madhukar | 90 |
| 7 | Port ICR form through Schedule | 73 |
| 8 | Mr Saurabh Sharma | 65 |
| 9 | Mr Ankit Kumar | 32 |
| 10 | Mr Narayan Singh | 7 |
| 11 | Mr | 6 |
| 12 | Mr Jai Prakash Upadhyaya | 3 |
| 13 | Mr Himanshu Sehgal | 3 |
| 14 | Mr Pradeep Singh | 2 |
| 15 | Mr Guru Saran Negi | 1 |

### 2.8.3 User wise Registrations:

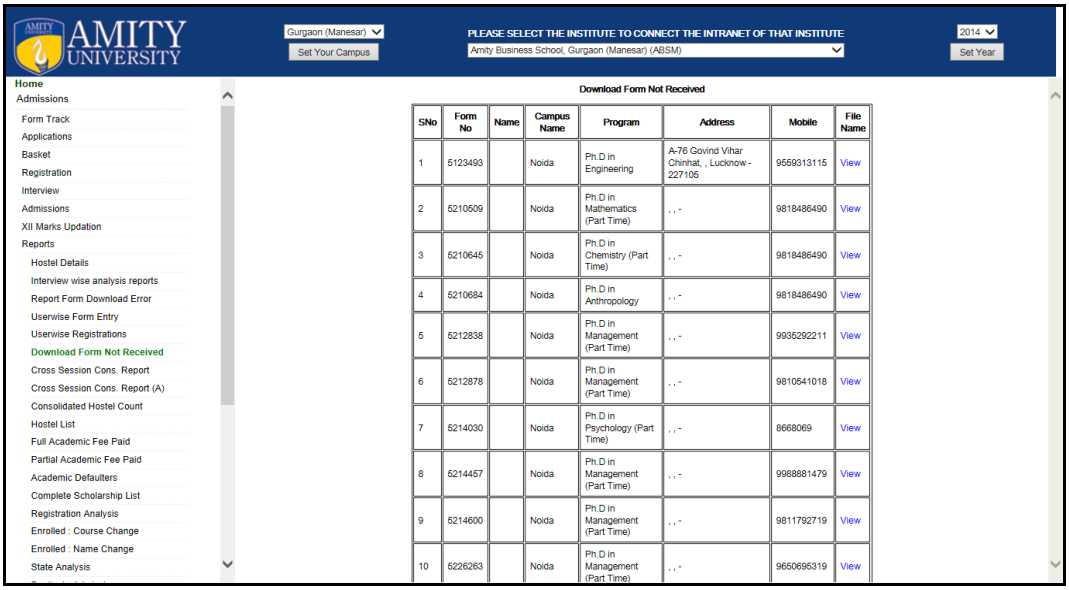
This module gives a month wise report of application forms registered by all the users.




| SlNo | Created By | Total |
|---|---|---|
| 1 | Mr Atim Kumar | 4568 |
| 2 | Mr Saurabh Sharma | 604 |
| 3 | Dr Vikas Madhukar | 509 |
| 4 | | 327 |
| 5 | Ms Pallavi Gupta | 56 |
| 6 | Mr Sushant Shekhar | 1 |
| | Total | 6065 |

### 2.8.4 Download Form not received:

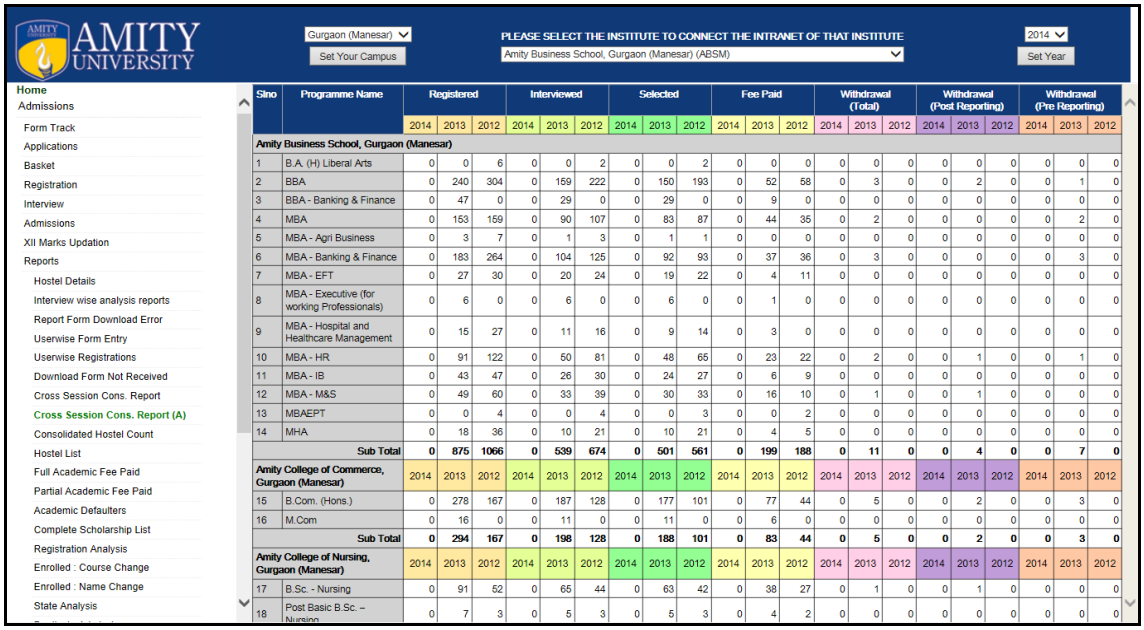
This module gives a comprehensive view of the forms which were downloaded however were not received at our end.




| SNo | Form No | Name | Campus Name | Program | Address | Mobile | File Name |
|---|---|---|---|---|---|---|---|
| 1 | 5123493 | | Noida | Ph.D in Engineering | A-76 Govind Vihar Chinhat, , Lucknow - 227105 | 9559313115 | View |
| 2 | 5210509 | | Noida | Ph.D in Mathematics (Part Time) | , , - | 9818486490 | View |
| 3 | 5210645 | | Noida | Ph.D in Chemistry (Part Time) | , , - | 9818486490 | View |
| 4 | 5210684 | | Noida | Ph.D in Anthropology | , , - | 9818486490 | View |
| 5 | 5212838 | | Noida | Ph.D in Management (Part Time) | , , - | 9935292211 | View |
| 6 | 5212878 | | Noida | Ph.D in Management (Part Time) | , , - | 9810541018 | View |
| 7 | 5214030 | | Noida | Ph.D in Psychology (Part Time) | , , - | 8668069 | View |
| 8 | 5214457 | | Noida | Ph.D in Management (Part Time) | , , - | 9968881479 | View |
| 9 | 5214600 | | Noida | Ph.D in Management (Part Time) | , , - | 9811792719 | View |
| 10 | 5226263 | | Noida | Ph.D in Management (Part Time) | , , - | 9650695319 | View |

### 2.8.5 Cross Section Cons Report (A):

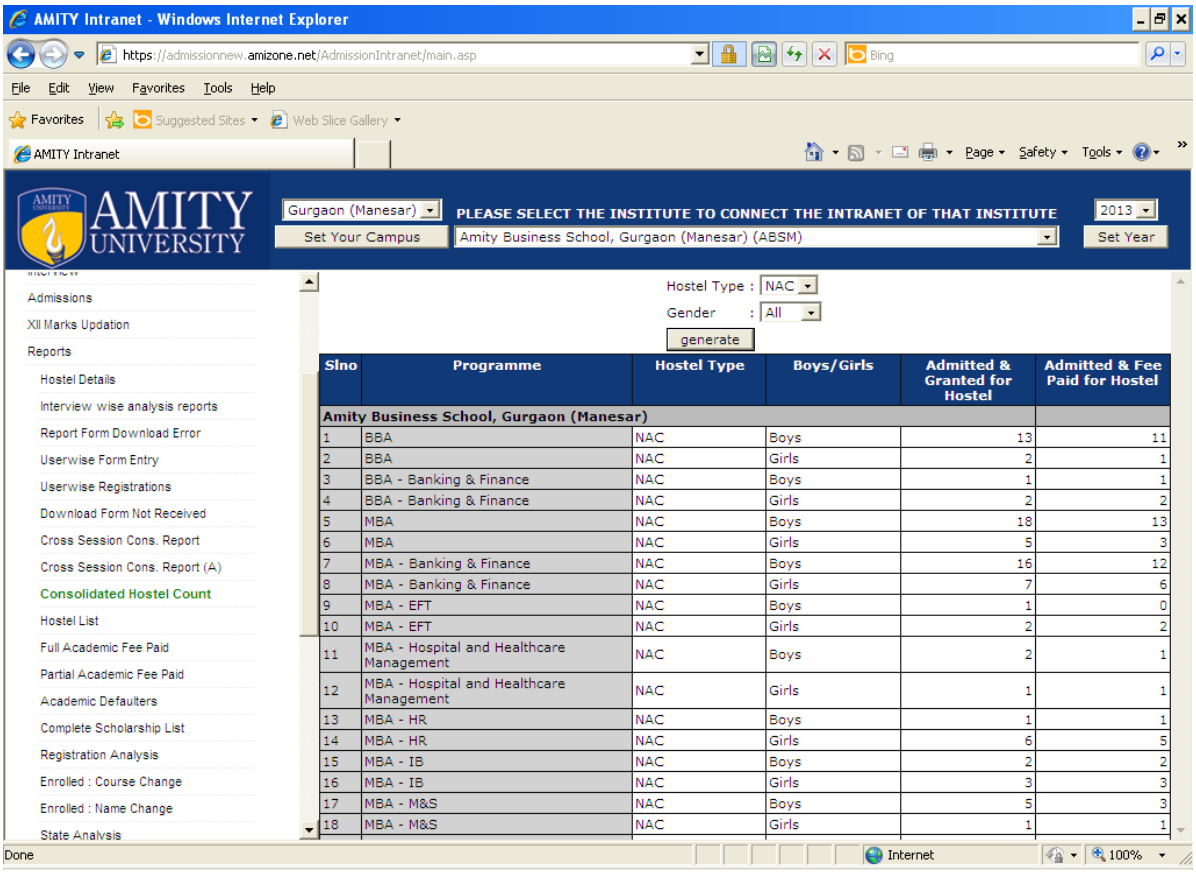
A consolidated report for last 3 years admission can be generated in this module. This report is generated Institute and program wise. It shows number of application forms registered, number of students appeared for the interview , number of students selected, number of students who have paid the fee and number of students who have withdrawn from a program. This helps in a detailed analysis and takes effective measures to increase the number of admissions.




| Sino | Programme Name | Registered | | | Interviewed | | | Selected | | | Fee Paid | | | Withdrawal (Total) | | | Withdrawal (Post Reporting) | | | Withdrawal (Pre Reporting) | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 |
| **Amity Business School, Gurgaon (Manesar)** | | | | | | | | | | | | | | | | | | | | | | |
| 1 | B.A. (H) Liberal Arts | 0 | 0 | 6 | 0 | 0 | 2 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2 | BBA | 0 | 240 | 304 | 0 | 159 | 222 | 0 | 150 | 193 | 0 | 52 | 58 | 0 | 3 | 0 | 0 | 2 | 0 | 0 | 1 | 0 |
| 3 | BBA - Banking & Finance | 0 | 47 | 0 | 0 | 29 | 0 | 0 | 29 | 0 | 0 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | MBA | 0 | 153 | 159 | 0 | 90 | 107 | 0 | 83 | 87 | 0 | 44 | 35 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 0 |
| 5 | MBA - Agri Business | 0 | 3 | 7 | 0 | 1 | 3 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | MBA - Banking & Finance | 0 | 183 | 264 | 0 | 104 | 125 | 0 | 92 | 93 | 0 | 37 | 36 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 3 | 0 |
| 7 | MBA - EFT | 0 | 27 | 30 | 0 | 20 | 24 | 0 | 19 | 22 | 0 | 4 | 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | MBA - Executive (for working Professionals) | 0 | 6 | 0 | 0 | 6 | 0 | 0 | 6 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | MBA - Hospital and Healthcare Management | 0 | 15 | 27 | 0 | 11 | 16 | 0 | 9 | 14 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | MBA - HR | 0 | 91 | 122 | 0 | 50 | 81 | 0 | 48 | 65 | 0 | 23 | 22 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 1 | 0 |
| 11 | MBA - IB | 0 | 43 | 47 | 0 | 26 | 30 | 0 | 24 | 27 | 0 | 6 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 | MBA - M&S | 0 | 49 | 60 | 0 | 33 | 39 | 0 | 30 | 33 | 0 | 16 | 10 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| 13 | MBAEPT | 0 | 0 | 4 | 0 | 0 | 4 | 0 | 0 | 3 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 14 | MHA | 0 | 18 | 36 | 0 | 10 | 21 | 0 | 10 | 21 | 0 | 4 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | **Sub Total** | **0** | **875** | **1066** | **0** | **539** | **674** | **0** | **501** | **561** | **0** | **199** | **188** | **0** | **11** | **0** | **0** | **4** | **0** | **0** | **7** | **0** |
| **Amity College of Commerce, Gurgaon (Manesar)** | | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 |
| 15 | B.Com. (Hons.) | 0 | 278 | 167 | 0 | 187 | 128 | 0 | 177 | 101 | 0 | 77 | 44 | 0 | 5 | 0 | 0 | 2 | 0 | 0 | 3 | 0 |
| 16 | M.Com | 0 | 16 | 0 | 0 | 11 | 0 | 0 | 11 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | **Sub Total** | **0** | **294** | **167** | **0** | **198** | **128** | **0** | **188** | **101** | **0** | **83** | **44** | **0** | **5** | **0** | **0** | **2** | **0** | **0** | **3** | **0** |
| **Amity College of Nursing, Gurgaon (Manesar)** | | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 | 2014 | 2013 | 2012 |
| 17 | B.Sc. - Nursing | 0 | 91 | 52 | 0 | 65 | 44 | 0 | 63 | 42 | 0 | 38 | 27 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| 18 | Post Basic B.Sc. – Nursing | 0 | 7 | 3 | 0 | 5 | 3 | 0 | 5 | 3 | 0 | 4 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

### 2.8.6 Consolidated hostel count:

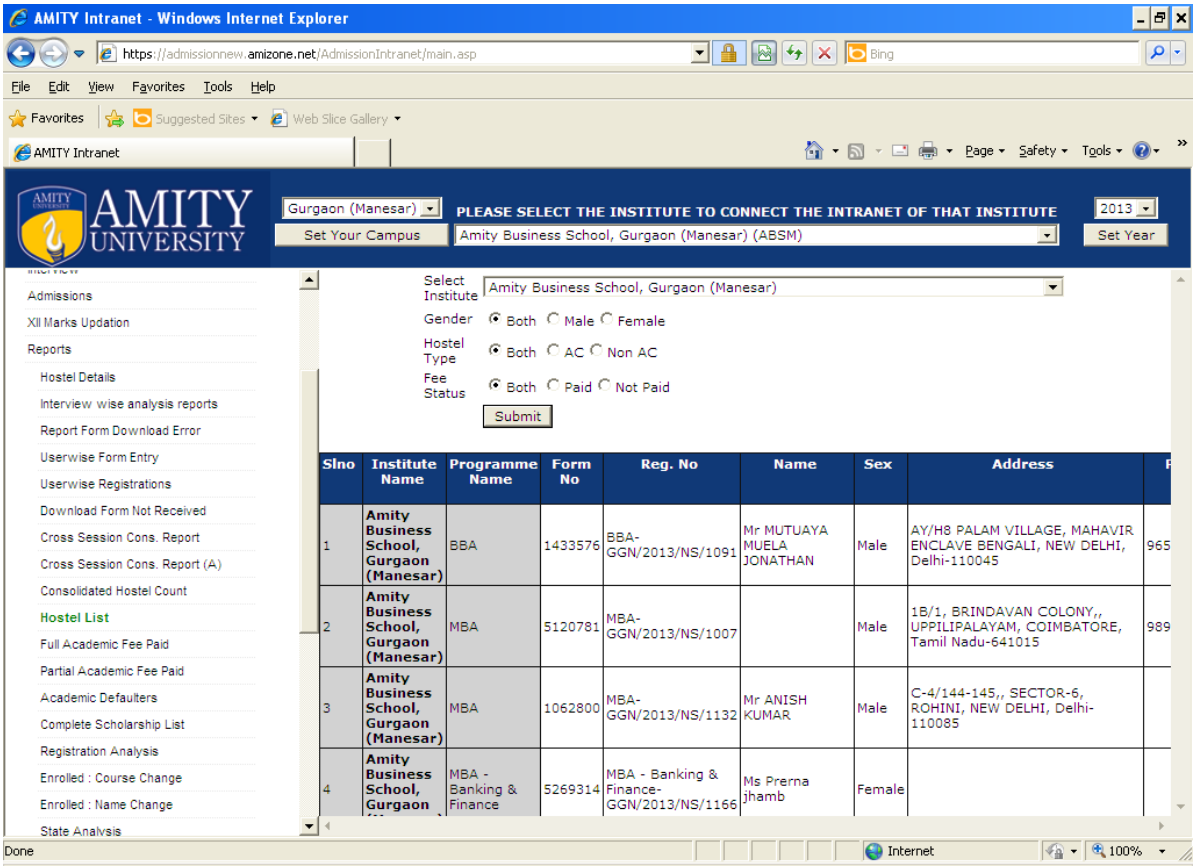
Gender wise details of occupants in the hostel can be generated from this module. This also shows number of students who were granted hostel however they did not pay the fee.




| Slno | Programme | Hostel Type | Boys/Girls | Admitted & Granted for Hostel | Admitted & Fee Paid for Hostel |
|---|---|---|---|---|---|
| Amity Business School, Gurgaon (Manesar) | | | | | |
| 1 | BBA | NAC | Boys | 13 | 11 |
| 2 | BBA | NAC | Girls | 2 | 1 |
| 3 | BBA - Banking & Finance | NAC | Boys | 1 | 1 |
| 4 | BBA - Banking & Finance | NAC | Girls | 2 | 2 |
| 5 | MBA | NAC | Boys | 18 | 13 |
| 6 | MBA | NAC | Girls | 5 | 3 |
| 7 | MBA - Banking & Finance | NAC | Boys | 16 | 12 |
| 8 | MBA - Banking & Finance | NAC | Girls | 7 | 6 |
| 9 | MBA - EFT | NAC | Boys | 1 | 0 |
| 10 | MBA - EFT | NAC | Girls | 2 | 2 |
| 11 | MBA - Hospital and Healthcare Management | NAC | Boys | 2 | 1 |
| 12 | MBA - Hospital and Healthcare Management | NAC | Girls | 1 | 1 |
| 13 | MBA - HR | NAC | Boys | 1 | 1 |
| 14 | MBA - HR | NAC | Girls | 6 | 5 |
| 15 | MBA - IB | NAC | Boys | 2 | 2 |
| 16 | MBA - IB | NAC | Girls | 3 | 3 |
| 17 | MBA - M&S | NAC | Boys | 5 | 3 |
| 18 | MBA - M&S | NAC | Girls | 1 | 1 |

