

AMITY UNIVERSITY

MADHYA PRADESH

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

AMITY UNIVERSITY MADHYA PRADESH

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Registrar
Amity University Madhya Pradesh
Gwalior

STANDARD OPERATION PROCEDURE OF HOUSEKEEPING
IN AMITY UNIVERSITY MADHYA PRADESH CAMPUS

Aim

1. Provision of House Keeping Services to all areas and locations of various Campuses of Amity University MP and to maintain high Standards of Hygiene and Sanitation.

General

2. Till adequate captive manpower for housekeeping becomes available, house keeping services will be taken on contract from a vendor. House keeping services will include the following Amity University MP Campus.
 - (a) Sweeping and mopping of all areas within the building to include rooms, classrooms, Lecture Theatres, Galleries / Corridors, Laboratories, Toilets and Bathrooms.
 - (b) Proper cleaning of all outside areas to include surrounding areas of all building, open area, foyers, games fields/grounds, lawns and any such area which is the property of Amity MP.
 - (c) Cleaning of Cafeteria.
 - (d) Cleaning of Drains and Sewage within the university campus.
 - (e) Cleaning of Roofs, Drainage pipes etc.
 - (f) The House Keeping contractor will be responsible for
Dusting of all areas /Classrooms / Lts & TRs /Corridors / Stairs Cases / Basements etc and setting of tables and chairs back in place.
 - (g) Removal of all Cobwebs, cleaning of window panes / doors and other attachments / fixtures.

(h) All other cleaning and maintenance works which are within the realms and reality, of good House Keeping.

Procedure

3. The House keeping contractor will be registered and recognized contractor as per all Government Norms. He will provide the required manpower as per the decision given by Amity Concerned authorities and the following will be ensured.

- (a) Timely Provision of all manpower in designated areas.
- (b) It will be ensured that all Safai Karamchari Male and Female will not be under age or too old.
- (c) All Safai Karamchari shall be Trained / Experts in their own field and no untrained karamchari will be employed.
- (d) All karamchari Male and Female will be in company provided uniforms at all times, while within the campus. They will be neat and clean and well groomed at all times.
- (e) Karamchari will be allotted their permanent place of work as far as possible for minimum 02 months at a time. They will be supervised by a Supervisor in each location employed by the contractor himself.
- (f) Karamchari will be well disciplined and will not be interacting with Student / Faculty / Staff under normal circumstances.
- (g) It will be ensured that a proper Client – Vendor relationship will be maintained.
- (h) Lady Safai Karamcharies will initially be employed for Girls Hostels and Ladies toilets, as per strength mutually agreed.
- (i) A house keeping Supervisor of Amity University will be responsible under an Adm Executive / Adm Officer for all official control and interaction between the contractor and Amity University. There will be no indiscipline by any karamchari / contractor worker with any student /employee of Amity University.

(j) All Safai Karamchari will report in a manner so as to ensure that the cleaning of all LTs/TRs/CRs/Labs, Offices and Corridors etc. finishes at least 30 minutes before the commencement of class timings.

(k) Work timings of some Karamchari (as mutually agreed between the Contractor and Amity University) be in a phased manner so as to ensure proper cleanliness at all required time. Nine hrs of working with 1 hr of lunch break would be ensured by the controller.

(l) Attendance will be ensured at the main entry points in all campuses and an Attendance register will be maintained under Security at the Main Gate. Based on the Attendance register the monthly amount will be released to the contractor.

(m) Material for cleaning would be provided by the contractor as per agreement/quotations accepted.

Attendance and Accounting

4. In order to ensure proper functioning of the system the following will be ensured:-

(a) On final fixing of number of Safai karamcharies in particular Campus, the House Keeping Contractor will ensure that the stipulated number of Male/Female Safai Karamchari report daily.

(b) Working and attendance will be worked out on weekly basis from Monday to Sunday.

(c) Calculations of one week will not be carried forward to the next week.

(d) A daily attendance record will be kept at each campus Main Gate based on which the Adm / Executive /Adm Officer including the House Keeping Supervisor will put up a weekly report on every Monday, calculating the daily 'Present' state.

Academic Block

5. To ensure proper following of laid down norms the following will be ensured for calculation of 'P' in Academic Block. Total number of Safai Karamcharies as stipulated in the Agreement / Contract will report for duty on all working days i.e. Monday to Saturday. Any Karamchari absent on these days his 'P' will be marked absent and amount deducted as per rate / per day from overall attendance on a weekly basis.

Hostel Block

6. The upkeep of Hostel block would be of high standard wrt hygiene & sanitation the contractor would ensure the following –

(a) The Housekeeping Contractor will ensure that percentage of attendance daily during working days i.e. Monday to Friday to ensure that all his man power working in a particular Hostel get their weekly leave in rotation, over these working days. Full strength of Safai Karamcharies will be made available in the Hostels on all Saturdays and Sundays. Any Safai Karamchari, who are absent, over and above the laid down percentage on working days, (Full Strength on Saturday and Sundays) will be marked absent and that sum will be deducted from the overall payment.

(b) This weekly 'P' will be consolidated and put up by the Admin Exe / Admin Officer to the Dy Director and then to the Director for further Submission / Approval / Payment.

(c) In case of official functions on Saturdays/ Sundays Safai Karamcharies as per requirement will have to be provided by the house Keeping Contractor.