## 2.8.7 Hostel List:

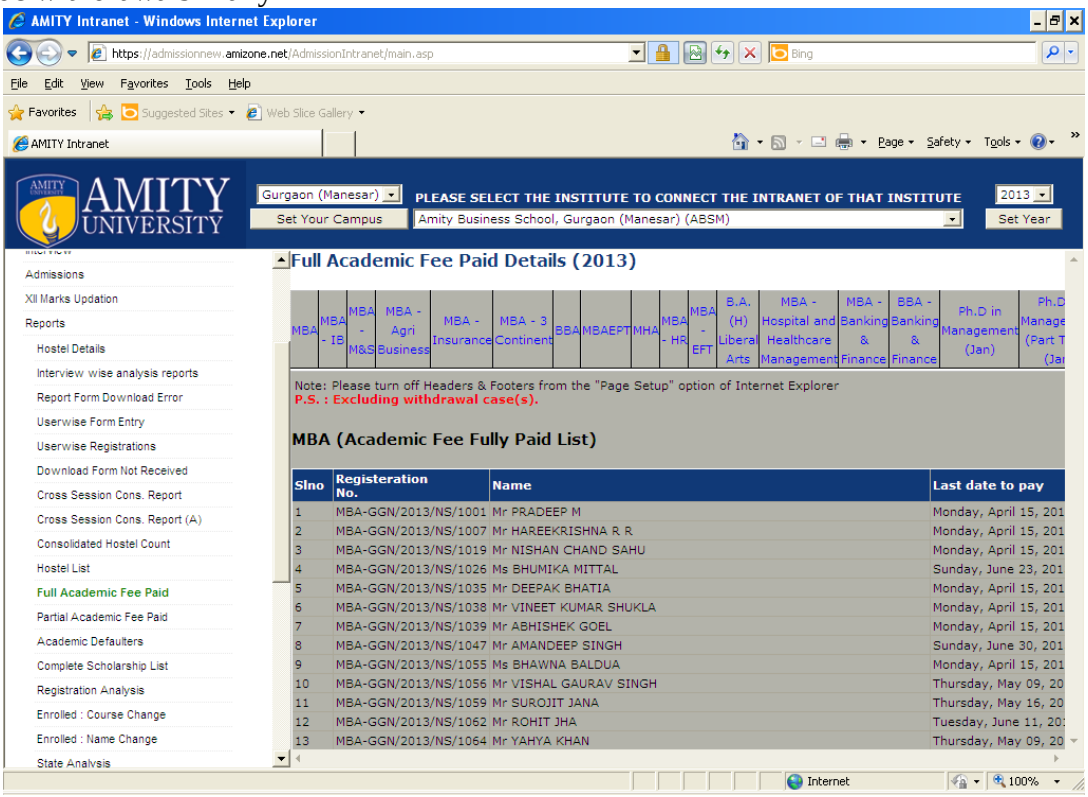
This module helps in finding out program wise details of students residing in the hostel at one glance.




| Slno | Institute Name | Programme Name | Form No | Reg. No | Name | Sex | Address | F |
|---|---|---|---|---|---|---|---|---|
| 1 | Amity Business School, Gurgaon (Manesar) | BBA | 1433576 | BBA-GGN/2013/NS/1091 | Mr MUTUAYA MUELA JONATHAN | Male | AY/H8 PALAM VILLAGE, MAHAVIR ENCLAVE BENGALI, NEW DELHI, Delhi-110045 | 965 |
| 2 | Amity Business School, Gurgaon (Manesar) | MBA | 5120781 | MBA-GGN/2013/NS/1007 | | Male | 1B/1, BRINDAVAN COLONY,, UPPILIPALAYAM, COIMBATORE, Tamil Nadu-641015 | 989 |
| 3 | Amity Business School, Gurgaon (Manesar) | MBA | 1062800 | MBA-GGN/2013/NS/1132 | Mr ANISH KUMAR | Male | C-4/144-145,, SECTOR-6, ROHINI, NEW DELHI, Delhi-110085 | |
| 4 | Amity Business School, Gurgaon | MBA - Banking & Finance | 5269314 | MBA - Banking & Finance-GGN/2013/NS/1166 | Ms Prerna jhamb | Female | | |

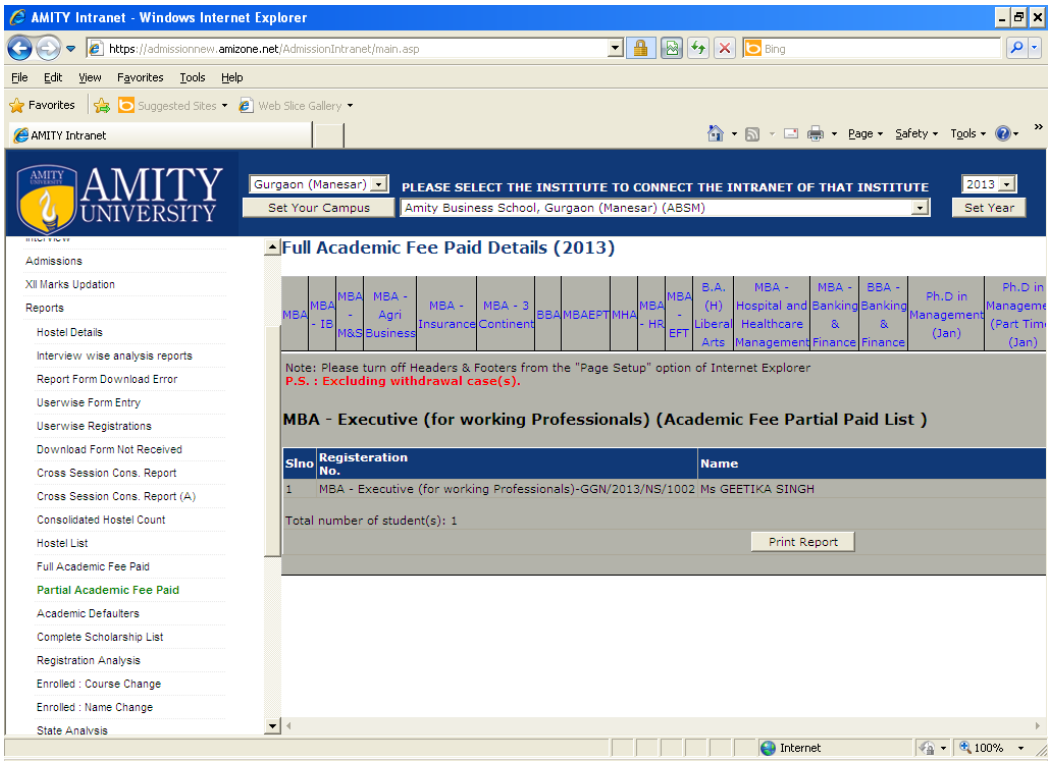
### 2.8.8 Full Academic fee Paid:

This module gives program wise details of the students who have paid full academic fee. This list does not include withdrawals if any



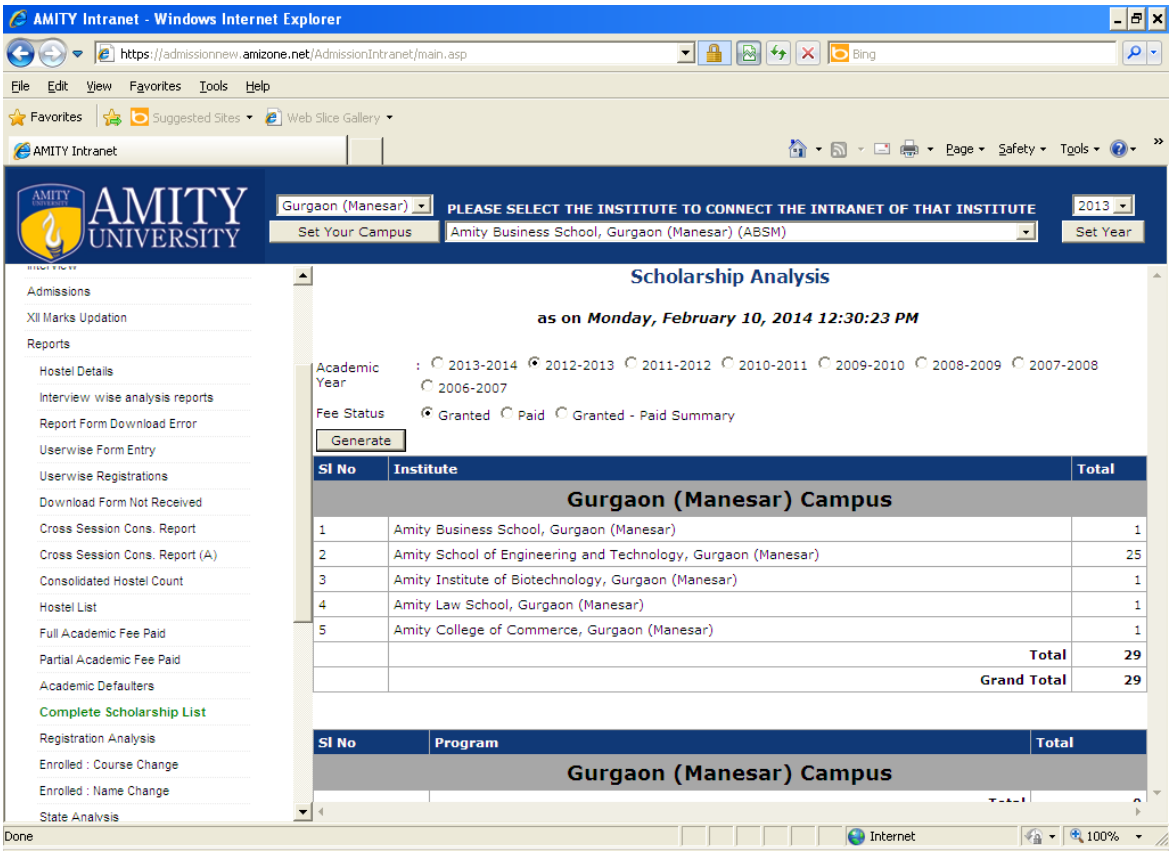

### 2.8.9 Partial Academic fee Paid:

This module gives program wise details of the students who have paid partial academic fee. This list does not include withdrawals if any. We accept partial fee only after approval from Head, Admissions however the details in this module are mostly of those students who applied for a course change and haven't paid their dues.



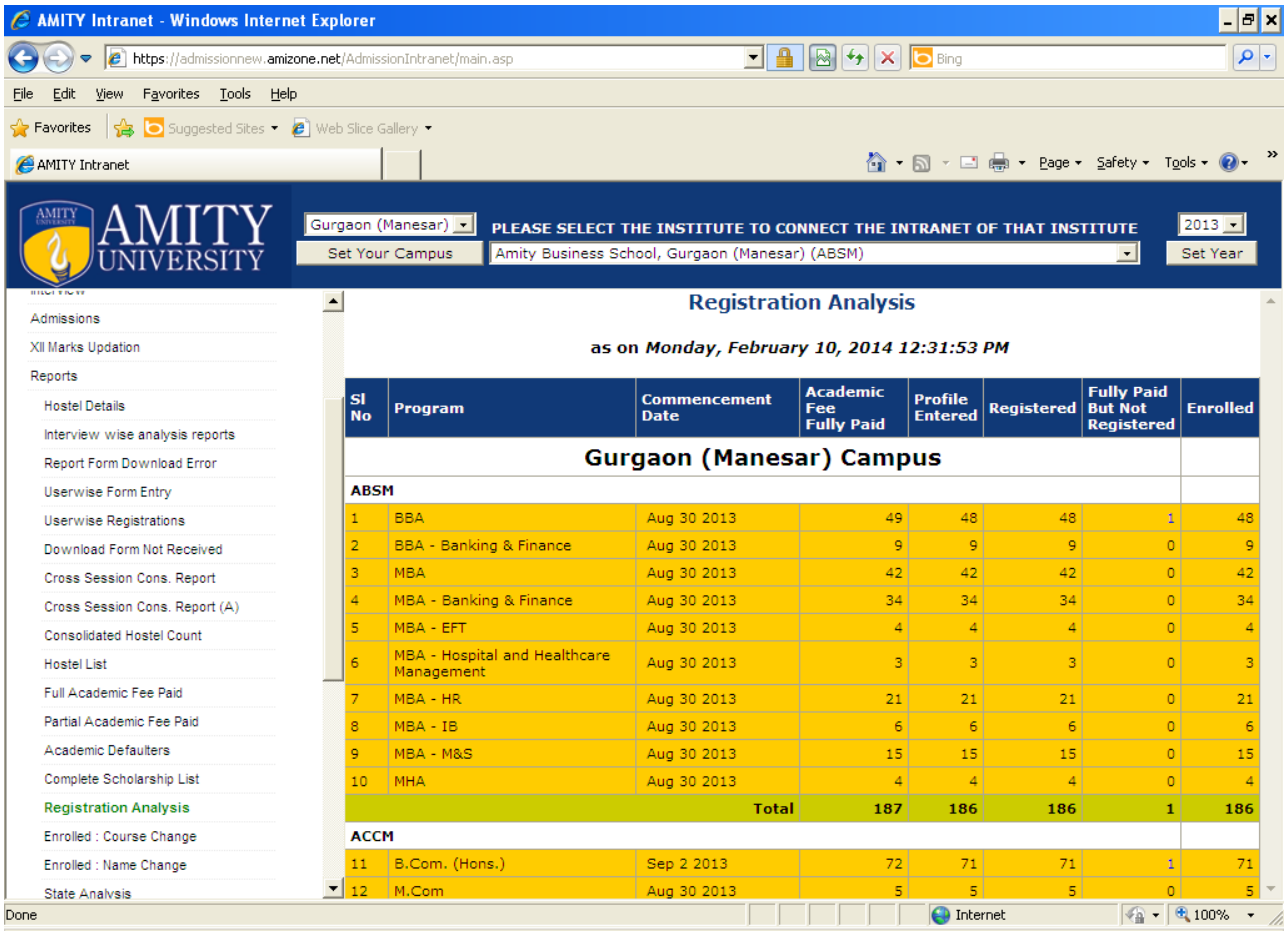
### 2.8.10 Complete Scholarship List:

This module gives a complete list of students eligible for scholarship along with their fee status. The report can be generated on the basis of scholarship granted, fee paid and summary of granted- fee paid students.




### 2.8.11 Registration Analysis:

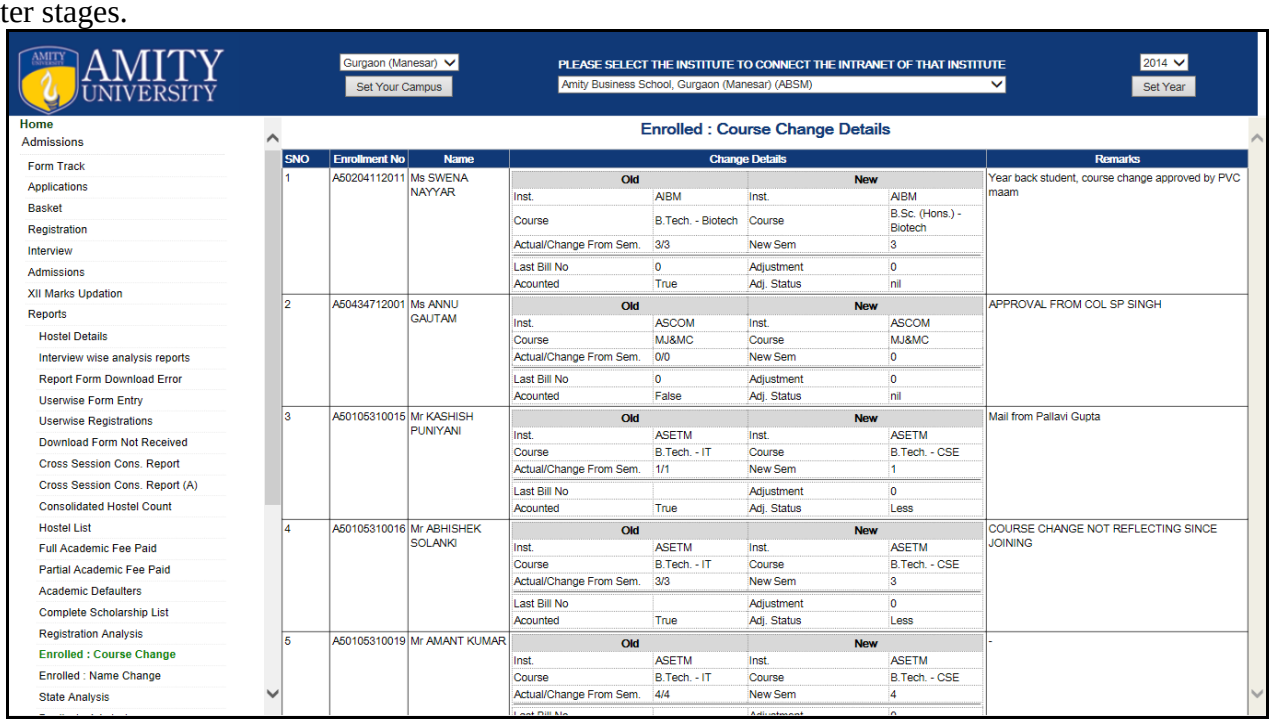
This sub module helps in analyzing the program wise registrations done. The fields in the report are S.No, Program name, commencement date, Academic fee fully paid, profile entered, registered, fully paid but not registered and enrolled students.




| Sl No | Program | Commencement Date | Academic Fee Fully Paid | Profile Entered | Registered | Fully Paid But Not Registered | Enrolled |
|---|---|---|---|---|---|---|---|
| ABSM | | | | | | | |
| 1 | BBA | Aug 30 2013 | 49 | 48 | 48 | 1 | 48 |
| 2 | BBA - Banking & Finance | Aug 30 2013 | 9 | 9 | 9 | 0 | 9 |
| 3 | MBA | Aug 30 2013 | 42 | 42 | 42 | 0 | 42 |
| 4 | MBA - Banking & Finance | Aug 30 2013 | 34 | 34 | 34 | 0 | 34 |
| 5 | MBA - EFT | Aug 30 2013 | 4 | 4 | 4 | 0 | 4 |
| 6 | MBA - Hospital and Healthcare Management | Aug 30 2013 | 3 | 3 | 3 | 0 | 3 |
| 7 | MBA - HR | Aug 30 2013 | 21 | 21 | 21 | 0 | 21 |
| 8 | MBA - IB | Aug 30 2013 | 6 | 6 | 6 | 0 | 6 |
| 9 | MBA - M&S | Aug 30 2013 | 15 | 15 | 15 | 0 | 15 |
| 10 | MHA | Aug 30 2013 | 4 | 4 | 4 | 0 | 4 |
| | | Total | 187 | 186 | 186 | 1 | 186 |
| ACCM | | | | | | | |
| 11 | B.Com. (Hons.) | Sep 2 2013 | 72 | 71 | 71 | 1 | 71 |
| 12 | M.Com | Aug 30 2013 | 5 | 5 | 5 | 0 | 5 |

## 2.8.12 Enrolled- Course Change:

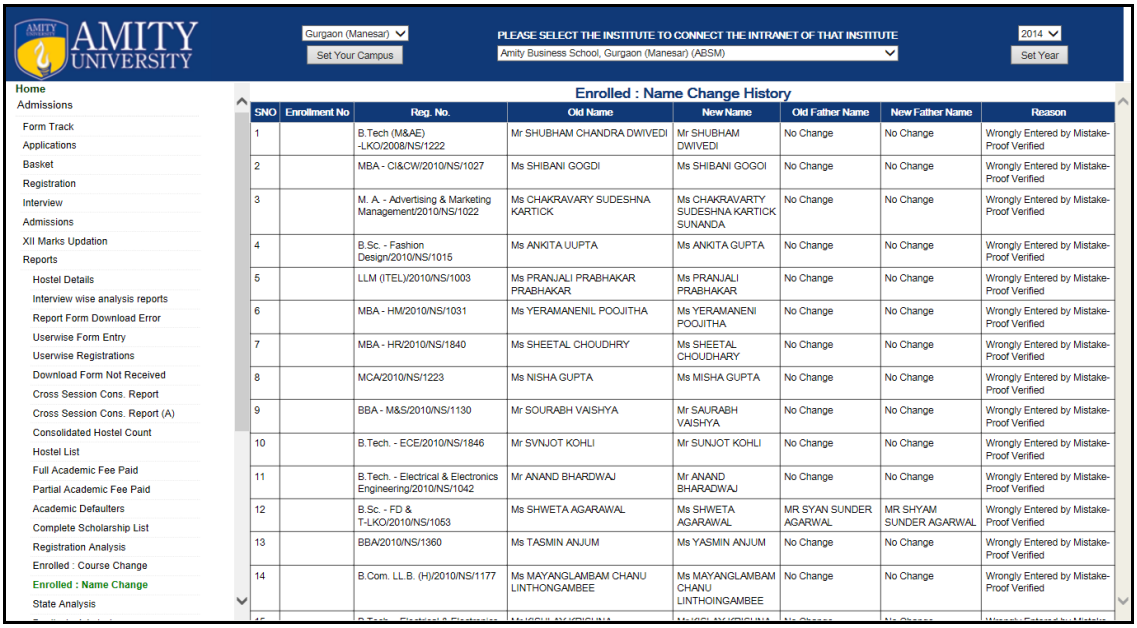
This module gives complete details of students who applied for course change and their requests were approved. The remarks are extremely important while changing a course to avoid any discrepancy in later stages.