(d) Care will be taken that the absence of one week will not be adjusted / carried forward into the next week.

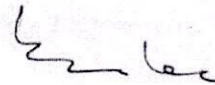
(e) It will be ensured by the Contractor that only requisite / stipulated number of Female Karamchari will be employed per day i.e. for ladies Toilets / Girls Hostels.

(f) At the end of the month a consolidated summary will be made for all the weeks of the month and submitted to Director Admin for onward submission for payment procedures.

(g) Care will be taken that the Contractor submits his bills Latest by the 2nd of the month and payment is released to him by 24th of the month.

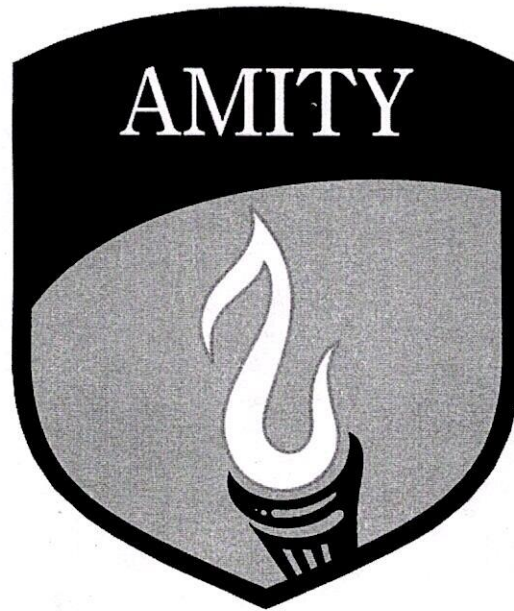
Conclusion

7. The above SOP will be followed in Letter and Spirit to ensure a proper and clean environment as well as a healthy working relationship between Amity University and its Employee / Contract workers.



Col SK Sethi (Retd)
Director Administration
AUMP Gwalior

AMITY UNIVERSITY MADHYA PRADESH



**Policy Guidelines for
Prevention of Sexual Harassment
& Grievance Redressal Mechanism
(Total 06 Pages)**

A handwritten signature in blue ink, appearing to read "Apsara", is located in the bottom right corner of the page. The signature is written in a cursive, flowing style.

AMITY UNIVERSITY

MADHYA PRADESH

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

Ref. No. AUMP/RO/Policy/287

Date : 06.09.2016

Process for Prevention of Sexual Harassment and the Redressal Mechanism

I) INTRODUCTION :

In Compliance with the mandate of the Hon'ble Supreme Court of India, AUMP proposes to adopt this procedure to prevent prohibit and punish sexual harassment of women at the workplace.

II) STATEMENT OF PURPOSE :

The purpose of formulating this SOP is to inform the students and employees about

- a) What constitutes Sexual Harassment
- b) Define Procedures to prevent Sexual Harassment
- c) Lay down steps for filling a complaint of Sexual Harassment.
- d) Policy
- e) Procedure
- f) Constitution of Committee and ICC
- g) The Conclusion :

III) PROCEDURE:

These guidelines are issued for the general information of all students and employees admitted at Amity University Madhya Pradesh for Prevention of sexual harassment and share with them the mechanism for grievance redressal.

IV) COMMITMENT :

The University is committed to providing a work environment that ensures every woman student and employee is treated with dignity and respect within the campus.

The University is also committed to promoting an environment that is conducive to the professional growth of its woman employees/students and encourages equality of opportunity.



The University will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its women students /employees are not subjected to any form of harassment.

V) SCOPE:

The policy applies to all students and all categories of employees of the University, including permanent, temporary and employees of contract.

VI) DEFINITION OF SEXUAL HARASSMENT:

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature.

Sexual Harassment at the workplace includes:

- a. Unwelcome sexual advances (verbal, written or physical)
- b. Demand or request for sexual favours.
- c. Any other type of sexually oriented conduct.
- d. Verbal abuse or 'joking' that is sex oriented.
- e. Any conduct that has the purpose or the effect of interfering with an individual's work performance or creating an intimidating hostile or offensive work environment and/or employment and/or submission or rejection of the conduct used as a basis for making decisions.

VII) RESPONSIBILITIES REGARDING SEXUAL HARASSMENT:

All employees and students of University have a personal responsibility to ensure that their behavior is not contrary to this policy.

All employees and students are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

VIII) COMPLAINT MECHANISM:

Whether or not such a conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism in the form of "CASH" (Committee Against Sexual Harassment) has been created in the University for time-based redressal of the complaint made by the victim.

IX) CASH:

The University has instituted a CASH for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints.

Initially, and till further notice, the CASH will comprise of the following 07 members



- a. A woman as its chairperson Members of Faculty
- b. Members of Management
- c. One External Member

The complaints Committee is responsible for:

- Investigating every formal complaint of sexual harassment.
- Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment.
- Discouraging and preventing sexual harassment.

X) PROCEDURES FOR RESOLUTION, SETTLEMENT OR PROSECUTION OF ACTS OF SEXUAL HARASSMENT:

The University is committed to providing a supportive environment in which to resolve concerns of sexual harassment as under:

1. The complainant will lodge a formal complaint with the Chairperson or one of the members of the CASH at the earliest opportunity.
2. Such complaints will be normally addressed within 03 working days.
3. The Committee will investigate the case and forward its findings and recommendations to the Registrar/ Vice Chancellor / Pro Chancellor
4. The decision of the Pro Chancellor in all such matters will be final.
 - (i) Corrective action may include any of the following:
 - a. Formal apology
 - b. Counseling
 - c. Written warning to the perpetrator and a copy of it maintained in the employee's file.
 - d. Suspension or termination or services of the employee found guilty of the offence.
 - (ii) In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

XI) CONFIDENTIALITY:

The University understands that it is difficult for the victim to come forward with a complaint of sexual harassment and recognizes the victim's interest in keeping the matter confidential.

To protect the interests of the victim, the accused person and others who may report incidents of sexual harassment, confidentiality will be maintained throughout any investigatory process to the extent practicable and appropriate under the circumstances.



XII) ACCESS TO REPORTS AND DOCUMENTS:

All records of complaints, including contents of meetings, results of investigations and other relevant material will be kept confidential by the University except where disclosure is required under disciplinary or other remedial process.

XIII) PROTECTION TO COMPLAINANT / VICTIM:

The University is committed to ensuring that no person who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action.

The University will ensure that victim or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.

However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

XIV) CONCLUSION:

In conclusion the University reiterates its commitment to providing its employees & students a workplace free from harassment/discrimination and where everyone is treated with dignity and respect.


Registrar


Form of Grievance Redressal on Sexual Harassment

Date:

Name of the Employee : _____

ID No. : _____ **Designation** _____

Department/ Section _____

Whether it is first grievance or that it

Has already been dealt with : _____

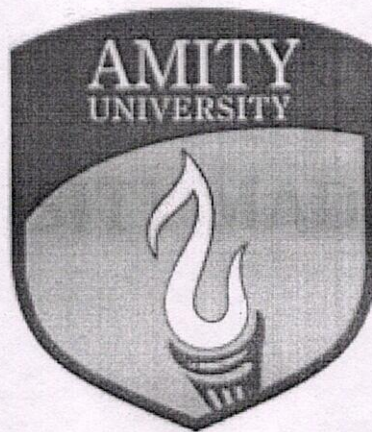
Present Grievances :

Relief Sought for :

Signature

01/10/2017
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AMITY UNIVERSITY MADHYA PRADESH



**STANDARD OPERATING PROCEDURE (SOP)
ON
MEDIA MANAGERMENTS
(Total 08 pages)**

(61490)

STANDARD OPERATING PROCEDURE ON MEDIA MANAGEMENT

Ref: AUMP/RO/SOP/2017/219

Date: 11.05.2017

General.

1. One of the roles of Public Relations (PR) Department is to enhance the reputation and visibility of AUMP and image building by exploiting the local, regional and national media outlets. This would include radio, print as well as electronic media. Amity School of Mass Communication (ASCO) will be responsible to liaise with media to ensure maximum publication and transmission of positive news about the activities undertaken by the University.
2. The mission of PR Department should be to ensure maximum exploitation of electronic media, print media as well as new media (social networks and facebook etc.) for showcasing the University as world class university having a culture of training, learning and producing best professionals for the country. The objective of the PR is to communicate the educational offerings and purposes of the University to their target community. The goal set by the department should be to strengthen the brand image of our University among public and to achieve the vision for brand Amity in general and Amity University, Madhya Pradesh in particular to be counted as a world class University.

Objectives.

3. The objectives are as follows:-
 - (a) To highlight the activities of Amity University through news, articles, interviews and photographs in media, including electronic media, social media & new media.
 - (b) Liaise between the media and the university.
 - (c) Provide best media coverage to all the institutions of the university.
 - (d) To increase publicity, promote brand and enhance the image showcasing the contributions of the university in the field of education and towards the society.

- (e) Highlight the achievements of the university in academics, research and innovation along with its leading role in the region
- (f) Encourage goodwill of the university by emphasizing on the events which includes initiatives of social responsibility and public welfare.
- (g) Explore new areas of online and print publications for extension of coverage.
- (h) Build strategy to minimize the negative perception about the University, if any and damage control in case of any adverse news.
- (i) To create and manage a PR club for the students and to give them training/internship in core areas like reporting, editing, photography, videography, web page design etc.
- (j) Be instrumental in co-ordinating advertisements publicity and joint events undertaken in conjunct with the media.
- (k) To create a blog of the University for the purpose of publicity and image building.

Methodology.

4. Role and Responsibilities of Dean Public Relations (PR).

- (a) Initiating and implementing public relations strategies for the University to maintain cordial relations with media.
- (b) Writing, editing and publishing relevant information and references that result in public awareness and provide necessary information to the public.
- (c) Image building through selective content and strengthening the core objective of the university, viz. 'Research and Innovation Driven University'.
- (d) Writing news releases of events organized in the university and providing the same with photograph to media, after the approval from the authorities (from Hon'ble VC & Pro-VC).
- (e) Creating and managing advertisements as approved by the authorities (from Hon'ble VC & Pro-VC).

(f) Coordinating media during official functions such as Convocation, Orientation, Sports events, Cultural ceremonies, Conferences, Seminars, Guest Lectures, Lecture series and Press Conferences (or as instructed by the Authorities).