| SNO | Enrollment No | Name | Change Details | | | | Remarks |
|---|---|---|---|---|---|---|---|
| | | | Old | | New | | |
| 1 | A50204112011 | Ms SWENA NAYYAR | Inst. | AIBM | Inst. | AIBM | Year back student, course change approved by PVC maam |
| | | | Course | B.Tech. - Biotech | Course | B.Sc. (Hons.) - Biotech | |
| | | | Actual/Change From Sem. | 3/3 | New Sem | 3 | |
| | | | Last Bill No | 0 | Adjustment | 0 | |
| | | | Acounted | True | Adj. Status | nil | |
| 2 | A50434712001 | Ms ANNU GAUTAM | Inst. | ASCOM | Inst. | ASCOM | APPROVAL FROM COL SP SINGH |
| | | | Course | MJ&MC | Course | MJ&MC | |
| | | | Actual/Change From Sem. | 0/0 | New Sem | 0 | |
| | | | Last Bill No | 0 | Adjustment | 0 | |
| | | | Acounted | False | Adj. Status | nil | |
| 3 | A50105310015 | Mr KASHISH PUNIYANI | Inst. | ASETM | Inst. | ASETM | Mail from Pallavi Gupta |
| | | | Course | B.Tech. - IT | Course | B.Tech. - CSE | |
| | | | Actual/Change From Sem. | 1/1 | New Sem | 1 | |
| | | | Last Bill No | | Adjustment | 0 | |
| | | | Acounted | True | Adj. Status | Less | |
| 4 | A50105310016 | Mr ABHISHEK SOLANKI | Inst. | ASETM | Inst. | ASETM | COURSE CHANGE NOT REFLECTING SINCE JOINING |
| | | | Course | B.Tech. - IT | Course | B.Tech. - CSE | |
| | | | Actual/Change From Sem. | 3/3 | New Sem | 3 | |
| | | | Last Bill No | | Adjustment | 0 | |
| | | | Acounted | True | Adj. Status | Less | |
| 5 | A50105310019 | Mr AMANT KUMAR | Inst. | ASETM | Inst. | ASETM | - |
| | | | Course | B.Tech. - IT | Course | B.Tech. - CSE | |
| | | | Actual/Change From Sem. | 4/4 | New Sem | 4 | |

### 2.8.13 Enrolled- Name change:

This module gives a complete history of changes made in the name of students. The changes are done only when there is a typing mistake after seeking approval from Head, Admissions. No changes are made if the mistake is not from user end.

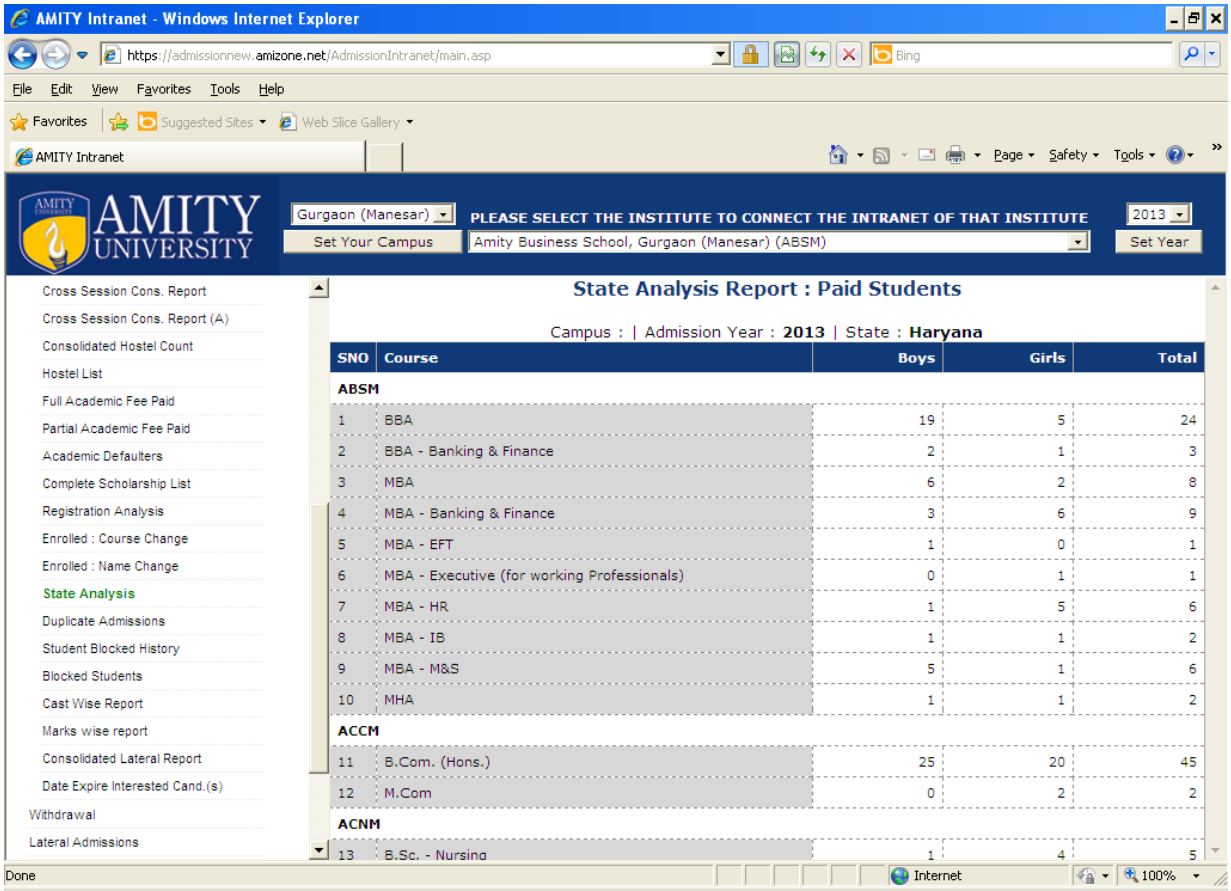



Enrolled : Name Change History

| SNO | Enrollment No | Reg. No. | Old Name | New Name | Old Father Name | New Father Name | Reason |
|---|---|---|---|---|---|---|---|
| 1 | | B.Tech (M&AE) -LKO/2008/NS/1222 | Mr SHUBHAM CHANDRA DWIVEDI | Mr SHUBHAM DWIVEDI | No Change | No Change | Wrongly Entered by Mistake-Proof Verified |
| 2 | | MBA - CI&CW/2010/NS/1027 | Ms SHIBANI GOGDI | Ms SHIBANI GOGOI | No Change | No Change | Wrongly Entered by Mistake-Proof Verified |
| 3 | | M. A. - Advertising & Marketing Management/2010/NS/1022 | Ms CHAKRAVARY SUDESHNA KARTICK | Ms CHAKRAVARTY SUDESHNA KARTICK SUNANDA | No Change | No Change | Wrongly Entered by Mistake-Proof Verified |
| 4 | | B.Sc. - Fashion Design/2010/NS/1015 | Ms ANKITA UUPTA | Ms ANKITA GUPTA | No Change | No Change | Wrongly Entered by Mistake-Proof Verified |
| 5 | | LLM (ITEL)/2010/NS/1003 | Ms PRANJALI PRABHAKAR PRABHAKAR | Ms PRANJALI PRABHAKAR | No Change | No Change | Wrongly Entered by Mistake-Proof Verified |
| 6 | | MBA - HM/2010/NS/1031 | Ms YERAMANENIL POOJITHA | Ms YERAMANENI POOJITHA | No Change | No Change | Wrongly Entered by Mistake-Proof Verified |
| 7 | | MBA - HR/2010/NS/1840 | Ms SHEETAL CHOUDHRY | Ms SHEETAL CHOUDHARY | No Change | No Change | Wrongly Entered by Mistake-Proof Verified |
| 8 | | MCA/2010/NS/1223 | Ms NISHA GUPTA | Ms MISHA GUPTA | No Change | No Change | Wrongly Entered by Mistake-Proof Verified |
| 9 | | BBA - M&S/2010/NS/1130 | Mr SOURABH VAISHYA | Mr SAURABH VAISHYA | No Change | No Change | Wrongly Entered by Mistake-Proof Verified |
| 10 | | B.Tech. - ECE/2010/NS/1846 | Mr SVNJOT KOHLI | Mr SUNJOT KOHLI | No Change | No Change | Wrongly Entered by Mistake-Proof Verified |
| 11 | | B.Tech. - Electrical & Electronics Engineering/2010/NS/1042 | Mr ANAND BHARDWAJ | Mr ANAND BHARADWAJ | No Change | No Change | Wrongly Entered by Mistake-Proof Verified |
| 12 | | B.Sc. - FD & T-LKO/2010/NS/1053 | Ms SHWETA AGARAWAL | Ms SHWETA AGARAWAL | MR SYAN SUNDER AGARWAL | MR SHYAM SUNDER AGARWAL | Wrongly Entered by Mistake-Proof Verified |
| 13 | | BBA/2010/NS/1360 | Ms TASMIN ANJUM | Ms YASMIN ANJUM | No Change | No Change | Wrongly Entered by Mistake-Proof Verified |
| 14 | | B.Com. LL.B. (H)/2010/NS/1177 | Ms MAYANGLAMBAM CHANU LINTHONGAMBEE | Ms MAYANGLAMBAM CHANU LINTHOINGAMBEE | No Change | No Change | Wrongly Entered by Mistake-Proof Verified |

### 2.8.14 State Analysis:

This module, gives a detailed report of fee paid students state wise. This helps in knowing the weak and the target states, to get more and more admissions.



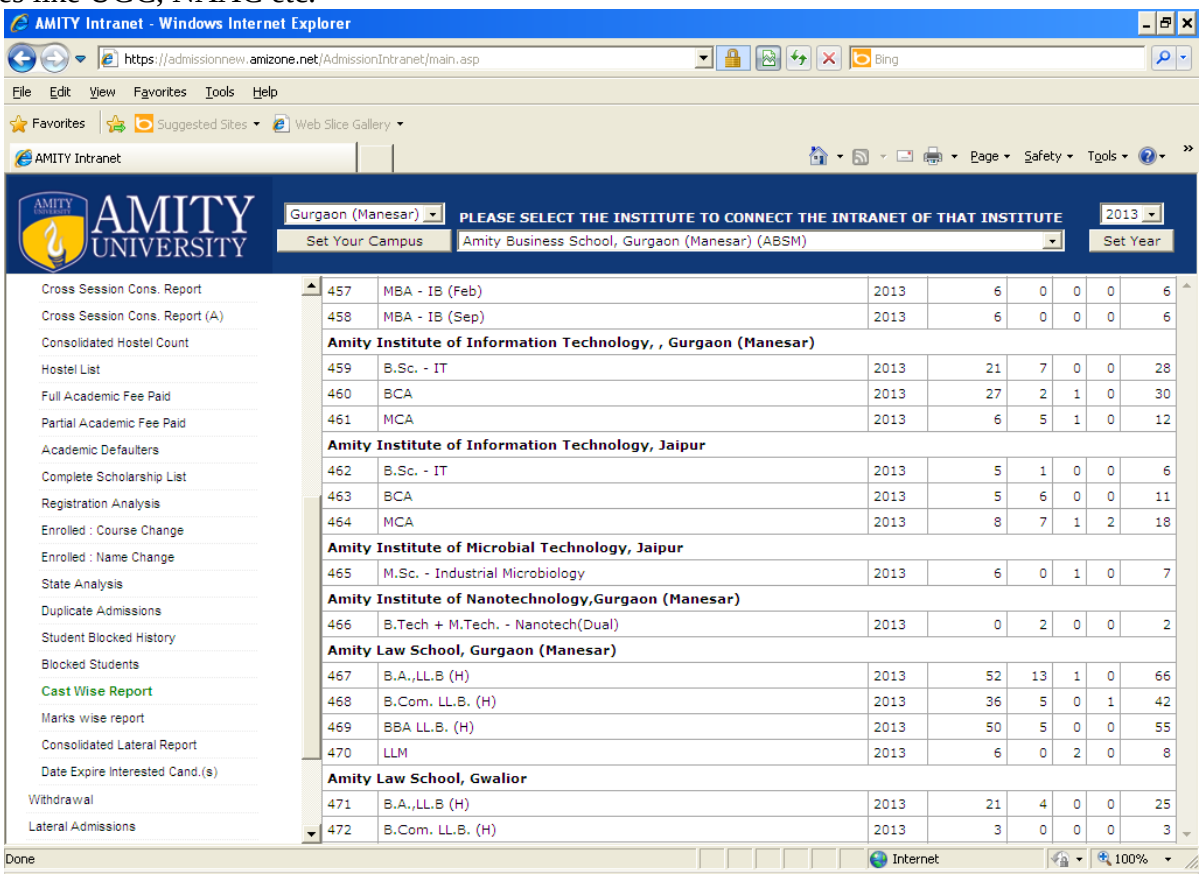

State Analysis Report : Paid Students

Campus : | Admission Year : **2013** | State : **Haryana**

| SNO | Course | Boys | Girls | Total |
|---|---|---|---|---|
| **ABSM** | | | | |
| 1 | BBA | 19 | 5 | 24 |
| 2 | BBA - Banking & Finance | 2 | 1 | 3 |
| 3 | MBA | 6 | 2 | 8 |
| 4 | MBA - Banking & Finance | 3 | 6 | 9 |
| 5 | MBA - EFT | 1 | 0 | 1 |
| 6 | MBA - Executive (for working Professionals) | 0 | 1 | 1 |
| 7 | MBA - HR | 1 | 5 | 6 |
| 8 | MBA - IB | 1 | 1 | 2 |
| 9 | MBA - M&S | 5 | 1 | 6 |
| 10 | MHA | 1 | 1 | 2 |
| **ACCM** | | | | |
| 11 | B.Com. (Hons.) | 25 | 20 | 45 |
| 12 | M.Com | 0 | 2 | 2 |
| **ACNM** | | | | |
| 13 | B.Sc. - Nursing | 1 | 4 | 5 |

### 2.8.15 Cast wise Report:

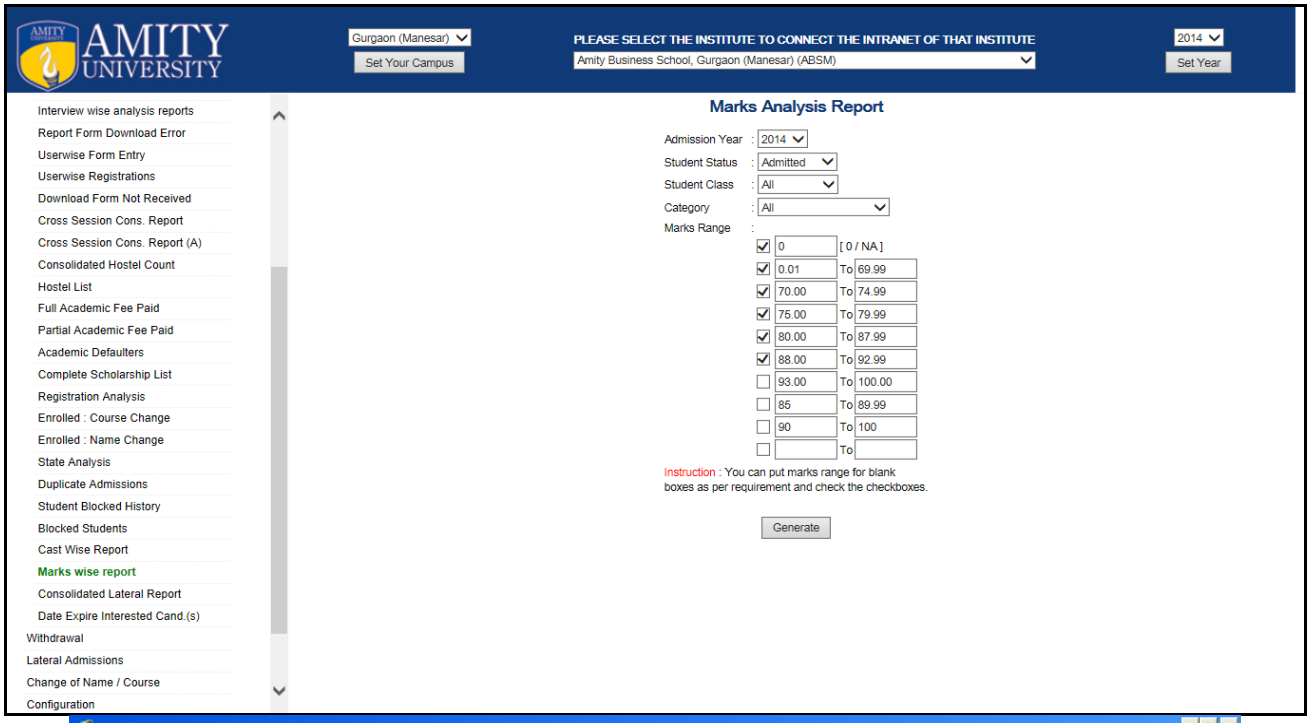
This module helps in generating cast wise report of the students who have paid the fee. This list also excludes withdrawals. These reports can be utilized in case of inspections from various governing bodies like UGC, NAAC etc.