(g) Press Relations – Organizing Press Conferences, interviews, radio/TV talks etc (or as instructed by the Authorities). Responding to media enquiry and handling grievances of media.

(h) Updating the published News Clippings on the University Website. Keeping a record of events/news releases/articles published in newspapers/websites.

(i) Coordinating with constituent schools/institutes of the university to explore the possibilities to generate content for news stories.

(j) Any other special news, interview or write-up duty which may be assigned by the Hon'ble Vice-Chancellor, Pro-VC & Registrar).

(k) Timely creation, design and issue of University Newsletter "The AMITIAN"

(l) Links generation of the news uploaded on the university website and providing the reports to the authorities (C-VI Office). This includes maintenance of events/pictures/videos with captions on University website.

(m) Providing monthly status report of published news to the authorities.

(n) Be the repository of all recordings, video, audio and photographs of various events conducted by the University.

5. Duties of Director (Public Relation). The Director of public relations should proactively create the unique identity of the University through traditional and new media channels. He may do this by overseeing the writing and editing of event scripts, speeches, advertising and promotional materials, press releases, interviews and reports, to be shared with media (after getting approval from the authorities). He/she should develop and execute strategies that are intended to create and uphold a positive public image of the university. In the case of an unforeseen issue, crisis or other potentially problematic situation, the director of public relations should generate communications

to maintain a positive image for the University or as directed by the authorities. The duty includes monitoring the PR department, coverage of events, published news status of the university, appearance of the press clippings on the website, online visibility of news, and identifying potential content for news stories in print as well as electronic media.

6. **Managerial Responsibilities.** The Director of public relation also serves as a manager for the public relations staff. He/she may coordinate work schedules, assign staff to projects (news write-ups, articles and questionnaire for interviews), manage communications budgets and oversee the creation of public relations strategies. This may include assigning activities and accounts, as well as approving and reviewing their work, in addition to supervising public relations officers, media coordinators and staff, manage department's goals and strategies. As a visible member of the public relations department, the director of public relation must develop cooperative relationships with media and public officials to maintain the University's reputation, while paving the way for future business partnerships and opportunities.

7. **Role and Responsibilities of Media Co-ordinator.**

- (a) To cover all the events organized in AUMP campus and generate the report/ write up/news release or as directed.
- (b) Prepare News/write-ups, arrange photographs and initiate coverage in the Newspapers, Magazines and Websites. Coordinate with constituent schools/institutes of the university to develop the news content and prepare the same. He/she should get all kind of write-ups approved by the authorities and provide the same to media for further publication.
- (c) Liaison and building relations with media, constituent schools/institutes of the university and public officers to strengthen the brand promotion. Generate content and create / prepare advertisements (as and when desired by the authorities).
- (d) To maintain the Record (printed/hard copy) of the published news (online captured jpg/e-data base) and filing the same on regular basis. (Record File may be presented to the higher authority for inspection twice a month).

- (e) To update the news/write ups appeared in the newspapers/websites (preferably online captured jpg/e- news) on AUMP Gwalior website regularly and intimate the daily uploading status to the concerned authorities.
- (f) To create the links of uploaded news clippings from the website and generate fortnightly report submitted through mail to the concerned authorities.
- (g) To prepare and submit the Monthly Report of news coverage/clippings appeared in the newspapers/magazines/websites.(till the last working day of month).
- (h) May execute Outdoor Work Visit/ meeting with journalists etc. after the approval. The outdoor work visit may be permitted for/up to 4 hours during office timings (extension in time limit are subject to the recommendation and further approval by the Higher Authorities). These visits should be recorded in the "Outdoor Activity Register" which will be maintained by the PR department. After each outdoor work/visit, 'Outdoor Work/Visit Outcome: Brief Report' should be provided (duly signed hard copy), maintained and preserved in the file.
- (i) Report anything negative which appears/ misreported in the media/public/ new media/social media sphere to the Dean (PR) and suggest the best method of communication strategy during crisis.
- (j) To explore the areas of new publications and local associations for further publicity.

8. General Guidelines.

- (a) The PR department will work under the directions of the Hon'ble Vice Chancellor and Pro Vice Chancellor maintaining the core philosophy of Amity University.
- (b) All text, image, content and oral communication for media should bear an approval of appropriate authority.
- (c) The concept and strategy for communication should be approved by the authorities before execution.

(d) No commitment or promise should be extended during external communication without prior approval/permission/decision.

9. **Policy on E-mails and Communications to Media/Public.** E-mail should not include the following:-

- (a) Amity University logo (unless permitted by the authorities).
- (b) Content that is religious or political in nature.
- (c) Personal philosophies, quotes and/or slogans.
- (d) Links to websites other than Amity University.
- (e) E-mail Ids/contact numbers of senior functionaries.
- (f) Any confidential information/material related to the University/employee/staff.
- (g) Any document related to the University (unless permitted by the authorities).
- (h) False promises, tip off, claims or assurance.

10. **Press Release/Event Coverage Requests by Institutes/Depts.** The departments /Institutes may directly approach the Head PR Department through mail with a request for Press Release/Event Coverage. The department/institute requesting for coverage of the event should depute a coordinator to provide required information to the PR department. To achieve the objective of best coverage, the event organizing department must share informative draft of event before the event and final write-up after the conclusion of event, in a timely manner. It may be noted that the draft press release/report to be published in the print media, should reach the media (through PR dept.) before 6pm the previous day.

11. **Requests for Audio/Video/Photography by Coverage of Event.** As mentioned in the policy, the request for Photography/Videography may be directly mailed to the Dean/Director of Amity School of Communication ASCO with schedule well in advance with copies endorsed to Hon'ble Vice Chancellor and Pro-Vice Chancellor after getting prior verbal approval from them. The ASCO departments Studio section has a wide range of audio/visual equipments like Cameras for Still & Video shoot, Lights and audio

recording devices. (Approval of services will be based upon the resources and availability of personnel/multiple engagements at the same time)

12. Handling of Sensitive News/Events. Any news/event which may have an adverse impact on the image of the University/persons of the University, will be handled with utmost diligence and in consultation with the Pro-VC and the VC.

Conclusion.

13. Media management is a very important aspect of management of University affairs. Dean (PR), Media Co-ordinating and team ASCO are all responsible for creating a positive image and perception management about AUMP in particular and brand AMITY in general, not only within the state of M.P. but also in India and abroad. This requires detailed coordination at various levels, liaison with the media personnel as well as foresight and futures planning.

14. This SOP gives only the guidelines and is not exhaustive and may be suitably modified/changed from time to time and depending upon situations. Application of mind, fore thought and timely liaison should be the keywords for media management.

15. This bears the approval of the Hon'ble Vice Chancellor, AUMP


Rajesh Jain 11/05/2017
Registrar

To:

- Pro-Vice Chancellor's Office
- Dean ASCO and Director Public Relations
- All Hols
- All HoDs (Teaching & Non Teaching)

Copy to:

- Hon'ble VC's Secretariat

AMITY UNIVERSITY MADHYA PRADESH

LEAVE REGULATIONS

AMITY UNIVERSITY MADHYA PRADESH

AMITY UNIVERSITY

LEAVE REGULATIONS FOR REGULAR EMPLOYEES.

1. SHORT TITLE AND COMMENCEMENT:

These Regulations shall be called 'LEAVE REGULATIONS FOR REGULAR EMPLOYEES', and shall come into force from the date of their notification.

2. APPLICABILITY

These Regulations shall apply to all Regular Employees of the University (Including its Campuses), other than the following:

- (2.1) Engaged on daily rates of wages:
- (2.2) Engaged as Apprentices/Trainees; and /or
- (2.3) Whose terms of appointment do not include the benefit of leave.

3. DEFINITIONS

- a. 'University' means Amity University Madhya Pradesh
- b. 'Competent Authority' means the Vice Chancellor or any other authority specifically empowered by him to sanction leave to the employees concerned.
- c. 'Year' means calendar year (1st January to 31st December).
- d. 'Month' means calendar month, provided that for reducing credit of Earned Leave or Sick Leave on account of Leave Without Pay (LWP) availed by an employee every month shall be deemed to have 30 days.

4. KINDS OF LEAVE ADMISSIBLE

- (4.1) Casual Leave
- (4.2) Earned leave
- (4.3) Sick leave
- (4.4) Duty Leave
- (4.5) Maternity Leave
- (4.6) Study Leave
- (4.7) Sabbatical Leave
- (4.8) Extraordinary Leave
- (4.9) Station Leave
- (4.10) Any other kind of leave, as approved by the Executive Council from time to time.

5. DISCRETION TO GRANT OR REVOKE LEAVE

Leave cannot be claimed as a matter of right. Discretion is reserved with the authority empowered to sanction leave, to refuse or revoke leave at any time according to the exigencies of the University's work.

6. GUIDELINES & PROCEDURE IN APPLYING FOR LEAVE

- (6.1) Subject to the terms and conditions of appointment, employees will be eligible for leave in accordance with these Rules, as amended from time to time.
- (6.2) An employee who desires to proceed on leave shall apply on the prescribed form (Annexure-I) to the authority competent to sanction leave through proper channel, and must not avail of the leave before it is sanctioned. The said authority shall issue orders on the application and where the leave is refused or postponed, the fact of such refusal or postponement shall be recorded in writing on the leave application.
- (6.3) Leave applications will invariably be submitted to the sanctioning authority through the Reporting Officers as per the channel of submission given below:-

CATEGORY OF EMPLOYEE	CHANNEL OF SUBMISSION	SANCTIONING AUTHORITY	KINDS OF LEAVE
Heads of Institutions/ Independent/ Departments/Centres	Pro-Vice Chancellor (or equivalent)	Vice-Chancellor	All kinds of Leaves
Professors & Heads of Departments in Institutions	Head of Institution/ Department (or equivalent)	• Upto 5 days - Head of Institution/ Deptt. • More than 5 days – Vice-Chancellor through Pro-Vice-Chancellor (or equivalent)	CL,SL, EL & Station leaves
Other teaching & non-teaching staff (except class IV/cleaners/casual staff)	Head of Institution/ Department (or equivalent) through the Supervisor/immediate reporting officer	Head of Institution/ Department with a copy to Dy. Pro Vice-Chancellor/Pro Vice-Chancellor (or equivalent) / Vice-Chancellor	CL,SL, EL & Station leaves
Class IV/Cleaners/ Casual staff	Head of Institution/ Department (or equivalent) through the Supervisor/immediate reporting officer	Head of Institution/ Department (or equivalent)	CL,SL, EL & Station leaves
Note: Application for any other kind of leave will be submitted to the Vice-Chancellor, through Pro Vice-Chancellor/Dy. Pro Vice-Chancellor (or equivalent)			

- (6.4) In extraordinary cases where for reasons beyond his/her control, it is not possible to obtain prior sanction, the concerned employee will seek telephonic sanction of leave from the competent authority; and on resumption of duty, submit the application on the prescribed form within 24 hours. In case the application for post-facto sanction is not submitted and/or sanctioned, the salary for the leave period will be deducted even if the employee has sufficient leave balance in his/her credit.