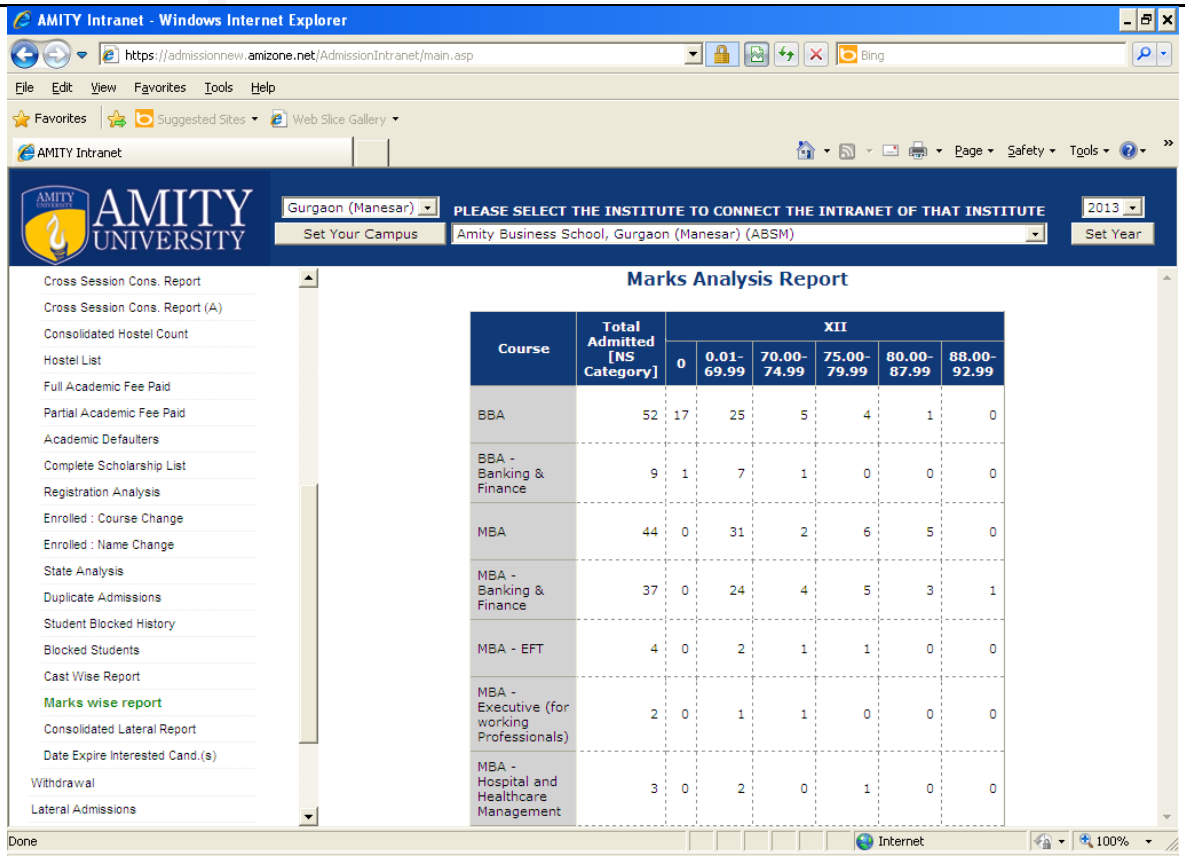



### 2.8.16 Marks Analysis:

This sub module generates institute wise report for analysis of marks of the students admitted in a particular program. A range has to be defined and report has to be generated. This report is also helpful for inspections from various governing bodies like UGC, NAAC etc.

Use of this sub module (add slide): Select the institute, admission year, student status, UG/PG, category and the range of marks.

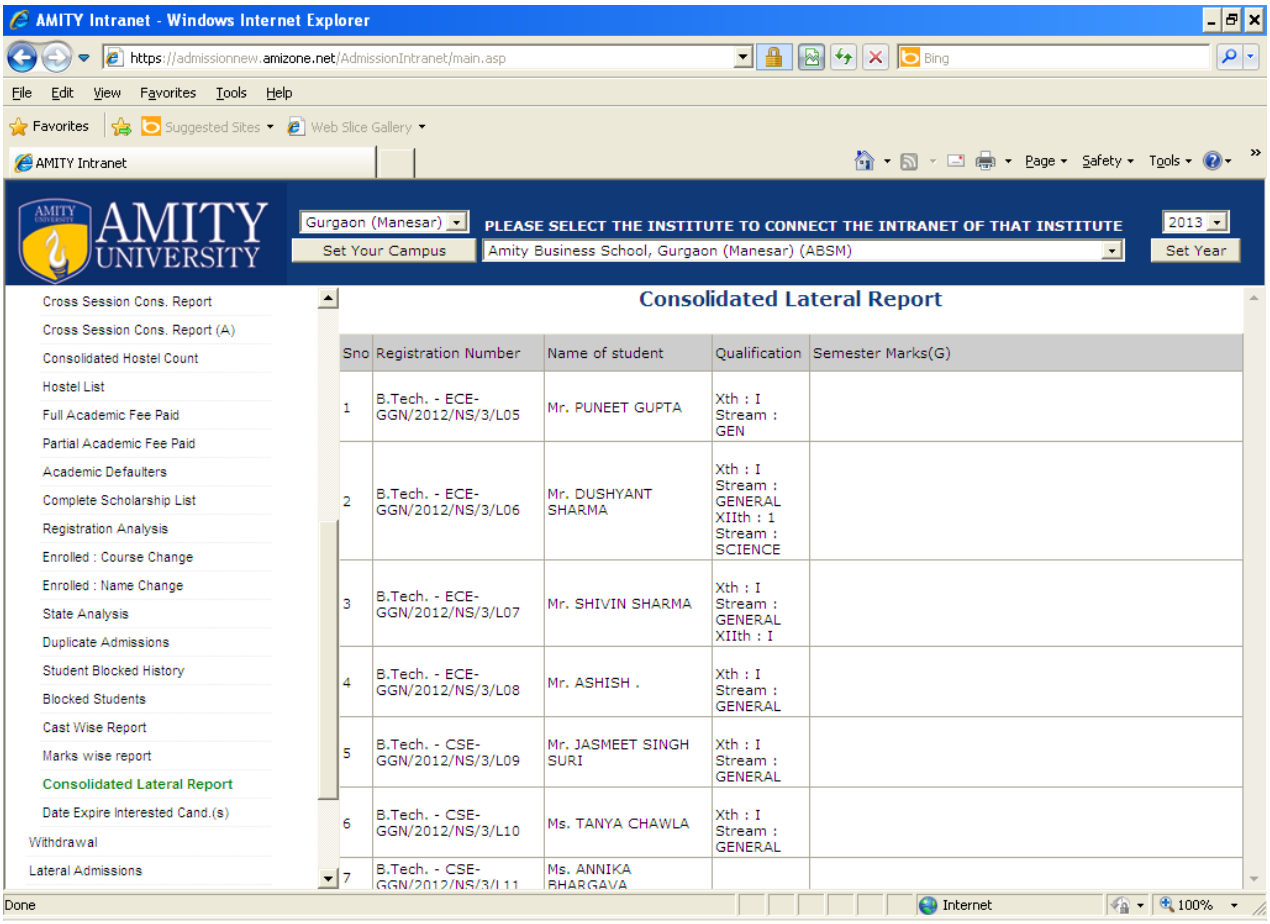



| Course | Total Admitted [NS Category] | XII | | | | | |
|---|---|---|---|---|---|---|---|
| | | 0 | 0.01-69.99 | 70.00-74.99 | 75.00-79.99 | 80.00-87.99 | 88.00-92.99 |
| BBA | 52 | 17 | 25 | 5 | 4 | 1 | 0 |
| BBA - Banking & Finance | 9 | 1 | 7 | 1 | 0 | 0 | 0 |
| MBA | 44 | 0 | 31 | 2 | 6 | 5 | 0 |
| MBA - Banking & Finance | 37 | 0 | 24 | 4 | 5 | 3 | 1 |
| MBA - EFT | 4 | 0 | 2 | 1 | 1 | 0 | 0 |
| MBA - Executive (for working Professionals) | 2 | 0 | 1 | 1 | 0 | 0 | 0 |
| MBA - Hospital and Healthcare Management | 3 | 0 | 2 | 0 | 1 | 0 | 0 |

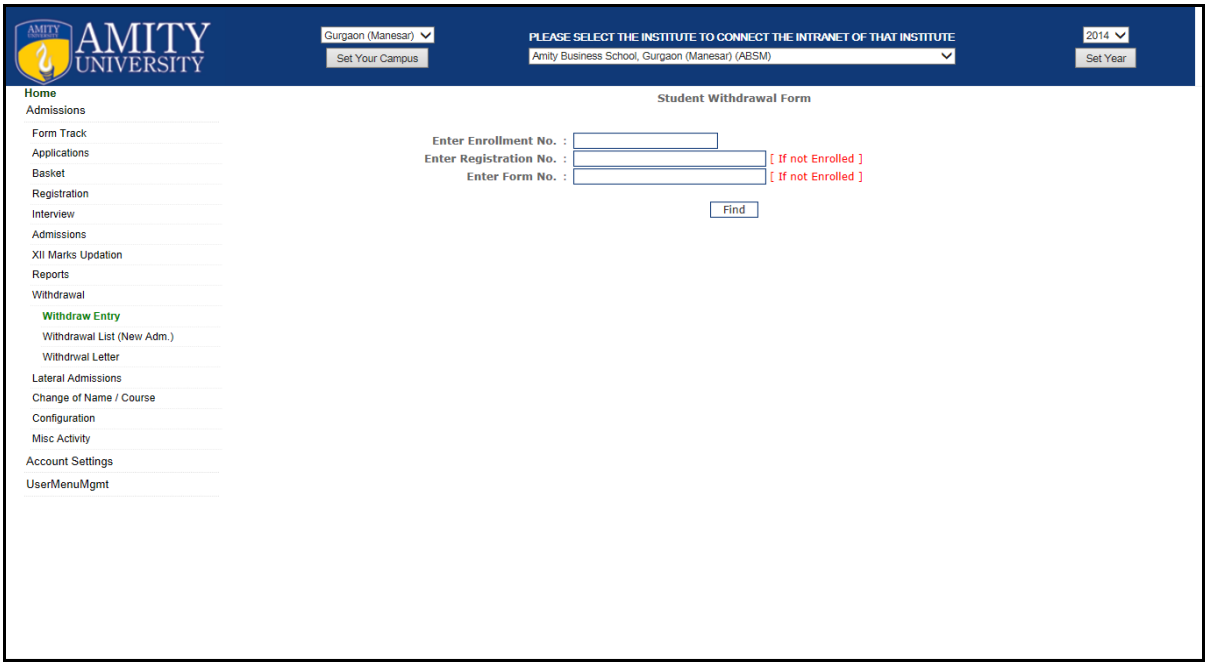
## 2.8.17 Consolidated Lateral Report:

This module gives a consolidated report on the lateral admissions.




## 2.9 Withdrawal:

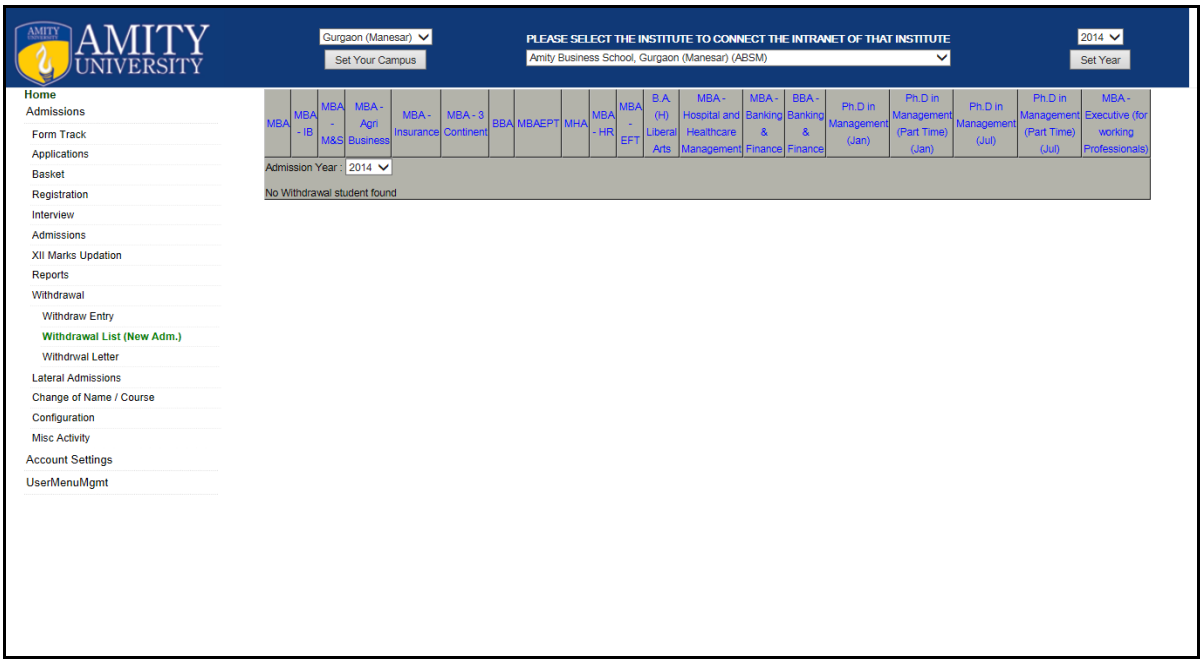
This module deals with refunds/withdrawals.




**2.9.1Withdraw Entry**: The user is required select the Institute name for which withdrawal needs to be processed. Then enter detail(s) of the student for whom the withdrawal is to be processed. The user is can either enter Enrollment number or registration number or form number. Once the details are entered, click Find. (add example slide)

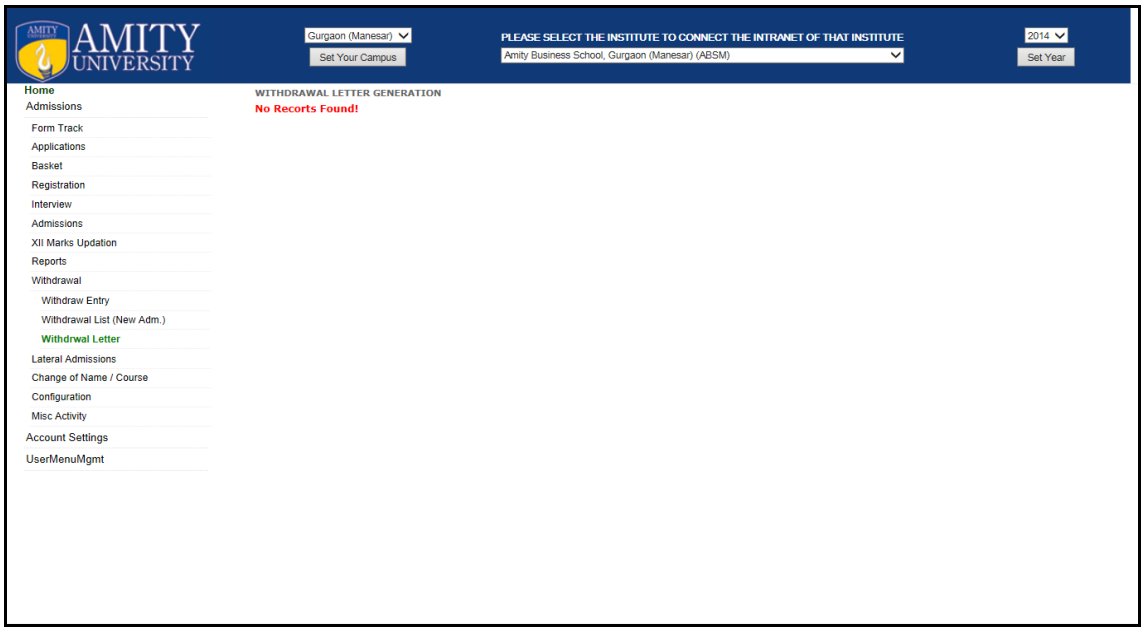
A window pops up in which the date of withdrawal (usually the current date) and detailed remarks are entered. Click withdrawal. The name of the student moves to the withdrawal letter.

**2.9.2 Withdrawal list (New Adm):** This module contains institute wise list of students withdrawn from a program.




**2.9.3 Withdrawal Letter (Change Slide):** Once a student is withdrawn from the program, a letter is to be generated. This letter has the detailed rules/policies required to process a withdrawal. The letter is addressed to the respective Director/HOI/ Program Coordinator, Registrar and Head, Admissions. Take a print of the letter; get it duly signed by the above mentioned authorities and file.

Once a student is withdrawn from a program, all the details are removed from the system and cannot be restored. Hence, ensure the name of the student before proceeding withdrawal.

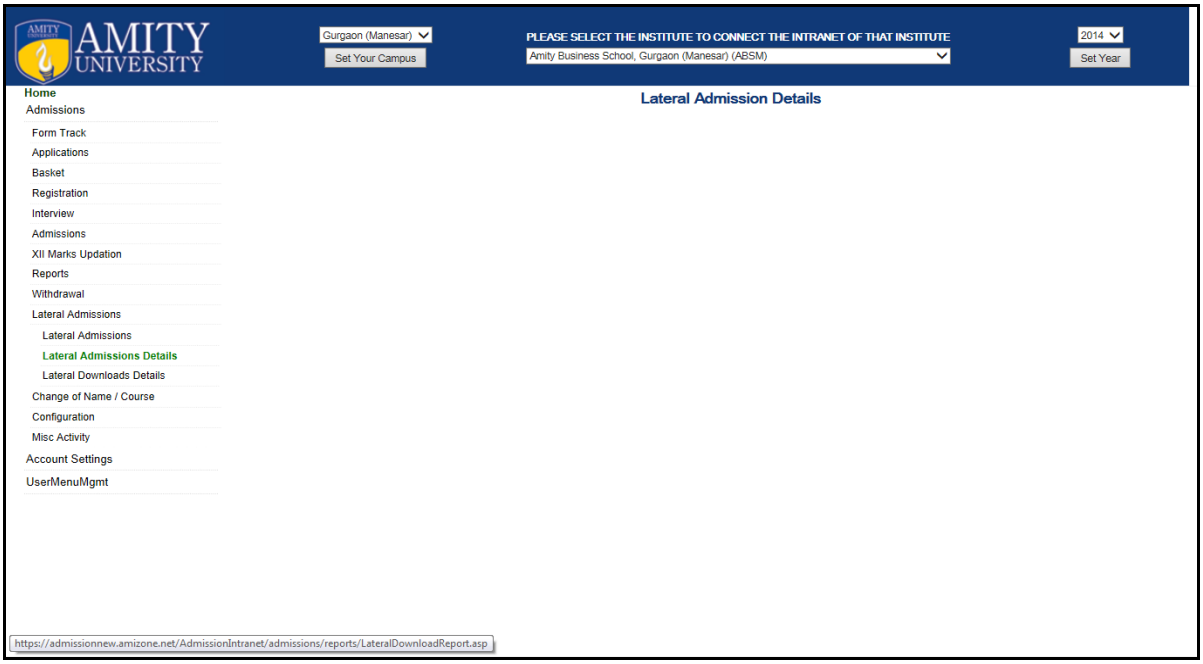


**2.10 Lateral Admissions:** Amity offers great opportunity to students to transfer into the Third/Fifth semester of few programs. The website is [www.amity.edu/lateral](www.amity.edu/lateral)

For all migration/lateral admissions, a separate series of application forms is used and so is the module.

**2.10.1 List of Applicants:** Choose the admission year, click add more and click submit. Fill in all the details and click submit.

**2.10.2 Lateral Admission Details:** This module gives year wise, comprehensive view of all the lateral applicants.



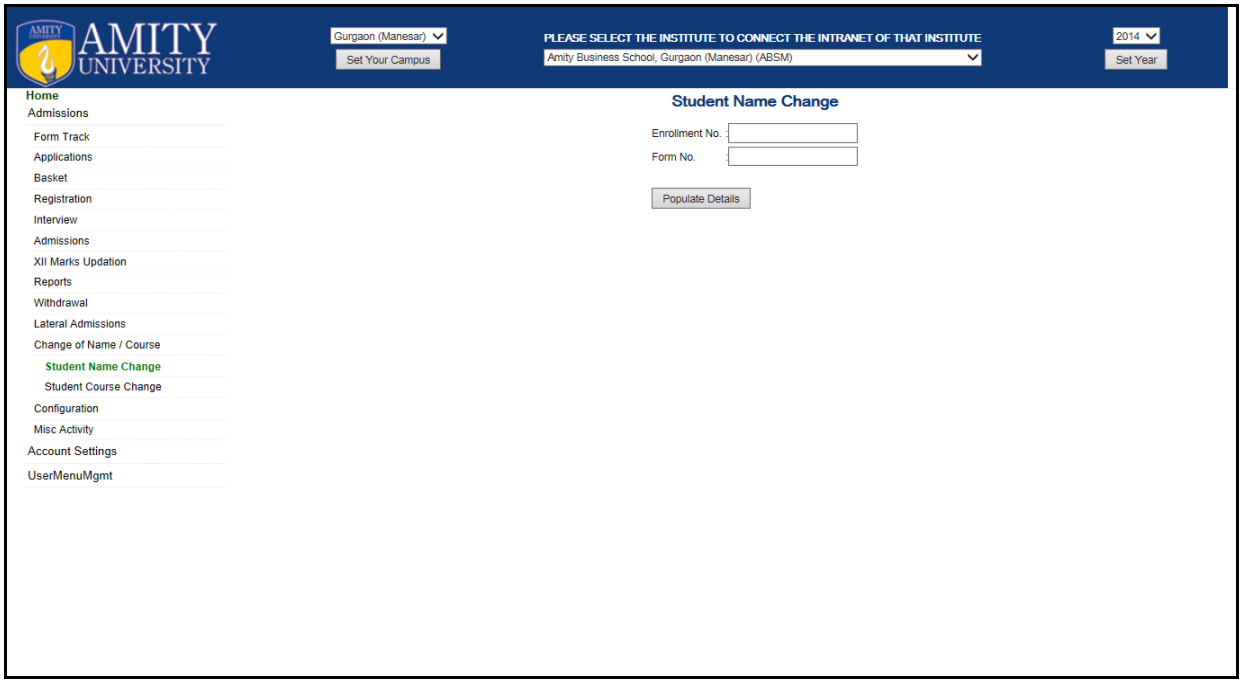

**2.10.3 Lateral Downloads details:** This module gives details of all the application forms that have been downloaded for lateral admissions.

## 2.11 Change of Name/Course:

The sub modules are student name change and student course change.

### 2.11.1 Student Name Change:

This sub module deals with change of name of the student after selection. The changes are done only when there is a typing mistake after seeking approval from Head, Admissions. No changes are made if the mistake is not from user end.

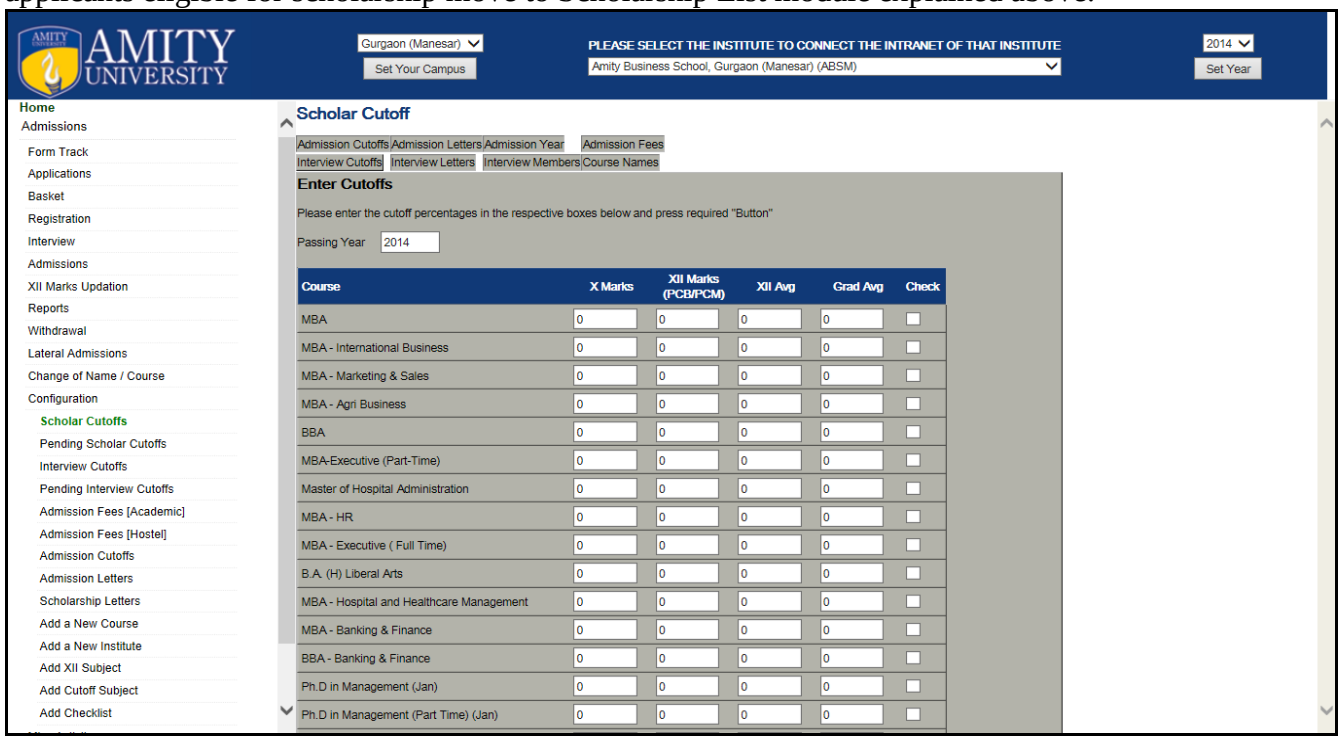



### 2.11.2 Student Course Change:

This module deals with course change of students after selection and also for year back students.

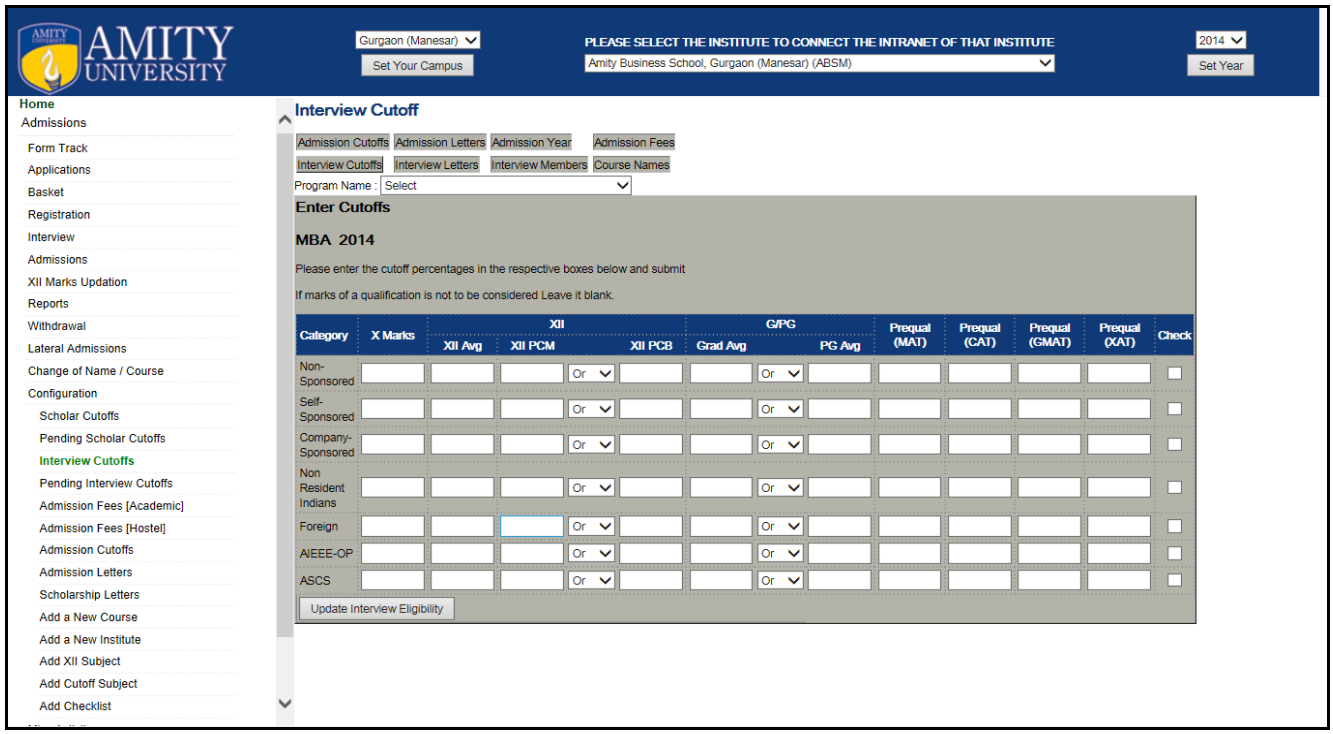
**2.12 Configuration:** The way amitranet is set up, or the assortment of sub modules that make up amitranet is defined in configuration module like scholar cut off, interview cut off, admission cut off, academic fee, hostel fee etc.

**2.12.1 Scholar cut off:** This module is defined to set scholarship percentages both for under graduate as well as post graduate programs in which scholarship is offered. Once the cut off is run, all the applicants eligible for scholarship move to Scholarship List module explained above.

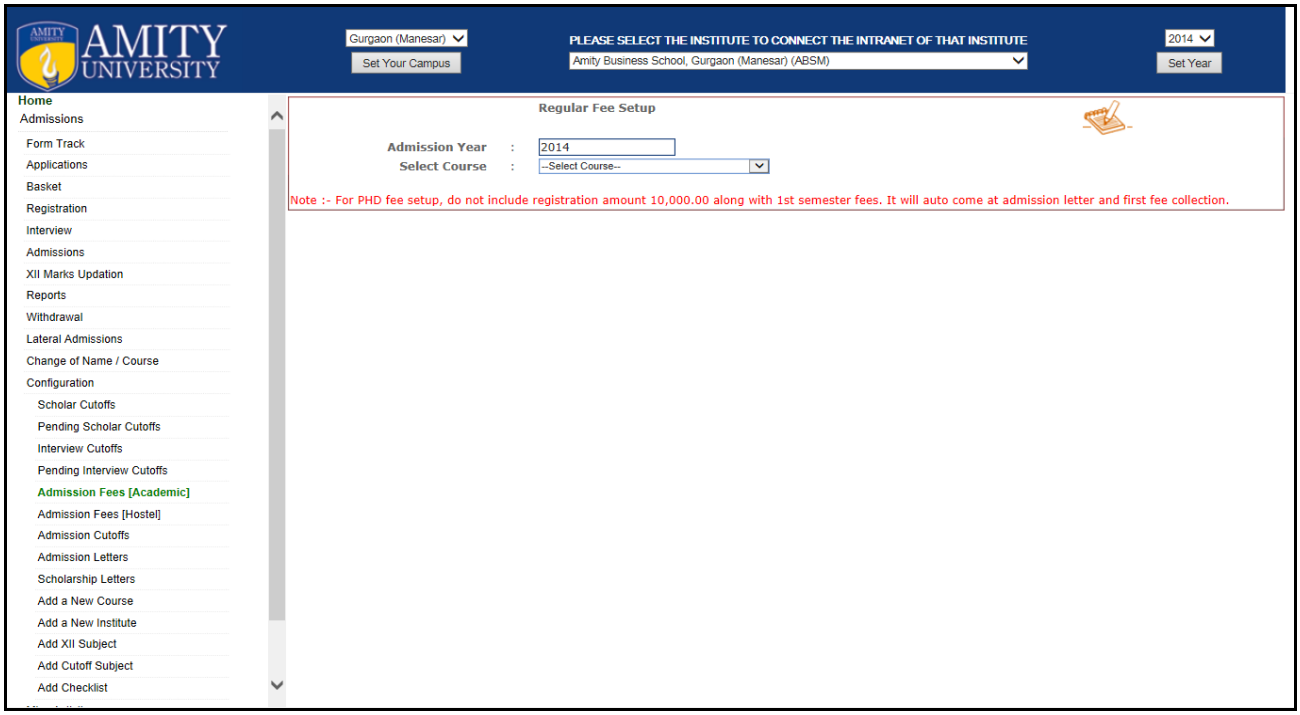



**2.12.2 Interview Cut off:** This module is defined at the beginning of every admission year. The intervie cut off is set keeping in mind the eligibility criterion for each program. For example, the eligibility criteria for B.Tech ECE is PCM min 60% at 10+2 level however no criteria for Class X is

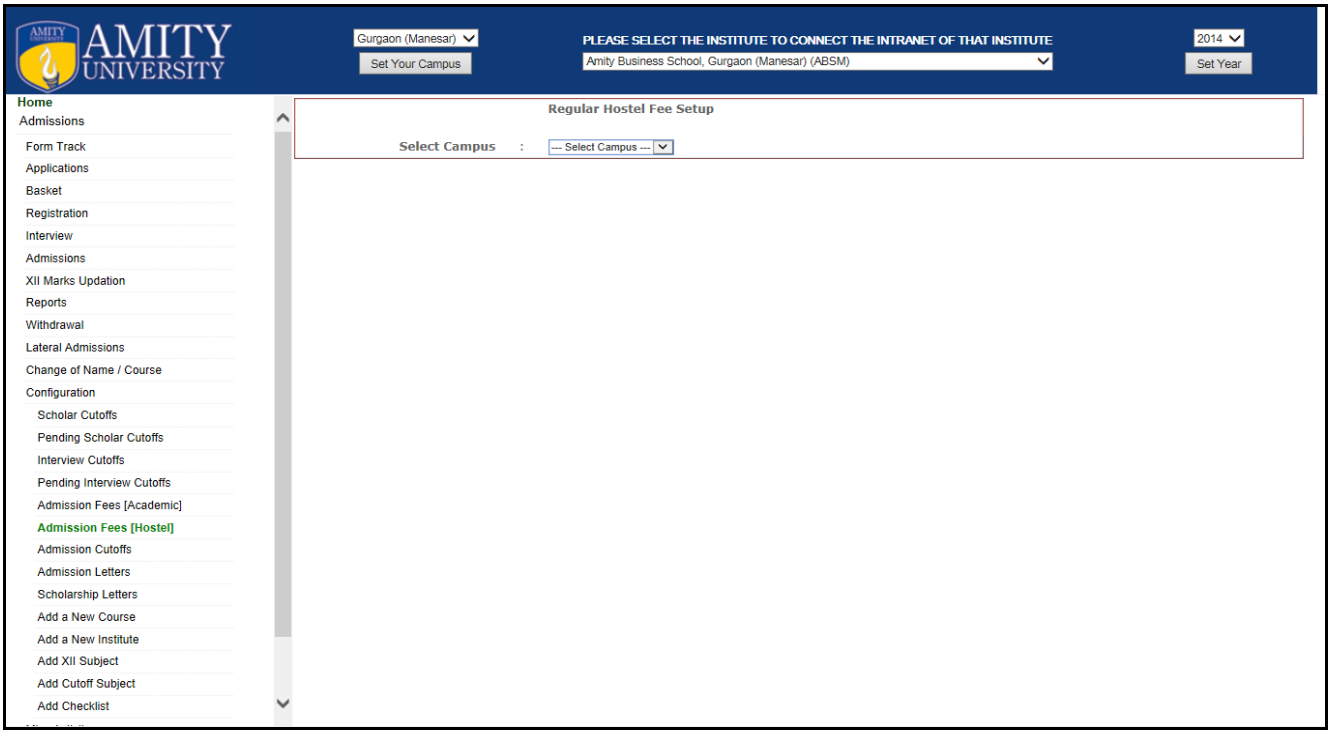
defined. So Class X percentage can be set as 40, keeping in mind, the average students and for Class XII is 60%. Once the interview cut for B.Tech ECE is run, all the applicants qualifying the above criteria, becomes eligible to sit for the entrance test while others can be offered basket courses.



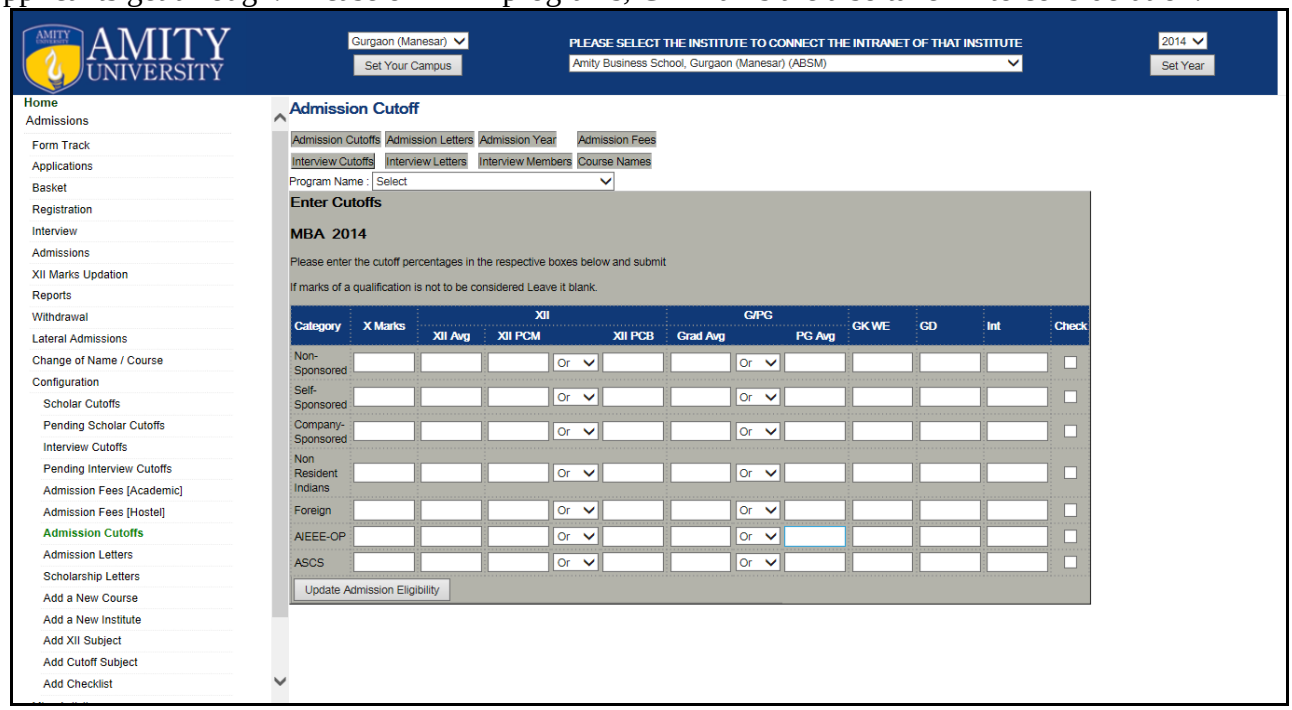

**2.12.3 Admission Fees (Academic):** This module defines the breakup of the academic fee of all program, for the defined tenure. The fee entered here is linked directly with the admission offer letter published on student micro site.