- (6.5) If an employee after proceeding on leave, desires an extension thereof, he/she shall apply to the competent authority, who shall send or cause to be sent a reply either granting or refusing extension of leave to the employee concerned at his last known address. It will be the duty of the employee to obtain approval for extension of leave from the appropriate authority, otherwise he shall be deemed to be on unauthorized absence.
- (6.6) An employee desirous of spending a period of leave at a station other than his place of posting shall indicate the leave address and contact telephone/ mobile numbers on the leave application and also notify the University of any change thereafter as soon as it occurs.
- (6.7) Full and up-to-date complete record of all types of leave (showing calendar year-wise entitlement and leave availed) in respect of the employees, will be maintained as per Annexure-II in the respective Institutions/Departments and also by Head (HR/Admin) at the University's Headquarters office. However, such record in respect of Class-IV & Casual workers will also be maintained by Director-Administration and respective Administrative Officers.
- (6.8) The Office of Registrar/Director HR will send a consolidated half-yearly statement (in the prescribed format at Annexure-III) in respect of various kinds of leave availed by the employees and the balance at their credit as on 1st January and 1st July of the calendar year, to the RBEF Central Team, latest by 20th January and 20th July respectively.
- (6.9) If an employee remains absent beyond the period of leave originally granted or subsequently extended, he shall lose his lien on his appointment unless he (a) returns within ten days of the expiry of the leave, and (b) explains, to the satisfaction of the University, his inability to return on expiry of his leave. Consequently, when an employee loses his lien on his name may be struck off the rolls of the University.
- (6.10) If an employee remains absent beyond ten days continuously without prior permission, he shall be deemed to have voluntarily abandoned the University's service and the University will notify him accordingly at his last known address. Such unauthorized absence shall be deemed as abandonment of service by the employee and not as termination by the University; and the employee concerned will be liable to pay one month's salary in lieu of notice, which may be deducted from his/her salary or other dues.

7. CASUAL LEAVE (CL)

- (7.1) Every employee will be eligible for 12 days' CL in a calendar year. Accordingly, on completion of one month's service, one day's CL can be availed.
- (7.2) Maximum of three days' CL can be taken at a time, provided that the leave is due to the individual employee.
- (7.3) In respect of a new joiner who joins the service of the University, the CL entitlement during the first year of his/her employment, will be determined on the pro-rata basis of period of service rendered by him/her from the date of joining.

- (7.4) CL may be granted for the working days involved. Accordingly, any Saturday (where it is not a working day) / Sunday or any other weekly off day applicable to the employee concerned / University's holiday which intervenes, will not be counted towards leave.
- (7.5) CL may be taken in terms of ½ day, for the first or the second half of a day, the first half ending with the conclusion of the lunch Interval and the second half beginning with the commencement of the lunch interval..
- (7.6) CL will not be granted in combination with any other kind of leave with pay; provided that in a case involving the employee's sickness, when no other kind of leave is due, such combination may be permitted with approval of the competent authority.
- (7.7) Unavailed CL cannot be carried forward to the next calendar year. CL not availed upto 31st December will lapse.

8. EARNED LEAVE (EL)

- (8.1) "The EL entitlement in respect of **employees other than those who are allowed to avail of vacations**, will be 30 days in a year to be credited to the leave account on 1st January and 1st July @15 days for each half-year, subject to other conditions being fulfilled."

In case at any time in future, the management decides to allow vacations, the enabling provision to curtail EL entitlement of such staff-members will be included in the EL Rules as follows:-

"Admissibility of Earned Leave to the Faculty and other staff members (who are allowed to avail of vacations) will be as follows:

- (a) 1/30th of actual service including vacation; plus
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.
 - (c) For computation of period of actual service **for this purpose**, all periods of leave, except casual leave, duty leave and the period spent on various assignment allocated by the University, shall be excluded."
- (8.2) EL can be availed on full pay and allowances only after the employee has completed 180 days' actual service from the date of his joining. Any leave availed other than the entitlement of CL before completion of 180 days will be sanctioned as 'leave without pay'.
 - (8.3) For the purpose of computation of period of actual service, all periods of leave with pay, including Casual Leave as also Duty Leave and the period spent on various assignment allocated by the University should be included for the purpose of calculation of EL entitlement. The exclusion should be for the period of unauthorized absence and leave without pay for any reason whatsoever.
 - (8.4) Employees will be entitled to accumulate EL to a maximum of 180 days. The unavailed portion of EL will be allowed to be carried forward, subject to the condition that at the time of cessation of service encashment of EL will be

restricted @15 days per year of service (**minus** the period of Leave Without Pay, or unauthorized absence, if any), or the un-availed EL at credit of the employee concerned, whichever is less.