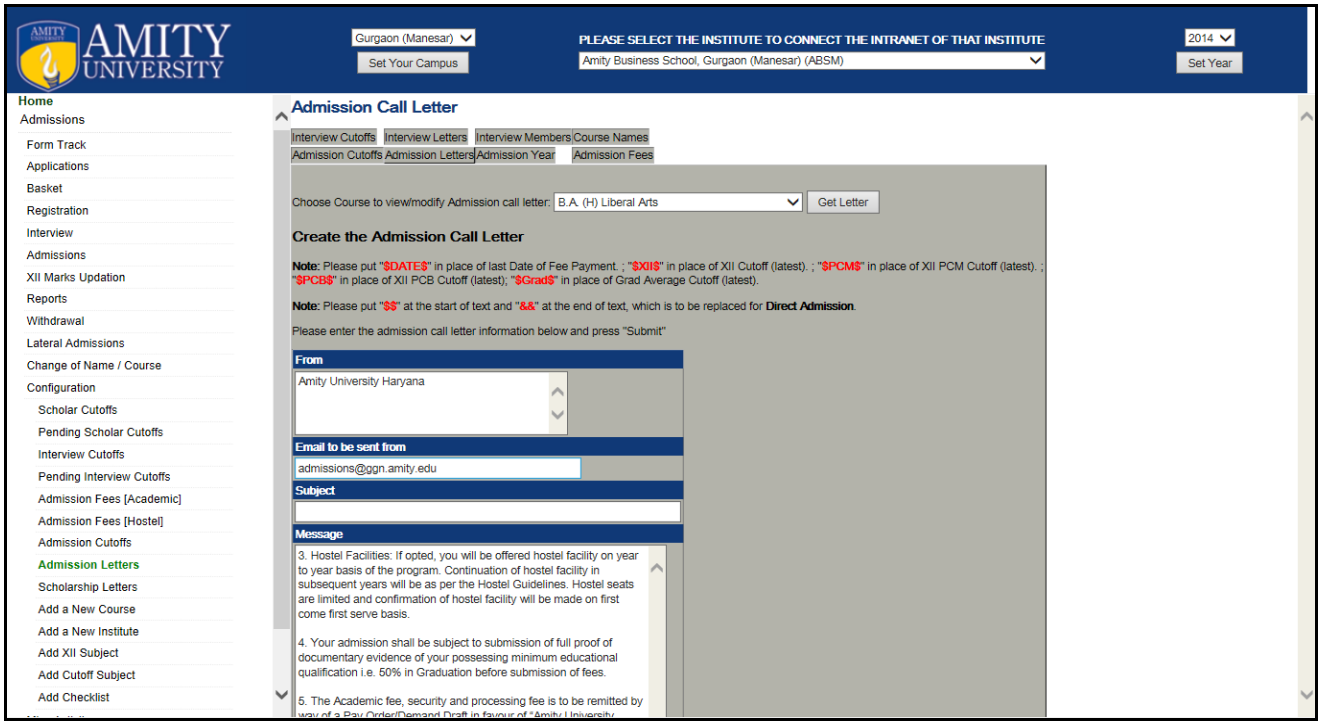

**2.12.4 Admission Fees (Hostel) (Change Slide):** The hostel fee is defined in this module which again is linked directly with the admission letter published on the student micro site.




**2.12.5 Admission cut off:** This module is defined to set the cut off after the applicant completes the interview process. The criterion set is based on the average marks scored so that more and more applicants get through. In case of MBA programs, GD marks are also taken into consideration.

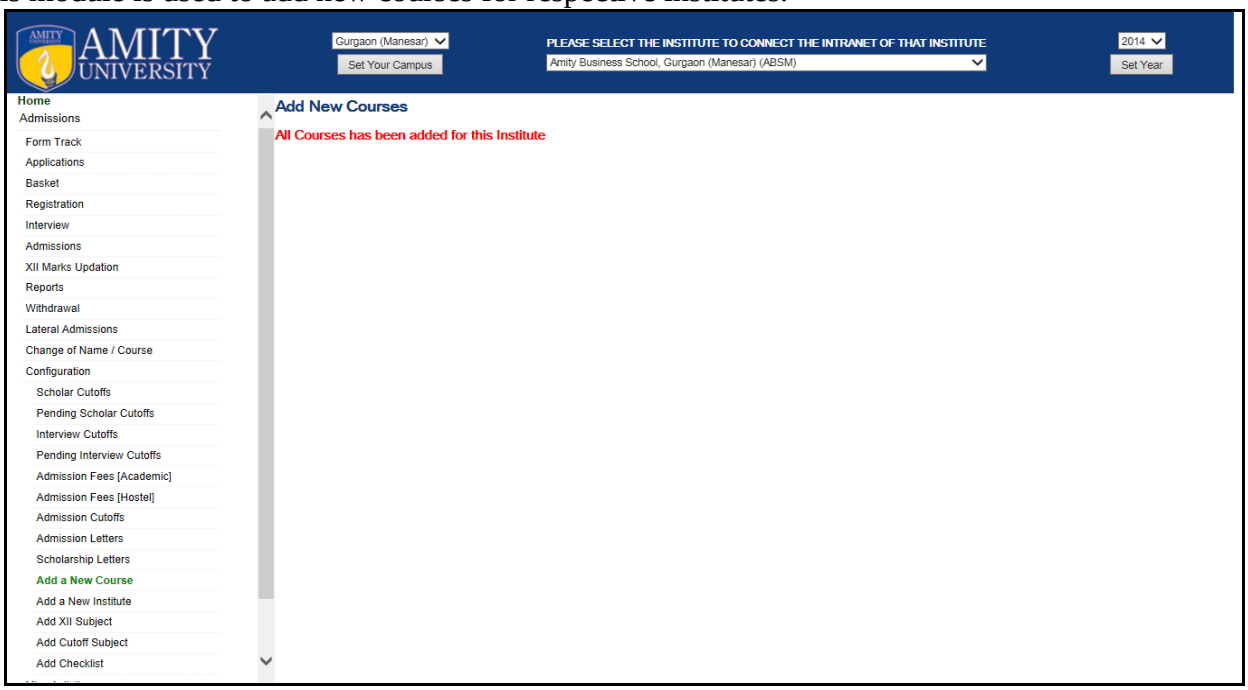



**2.12.6 Admission Call Letter:** This module is used to configure the admission letter to be sent to the selected students. The letter is to be created separately for all the programs.



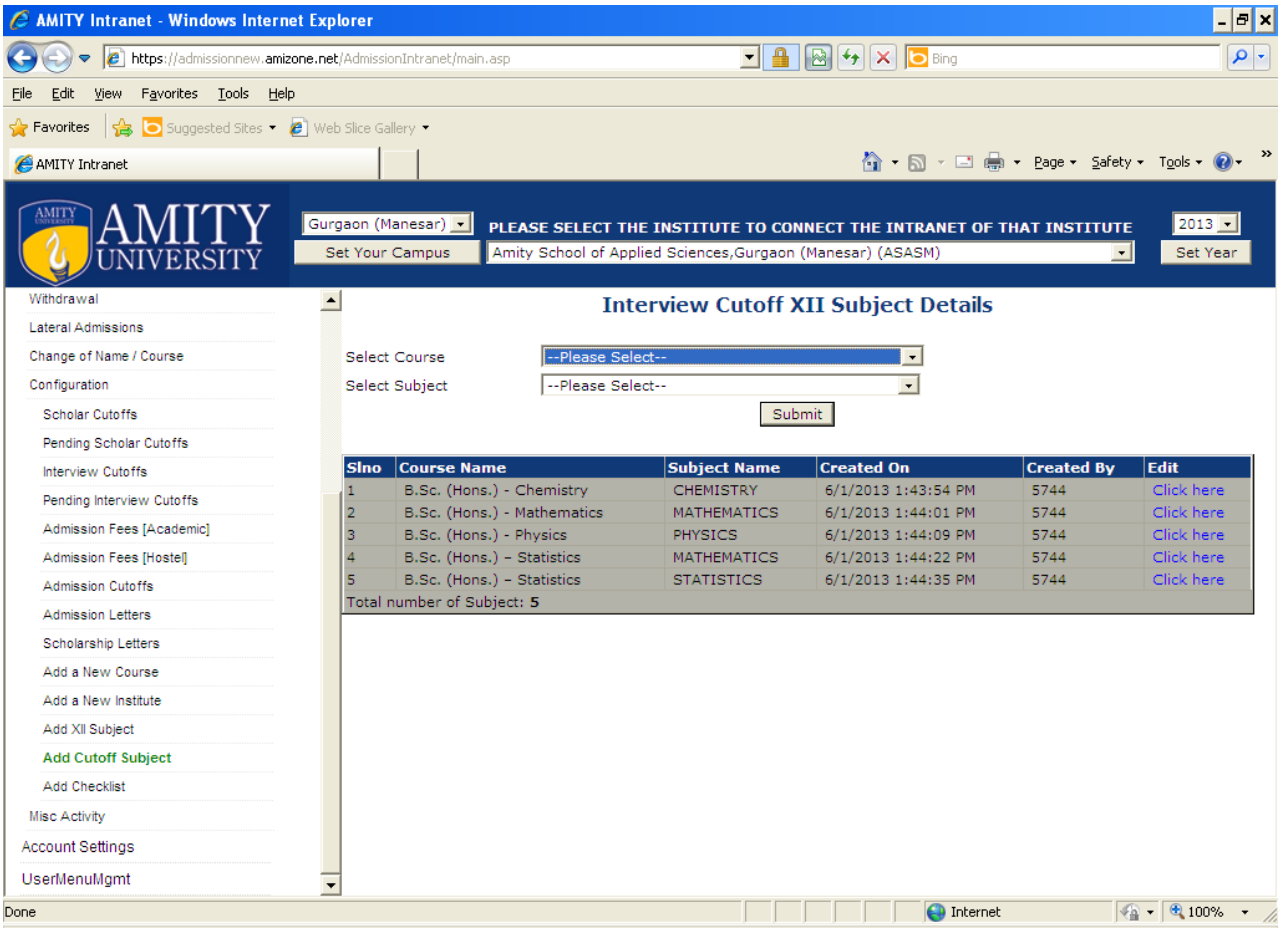

## 2.12.7 Add a New Course:

This module is used to add new courses for respective institutes.



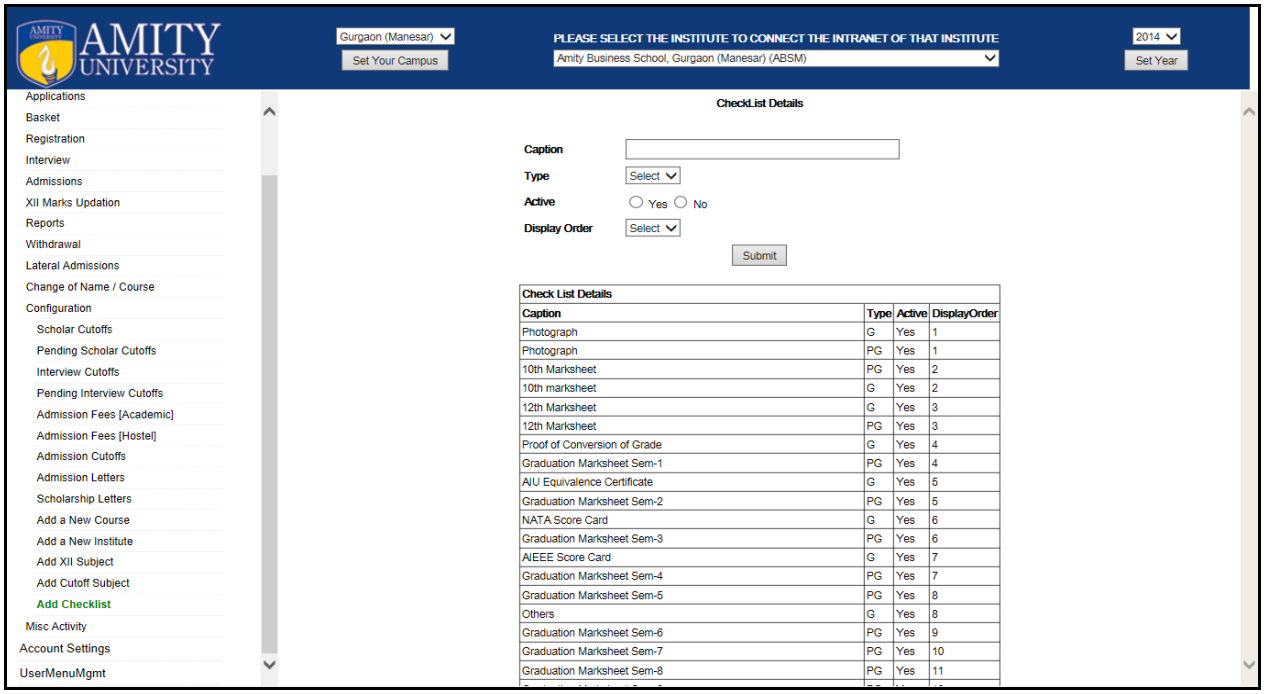

## 2.12.8 Add cut off subject:

This module is used to define cut off for programs in which the eligibility is subject oriented.




## 2.12.9 Check list:

This module is a check list of documents to be verified at the time of registration of the application form.

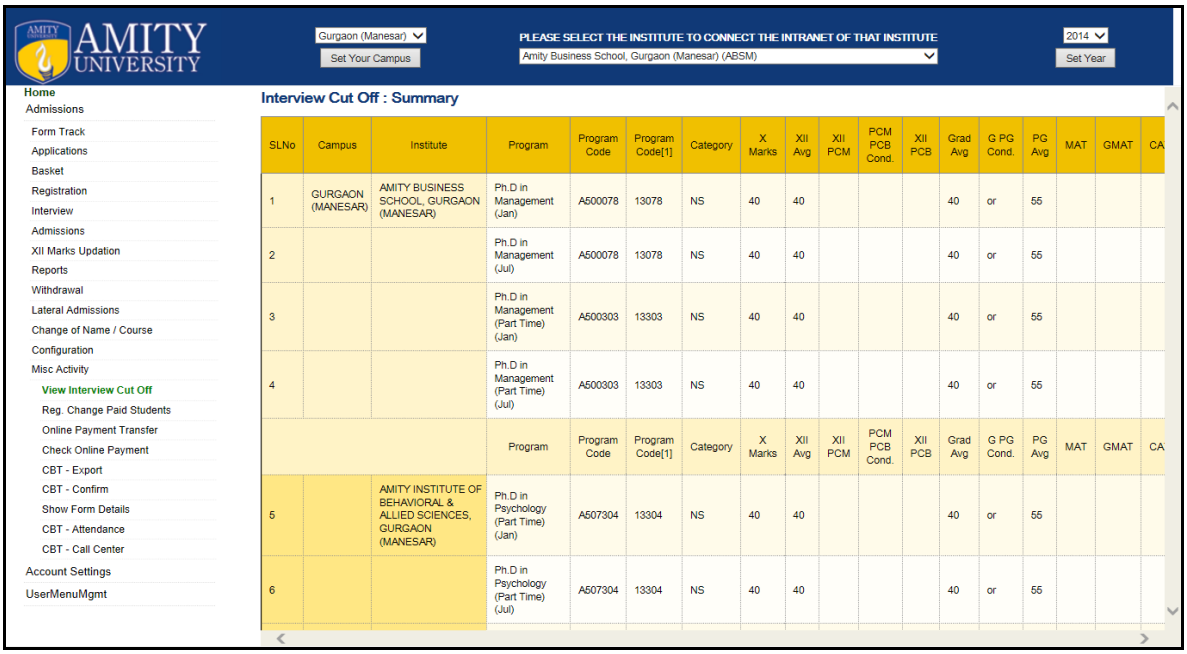


## 2.13 Misc Activity:

This module, as the name suggests, covers all the miscellaneous activities required during the admission procedure.

### 2.13.1 View Interview cut off:

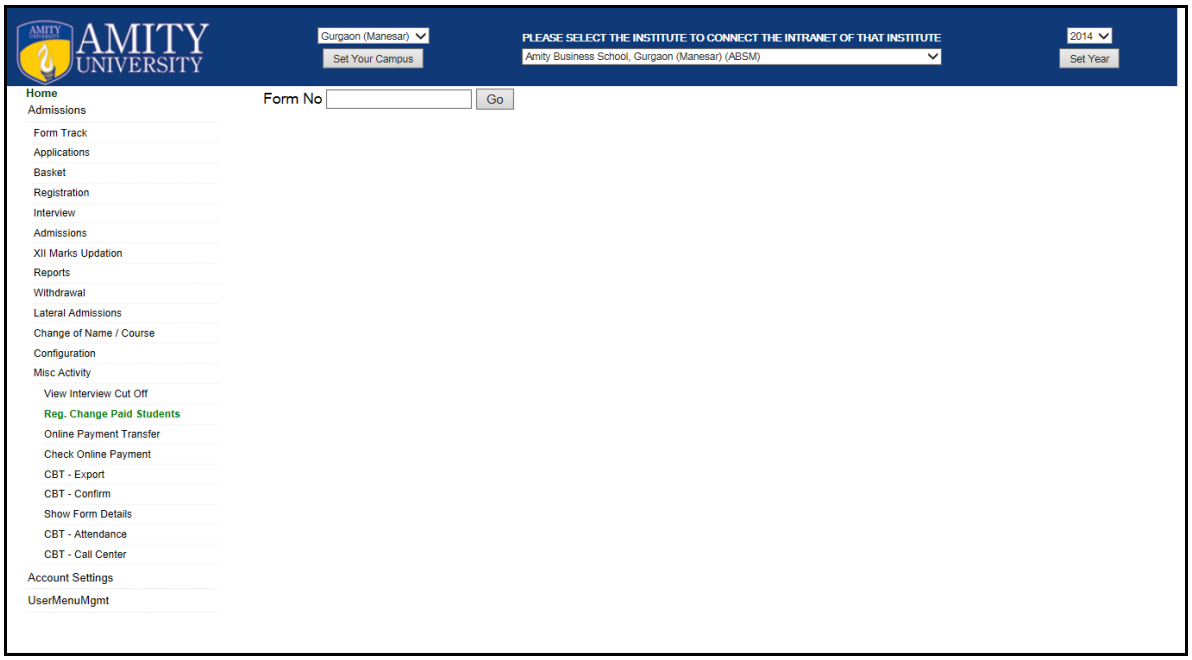
This sub module displays the details of the interview cut offs for all the programs at a glance. This also gives an overview of the eligibility details so that discrepancies, if any, can be taken care of.




| SLNo | Campus | Institute | Program | Program Code | Program Code[1] | Category | X Marks | XII Avg | XII PCM | PCM PCB Cond. | XII PCB | Grad Avg | G PG Cond. | PG Avg | MAT | GMAT | CA |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | GURGAON (MANESAR) | AMITY BUSINESS SCHOOL, GURGAON (MANESAR) | Ph.D in Management (Jan) | A500078 | 13078 | NS | 40 | 40 | | | | 40 | or | 55 | | | |
| 2 | | | Ph.D in Management (Jul) | A500078 | 13078 | NS | 40 | 40 | | | | 40 | or | 55 | | | |
| 3 | | | Ph.D in Management (Part Time) (Jan) | A500303 | 13303 | NS | 40 | 40 | | | | 40 | or | 55 | | | |
| 4 | | | Ph.D in Management (Part Time) (Jul) | A500303 | 13303 | NS | 40 | 40 | | | | 40 | or | 55 | | | |
| | | | Program | Program Code | Program Code[1] | Category | X Marks | XII Avg | XII PCM | PCM PCB Cond. | XII PCB | Grad Avg | G PG Cond. | PG Avg | MAT | GMAT | CA |
| 5 | | AMITY INSTITUTE OF BEHAVIORAL & ALLIED SCIENCES, GURGAON (MANESAR) | Ph.D in Psychology (Part Time) (Jan) | A507304 | 13304 | NS | 40 | 40 | | | | 40 | or | 55 | | | |
| 6 | | | Ph.D in Psychology (Part Time) (Jul) | A507304 | 13304 | NS | 40 | 40 | | | | 40 | or | 55 | | | |

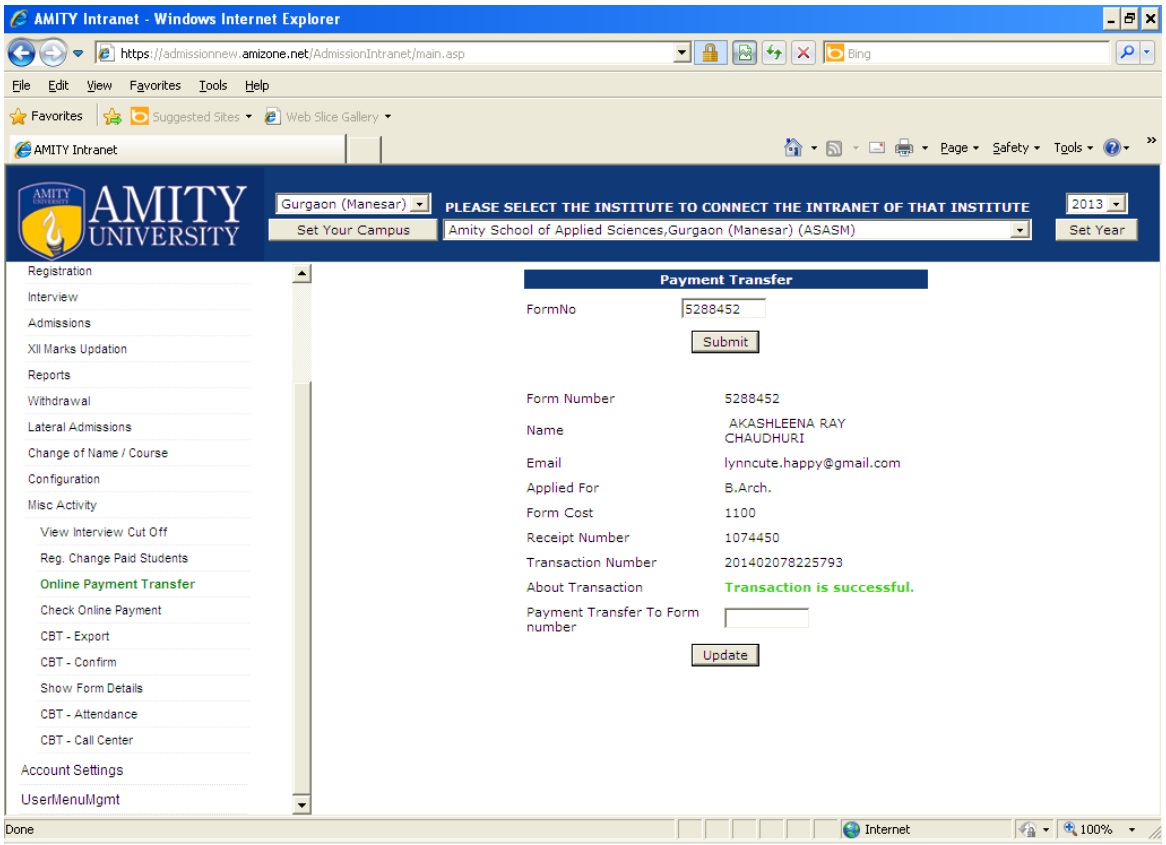
### 2.13.2 Registration change paid students:

This module is useful when a student applies for a course change after the payment of first installment of academic fee and the application is accepted. The user is required to enter form number, new program along with the correct institute and detailed remarks for reason of change. The changes directly reflect on Amizone.