- (8.5) EL will not normally be granted for more than 30 days in one spell and not more than five times in a year. EL exceeding 30 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or portion thereof, is spent outside India.
- (8.6) EL can be taken in combination with any other kind of leave, except CL, provided that in a case involving the employee's sickness, when no other kind of leave is due, its combination with CL may be permitted by the competent authority.
- (8.7) EL will be granted for the calendar days involved, and any Intervening Saturday (where it is not a working day) / Sunday or any other weekly off day applicable to the employee concerned / University's holiday or restricted holiday will be counted towards leave. However, pre-fixing and suffixing of such non-working days to EL would be permissible.
- (8.8) Pay during EL will be equal to pay drawn immediately before proceeding on Leave.

9. SICK LEAVE (SL)

- (9.1) SL is the leave that an employee avails when he/she is absent due to illness.
- (9.2) SL can be availed only after completing at least one year actual service from the date of joining, excluding any period of LWP availed of by the employee concerned.
- (9.3) An employee will be entitled to 10 days' SL in a year to be credited to the leave account on 1st January and 1st July @ 5 days for each half-year.
- (9.4) SL not availed during the calendar year cannot be carry forward or encashed. At the end of calendar year any available SL will lapse automatically.
- (9.5) SL may be taken in terms of ½ day, for the first or the second half of day the first half ending with the conclusion of the lunch interval and the second half beginning with the commencement of the lunch interval.
- (9.6) SL application for more than 3 days in one spell, or for EL due to reason of sickness for more than 3 days in one spell, will be accompanied by a medical certificate from a registered medical practitioner, any fee payable for the medical certificate being borne by the employee concerned.
- (9.7) SL can be taken in combination with any other kind of leave, except CL. Provided that in a case involving the employee's sickness, when no other kind of leave with pay is due, its combination with CL may be permitted by the competent authority.
- (9.8) Pay during SL will be equal to the pay drawn immediately before proceeding on Leave.

- (9.9) On return from SL (leave on medical grounds) if an employee is not found medically (physically and mentally) fit, then he/she may not be allowed to resume duty until complete recovery from sickness and on production of certificate of fitness from a certified medical practitioner acceptable to the University.

10. GENERAL CONDITIONS FOR EL AND SL

- (10.1) An employee, who is appointed in the middle of a year, will be eligible for EL and SL for the completed calendar months of service he/she renders upto 31 December of that year, any broken month's service being ignored. Entitlement of leave will be pro-rated on the basis of the applicable rate and credited to the leave account accordingly.
- (10.2) An employee whose appointment is terminated in the middle of an year will be eligible for EL and SL for the completed calendar months of service he has rendered in that year, any broken month's service being Ignored. Entitlement of leave will be pro-rated on the basis of the applicable rate and necessary adjustment carried out in the leave account on the date of termination.
- (10.3) Credit of EL or SL will not be admissible for the period of LWP. For this purpose, the total period of LWP availed of during the year will be divided by 30 to arrive at completed months; and any fraction of LWP upto 15 days will be ignored but a fraction of 16 days and above will be treated as a completed month. The employee's CL account may also be debited on this basis (i.e. pro-rated deduction of CL on account of LWP availed may be effected).
- (10.4) For the purpose of affording credit of EL and SL, fraction of a day will be rounded off to the nearest day, i.e. $\frac{1}{2}$ or above will be taken as 1 day and fractions below $\frac{1}{2}$ will be ignored.
- (10.5) Any Holiday, Saturday and Sunday falling between EL or SL will be treated as part of EL or SL.
- (10.6) Any LWP sanctioned for more than 15 days in a year shall not be reckoned for the purpose of calculation of EL and SL credit.

11. DUTY LEAVE

- (11.1) Duty Leave upto 15 working days in a year may be allowed for:
- Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university.
 - Delivering lectures in institutions / universities at the invitation of such institutions / universities received by the University, and accepted by the Vice Chancellor;
 - Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister university or any other academic body; and
 - Attending official meetings or conferences to which an individual has been nominated by the University.

- e. For performing any other duty for the University as authorized.
- (11.2) Duty leave may be combined with EL, SL or Extraordinary Leave.

12. MATERNITY LEAVE

- (12.1) Confirmed female employees will be eligible for grant of Maternity leave.
- (12.2) Maternity Leave on full pay would be admissible to female employees for a period not exceeding 90 (ninety) days from the date of its commencement, on production of requisite medical certificate. Such leave would, however, be admissible on not more than two occasions in the entire service, provided the number of surviving children does not exceed two.
- (12.3) Maternity benefit is not entitled to a female employee unless she has actually worked for a period of not less than 80 (eighty) day in the immediately preceding twelve months period.
- (12.4) The date of absence from work should not be a date earlier than 45 days from the date of her expected delivery.
- (12.5) Maternity Leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in this respect to a female employee in her career will not be more than 45 days. And the application for leave is supported by a medical certificate.
- (12.6) Maternity Leave may be combined with any other kind of leave except CL, if the request is supported by a medical certificate.
- (12.7) During the period of such leave, the leave salary will be equal to the salary drawn immediately before proceeding on maternity leave.
- (12.8) The eligible female employee shall apply on the prescribed form (Annexure-IV) for grant of maternity leave enclosing therewith the requisite medical certificate; and also give an undertaking that she will not work in any establishment during the period in which she receives maternity benefits. In case the female employee works in any establishment after she has been granted Maternity Leave for any period, she shall forfeit her claim to the maternity benefit.
- (12.9) If the employee is entitled to benefits under the ESI Act, the leave salary will be reduced by the amount payable under the ESI Act.