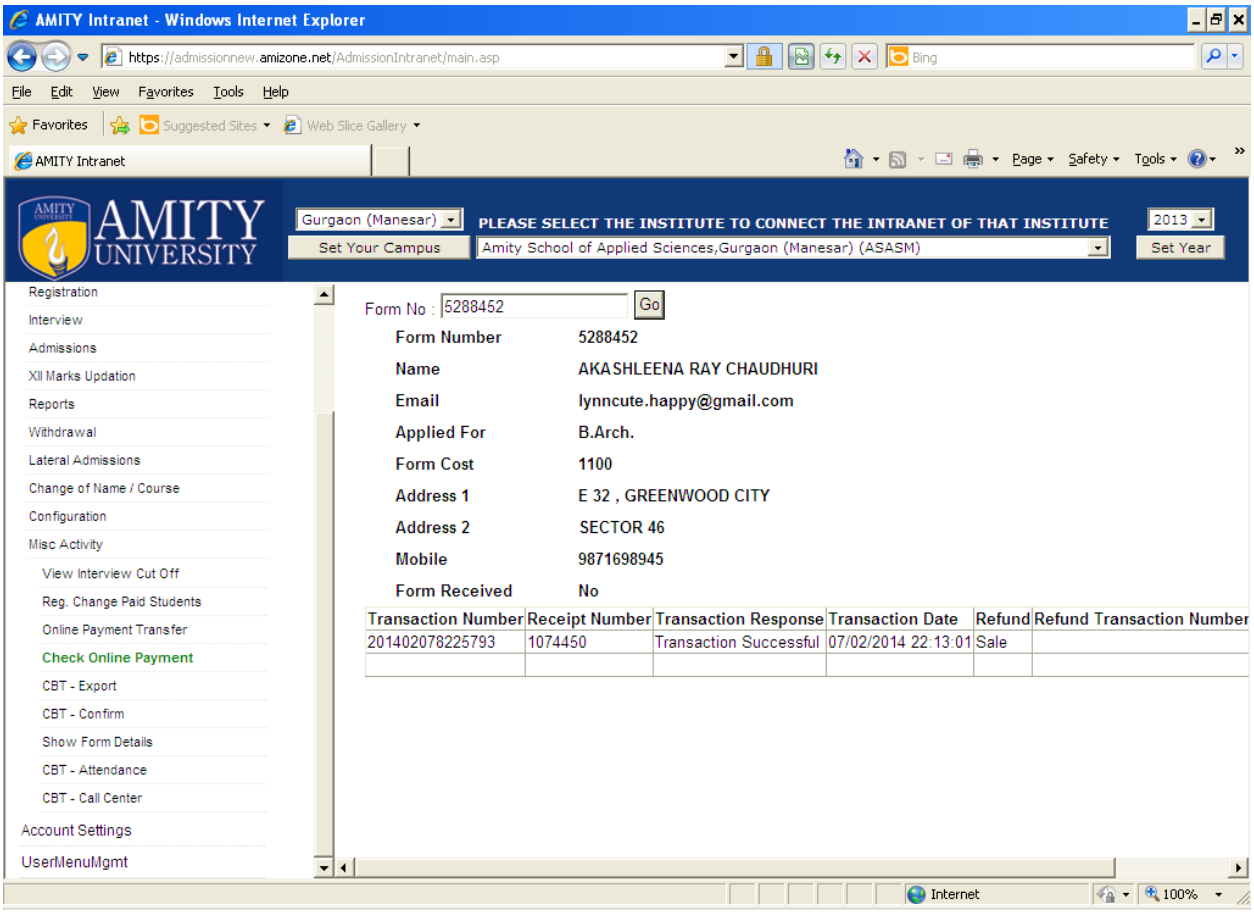
### 2.13.3 Online payment transfer:

This sub module is used to check the online payment details against the application forms.



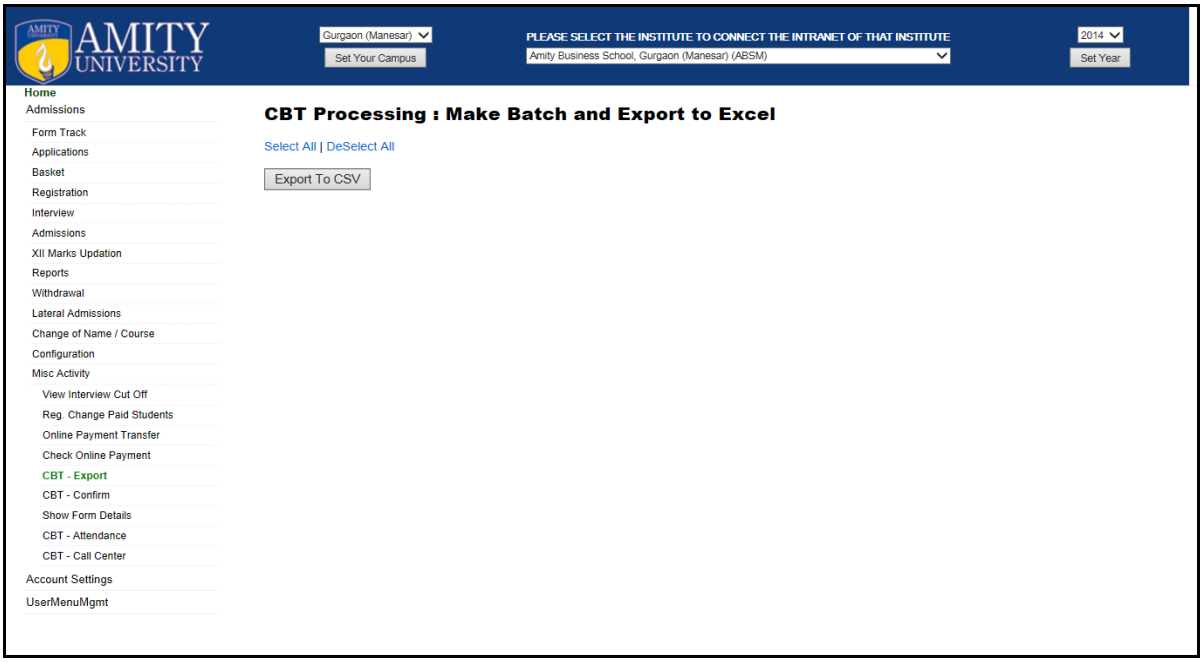

### 2.13.4 Check Online Payment:

This sub module is used to check the status of online payment of application forms. The dialog box, gives the receipt number, transaction number, status of the payment, date and time of transaction. If the payment is successful and not updated at student's end, then it can be done using sub module online transaction of Admissions module.



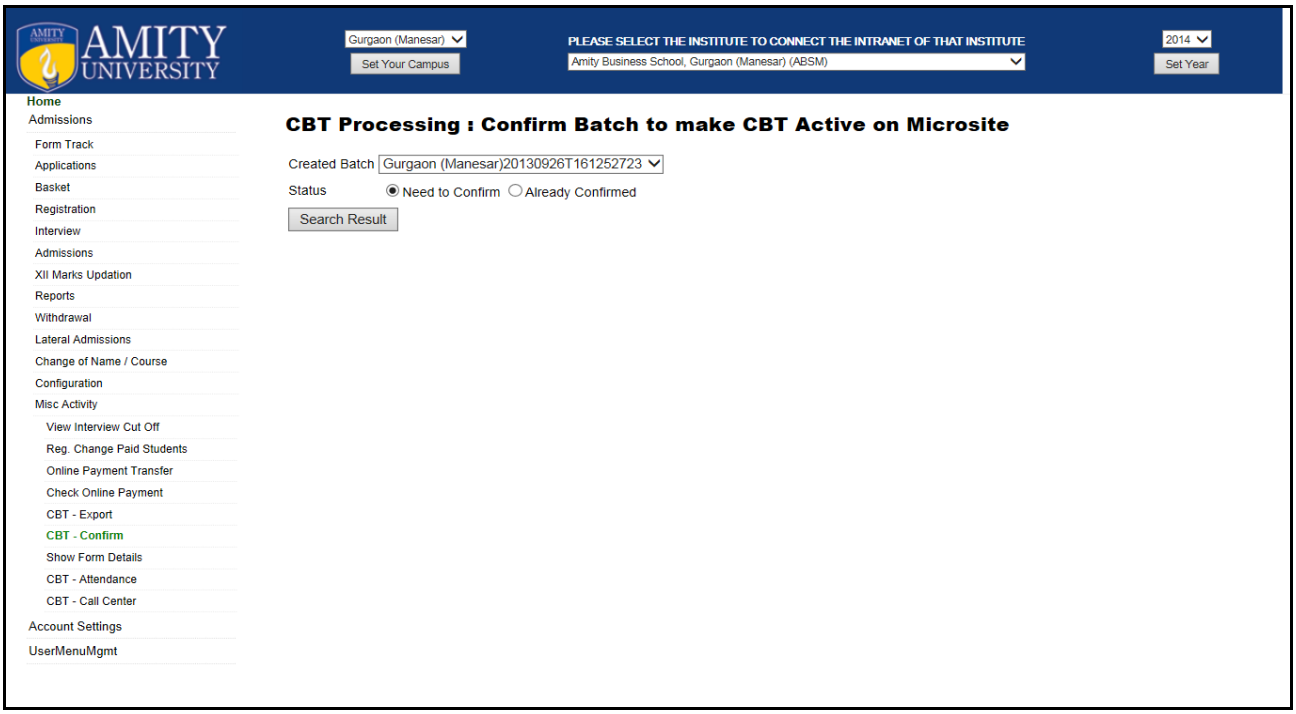

### 2.13.5 CBT Export:

This module has list of all the applicants who have chosen to appear for CBT. This command auto creates a file with 9 fields and is normally saved in .CSV format and sent to Head office. They send the file to ATTEST Mumbai for opening the CBT scheduler access and the confirmation is sent back to AUH from Head office.

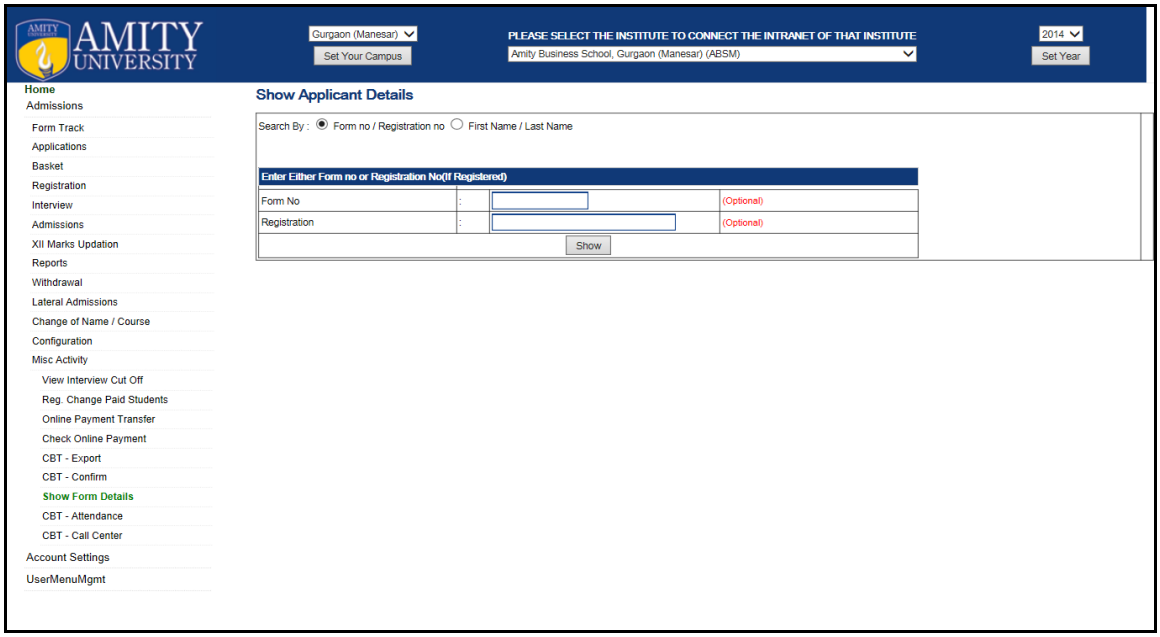


### 2.13.6 CBT- Confirm:

This module confirms the status of CBT applicants. Upon confirmation, CBT scheduler Link automatically appears, on the micro site of the aspirants pertaining to a batch. The aspirant to click this link, access the CBT Scheduler and book Test Venue, Date and Time.

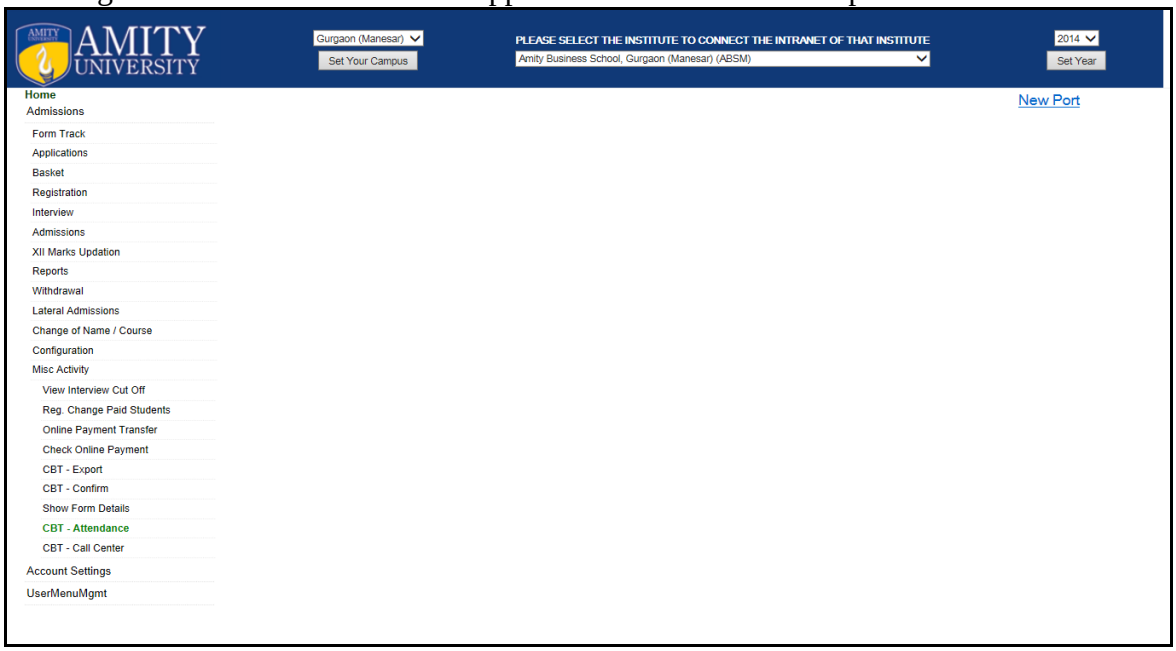



### 2.13.7 Show Form details:




### 2.13.8 CBT- Attendance: (slide to be taken from mail):

This module gives details of students who appeared for CBT at their respective test centres.

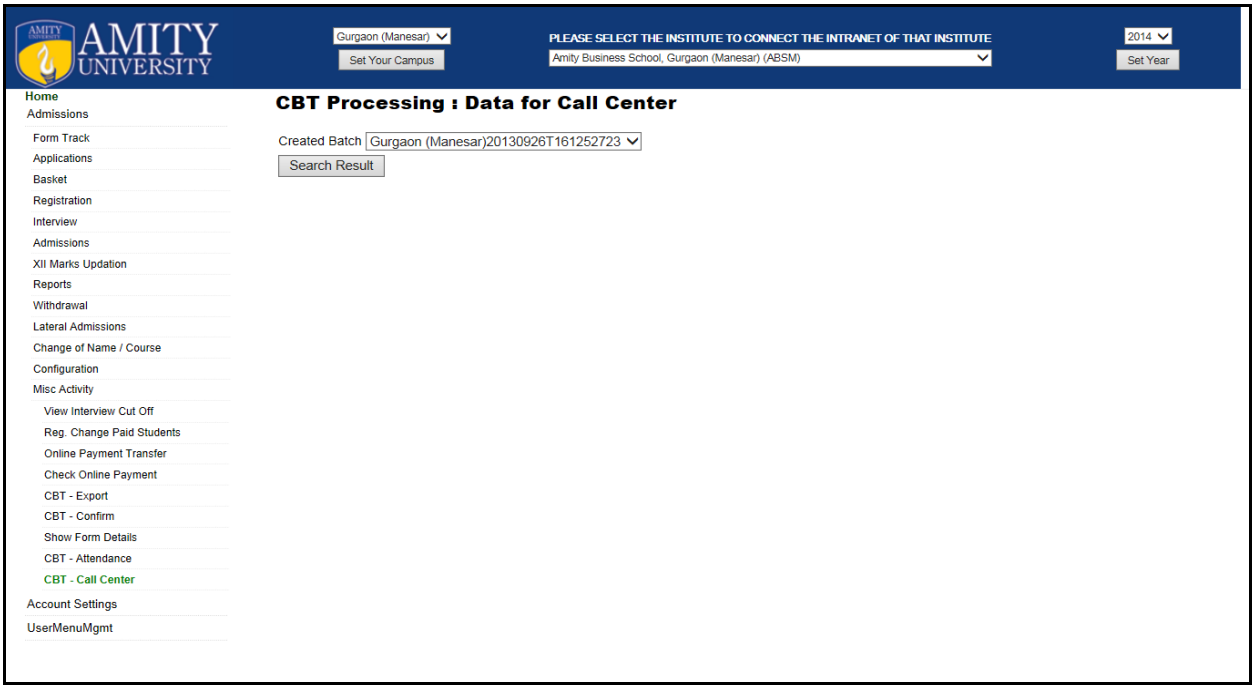



### 2.13.9 CBT-Call center:

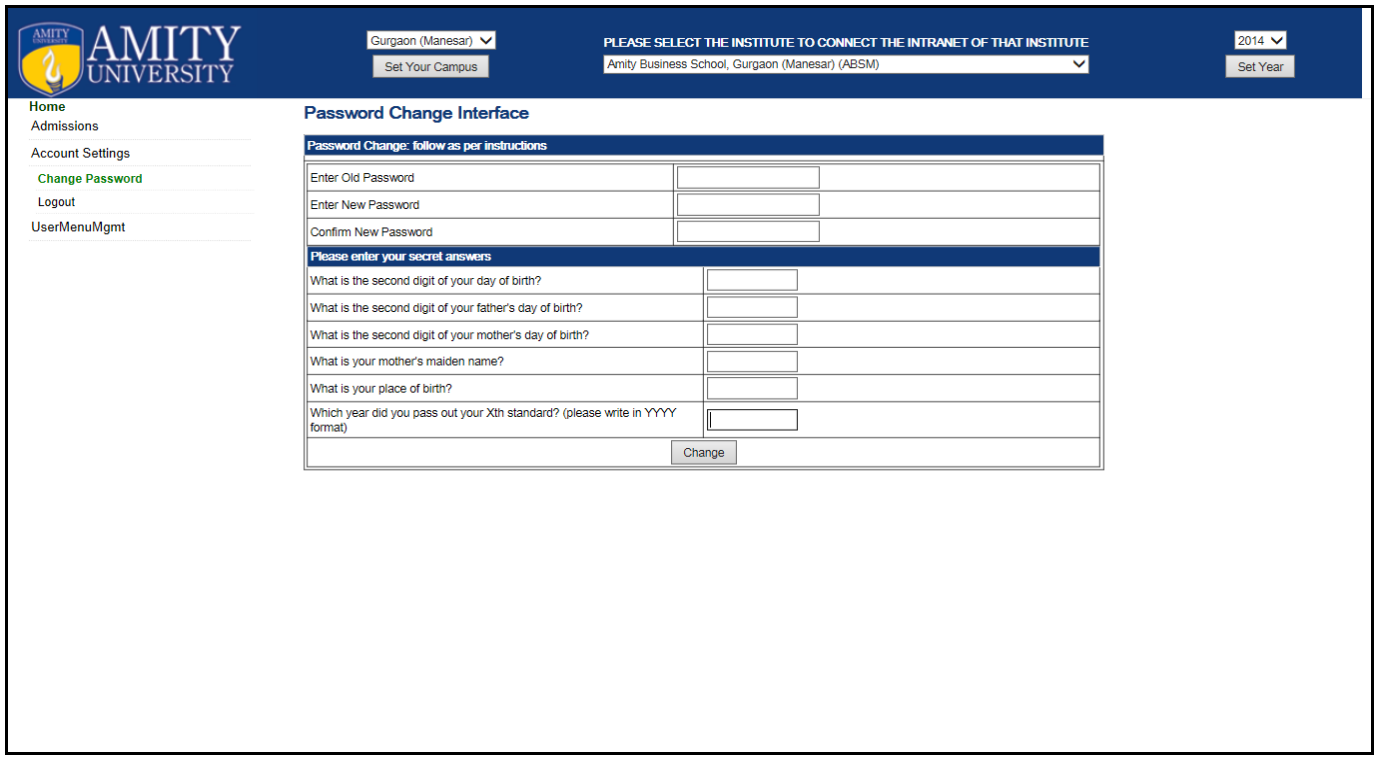
A few enhancements were made in the functionality of Amitranet/ micro site to facilitate the CBT Process.

This module has exactly the same data as the CBT Export file for ATTEST, PLUS all contact information fields, to enable Call Centre follow-up for the CBT Slot Bookings with students.

The user is required to click on this icon and the CBT opted cases get populated, in an excel file, with contact details of the candidate. The the Call Centre follow-up on each and every case, and generate a status report.
(Add screen shot from mail).

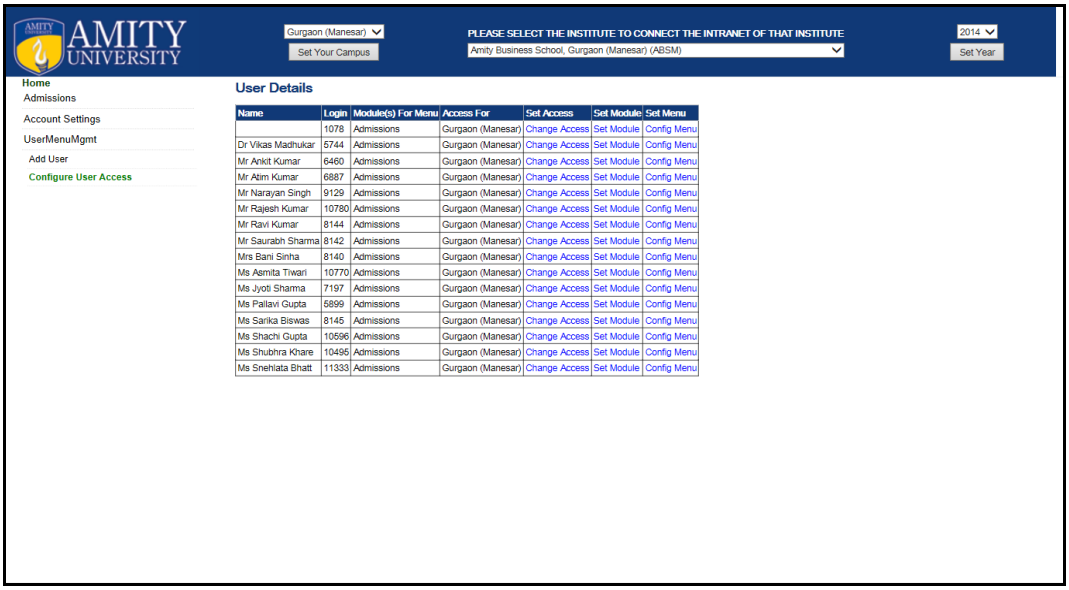

AMITY UNIVERSITY
Gurgaon (Manesar)
Set Your Campus
PLEASE SELECT THE INSTITUTE TO CONNECT THE INTRANET OF THAT INSTITUTE
Amity Business School, Gurgaon (Manesar) (ABSM)
2014
Set Year
Home
Admissions
Form Track
Applications
Basket
Registration
Interview
Admissions
XII Marks Updation
Reports
Withdrawal
Lateral Admissions
Change of Name / Course
Configuration
Misc Activity
View Interview Cut Off
Reg. Change Paid Students
Online Payment Transfer
Check Online Payment
CBT - Export
CBT - Confirm
Show Form Details
CBT - Attendance
CBT - Call Center
Account Settings
UserMenuMgmt
CBT Processing : Data for Call Center
Created Batch
Gurgaon (Manesar)20130926T161252723
Search Result

# 3. Account Settings:



# 4. UserMenumgmt:

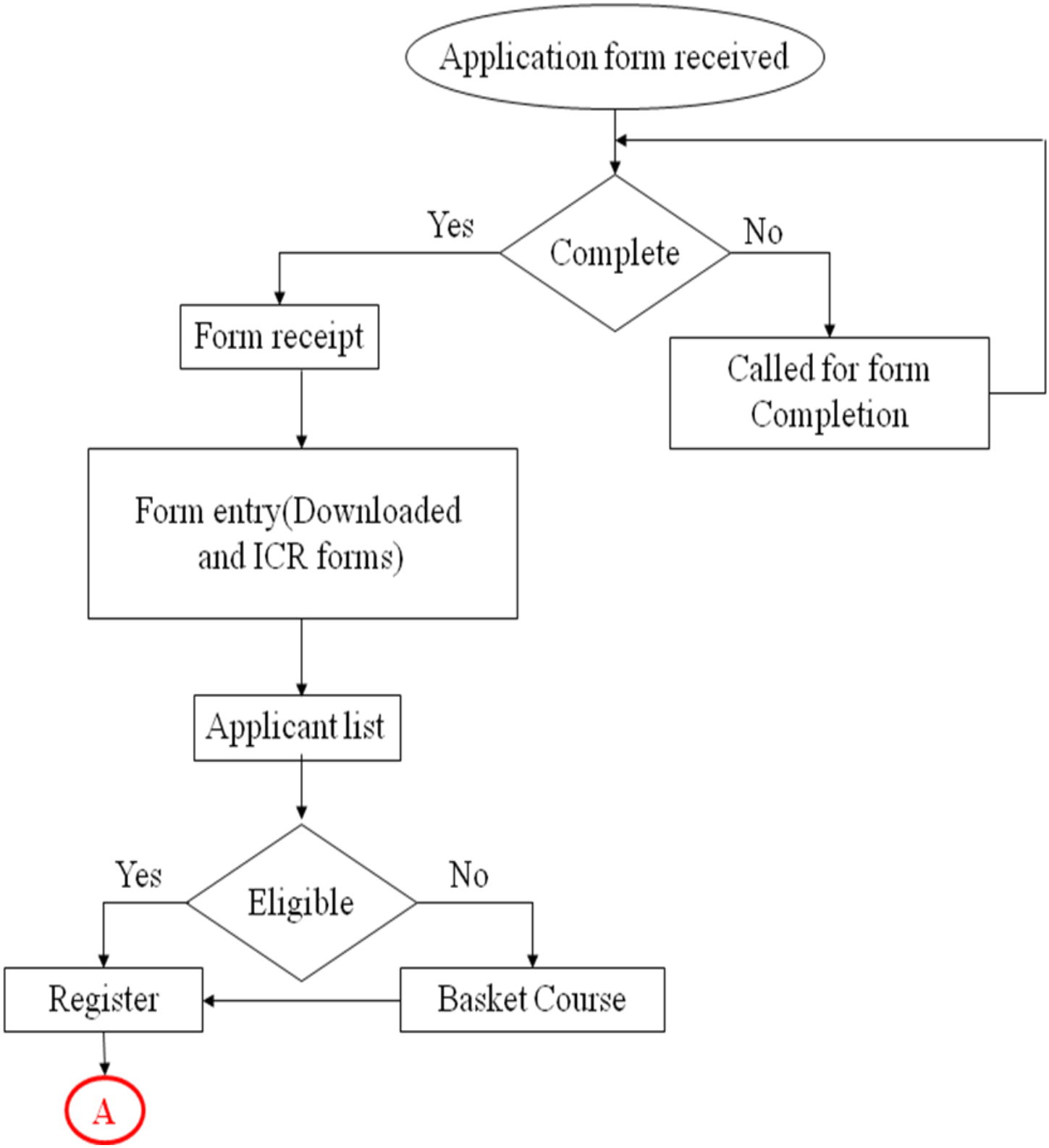
This module is used by Head, Admissions to create new user and configure user access for the corresponding module.

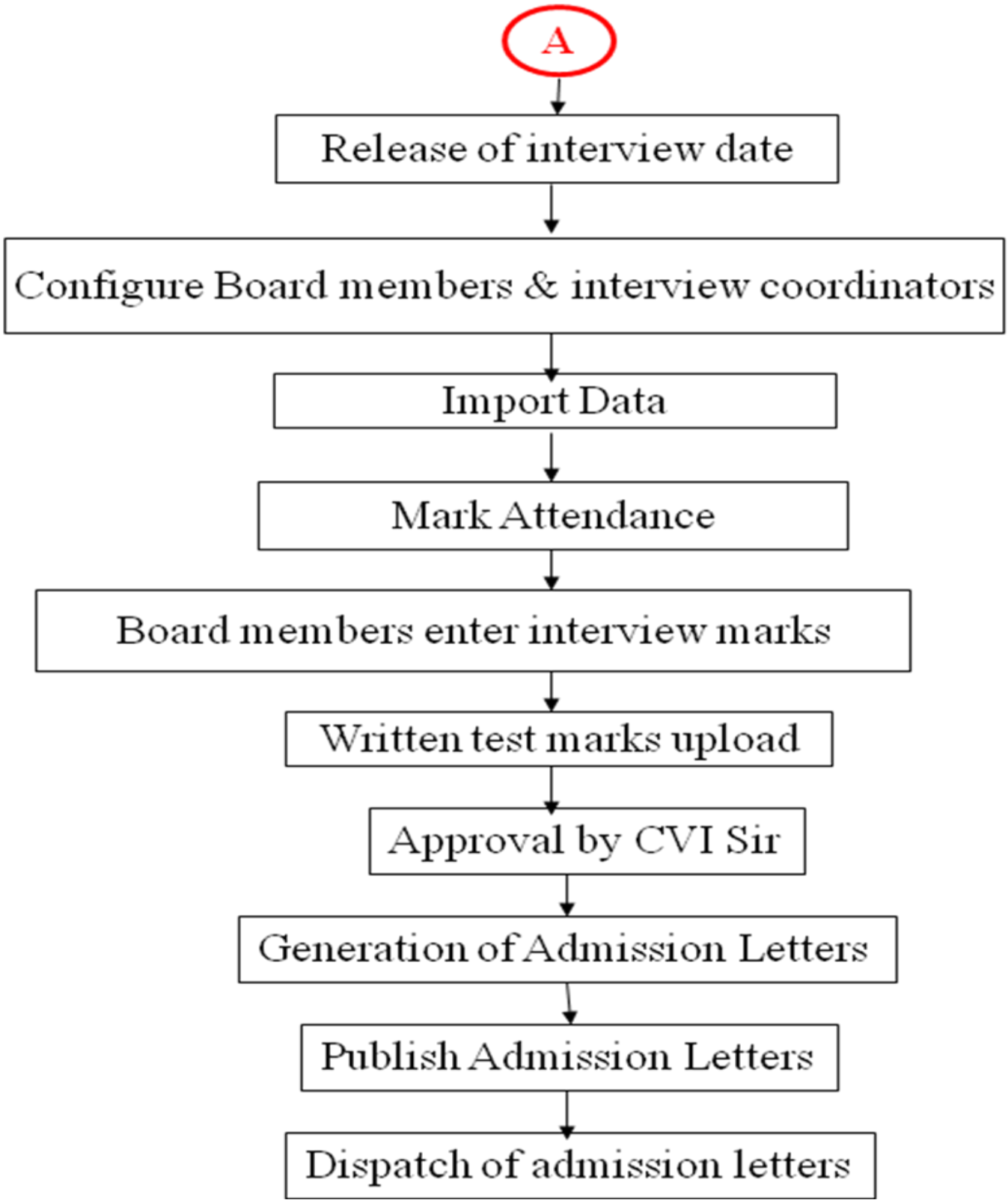



| Name | Login | Module(s) For Menu | Access For | Set Access | Set Module | Set Menu |
|---|---|---|---|---|---|---|
| | 1078 | Admissions | Gurgaon (Manesar) | Change Access | Set Module | Config Menu |
| Dr Vikas Madhukar | 5744 | Admissions | Gurgaon (Manesar) | Change Access | Set Module | Config Menu |
| Mr Ankit Kumar | 6460 | Admissions | Gurgaon (Manesar) | Change Access | Set Module | Config Menu |
| Mr Atim Kumar | 6887 | Admissions | Gurgaon (Manesar) | Change Access | Set Module | Config Menu |
| Mr Narayan Singh | 9129 | Admissions | Gurgaon (Manesar) | Change Access | Set Module | Config Menu |
| Mr Rajesh Kumar | 10780 | Admissions | Gurgaon (Manesar) | Change Access | Set Module | Config Menu |
| Mr Ravi Kumar | 8144 | Admissions | Gurgaon (Manesar) | Change Access | Set Module | Config Menu |
| Mr Saurabh Sharma | 8142 | Admissions | Gurgaon (Manesar) | Change Access | Set Module | Config Menu |
| Mrs Bani Sinha | 8140 | Admissions | Gurgaon (Manesar) | Change Access | Set Module | Config Menu |
| Ms Asmita Tiwari | 10770 | Admissions | Gurgaon (Manesar) | Change Access | Set Module | Config Menu |
| Ms Jyoti Sharma | 7197 | Admissions | Gurgaon (Manesar) | Change Access | Set Module | Config Menu |
| Ms Pallavi Gupta | 5899 | Admissions | Gurgaon (Manesar) | Change Access | Set Module | Config Menu |
| Ms Sarika Biswas | 8145 | Admissions | Gurgaon (Manesar) | Change Access | Set Module | Config Menu |
| Ms Shachi Gupta | 10596 | Admissions | Gurgaon (Manesar) | Change Access | Set Module | Config Menu |
| Ms Shubhra Khare | 10495 | Admissions | Gurgaon (Manesar) | Change Access | Set Module | Config Menu |
| Ms Snehlata Bhatt | 11333 | Admissions | Gurgaon (Manesar) | Change Access | Set Module | Config Menu |

**Procedure of Admission at AUH**

1. Submission of Application forms:
    a. Duly filled in application forms are submitted either in campus or in city office or online.
    b. The application forms are scrutinized to check the eligibility
2. Processing of application forms
    a. The completed application forms are then registered and incomplete forms are sent for calling.
    b. The students are counseled for change of program if candidates are found not eligible.
    c. The list of eligible candidates is shared with the counselors who then inform about to download the admit card and procedure of selection.
    d. An sms is also sent to all the eligible candidates
3. Interview date
    a. The interview date is then released and students are informed to choose the date and download the admit card
4. Interview Set up
    a. The requirement of faculty members is assessed as per the number of application forms received and the same is sent to the Head of the Institute.
    b. The interview board members names once received are added and program groups are created.
    c. The floor wise interview coordinators are assigned.
    d. The floor wise plan is also prepared in excel sheet to make seating arrangements and interview rooms.
    e. On the day of the entrance test, all parents and students are guided by admission team members and faculty members on duty with the help of Marshals are guided to be seated in Auditorium
    f. The session begins with brief presentation about Amity group and AUH by Director Admissions followed by address of Pro Vice Chancellor, Vice Chancellor, Maj Gen G S Bal, Dr Gunjan M Sanjeev and Mr Ankur Gupta explaining in detail about security, SAP and over view of placement respectively.
    g. On the day of the admission test, the data of the students who have selected the interview date are ported and attendance is marked.
    h. Once the attendance is marked, Group for group discussion is created
    i. The Chairperson and interview board member enters the marks.
    j. The interview coordinators assigns the interview panel
    k. The interview panel verifies and asses the candidate.
    l. The OMR sheets are evaluated and marks of the written test are uploaded as per the given format.
5. Result
    a. Once results are approved by Chancellor, the choice of hostel is marked as per the application form of the candidate and admission letters are published on student's micro site.
    b. The list of selected candidates is shared with the counselors who then inform about selection and modes of fee payment.
    c. The hard copy of the application form is dispatched to each candidate.


Application form received
Complete
Yes
No
Form receipt
Called for form Completion
Form entry(Downloaded and ICR forms)
Applicant list
Eligible
Yes
No
Register
Basket Course
A


A
Release of interview date
Configure Board members & interview coordinators
Import Data
Mark Attendance
Board members enter interview marks
Written test marks upload
Approval by CVI Sir
Generation of Admission Letters
Publish Admission Letters
Dispatch of admission letters