13. STUDY LEAVE

- (13.1) Study leave shall not be granted to a teacher who is due to retire within 3 years of the date on which he/she is expected to return after the expiry of the study leave.
- (13.2) Study leave without pay may be granted to an Asstt. Professor / Asstt. Librarian / Asstt. Director of Physical Education-and Sports after a minimum of two years continuous service in the University, to pursue a special line of study or research directly related to his/her work In the University organization and methods of education, subject to the conditions that:
 - i. the subject has relevance to the sphere of duties of the employee concerned;

- ii. the proposed course of study / training would be of distinct advantage from the point of view of the University's interest and would significantly enhance the employee's efficiency and
 - iii. the exigencies of the University's work permit release of the employee for the period involved.
- (13.3) The total period of study leave will not normally exceed three years in one spell. However, in the first instance it may be sanctioned for two years, and may be further extended upto one more year, if there is adequate progress as reported by the Research Guide, etc. Care should be taken that the number of teachers given Study Leave does not exceed the stipulated percentage of teachers in any department. Provided that the competent authority may, in special circumstance of a case, waive off the condition of three years' continuous service.
- (13.4) Study leave may be granted not more than twice during the employee's career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- (13.5) A teacher availing himself / herself of Study Leave shall undertake that he/she shall serve that University for a continuous period of at least two years to be calculated from the date his/her resuming duty after expiry of the Study Leave.
- (13.6) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself in the form of affidavit on stamp paper of proper value. A teacher availing himself/herself of Study leave shall undertake that he/she shall serve the University for a continuous period of at least two years to be calculated from the date of his/her resuming duty after the expiry of the Study leave. If an employee fails to qualify in the program for which Study Leave was taken, he/she will be required to pay to the University the financial assistance given to him, if any and salary of the period not completed.

14. SABBATICAL LEAVE

- (14.1) Confirmed teaching staff of the University, who have completed minimum seven years of service as Associate Professor/Professor, may be granted Sabbatical Leave without pay to undertake study or research or, other academic pursuit solely with the object of increasing their proficiency and usefulness to the University and higher education system.
- (14.2) The duration of leave shall not exceed one year at a time, subject to a maximum of two years in the entire career of teacher.
- (14.3) A teacher who has availed himself/herself of Study Leave, would not be entitled to the Sabbatical Leave.
- (14.4) Provided, further, that subsequent sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous sabbatical Leave or any other kind of training programme.

15. EXTRAORDINARY LEAVE

- (15.1) Extraordinary leave shall always be without pay and allowances.
- (15.2) Extraordinary Leave will not be granted if any kind of leave with pay admissible for the purpose is due to the employee.
- (15.3) Extraordinary Leave on any occasion will not normally be granted for more than two months. The competent authority may, at its sole discretion, grant such leave for a period exceeding two months to an employee suffering from a protracted illness.
- (15.4) Where Extraordinary Leave precedes and/or follows Saturday (where it is not working day) / Sunday or any other off-day applicable to the employee concerned, then such Saturday / Sunday / Holiday, etc. will be treated as part of Extraordinary Leave.
- (15.5) Extraordinary Leave will not count towards service qualifying for increment if the total period of such leave availed of during the period between the date of appointment / promotion / last increment and the normal date of annual Increment under consideration, exceeds 90 days. In other words, in a case involving Extraordinary Leave exceeding 90 days, for the purpose of determining the effective date of increment, the period of Extraordinary Leave will be added to the normal date of Increment. Subsequent annual increments(s) would be determined with reference to such deferred date.
- (15.6) Requests for grant of Extraordinary Leave on medical grounds will be supported by a Medical Certificate from the attending Doctor, any fee payable for the Medical Certificate being borne by the employee concerned.

16. PROCEEDING OUT OF STATION DURING LEAVE

Permission of the leave sanctioning Authority will be taken when the employee availing leave wants to go out of station during holidays / weekends. In such cases, the concerned employee will also inform Phone no. and address for contact in emergency.

17. ATTENDANCE

- (17.1) Every member is required:
 - a. To attend office in time;
 - b. To strictly observe the prescribed lunch time and not to overstay.
 - c. Not to leave office before the office time
- (17.2) All employees shall use the Biometric attendance system to record their attendance both at the time of arrival and departure. An employee who fails to attend office at the scheduled time is late. However, late coming upto ten minutes of the scheduled time may be permitted by the concerned HOD.
- (17.3) When an employee attends office late or leaves office early and the late attendance or early leaving, as the case may be, is not condoned / permitted by the leave sanctioning authority as may be specified in this behalf, for each such occasion of late attendance or early leaving, ½ day's Casual Leave may be debited to the employee's leave account. However, late attendance up to one

hour for not more than two occasions in a month can be condoned by the leave sanctioning authority on request of employee, if convinced that it is due to unavoidable reasons.

18. ENCASHMENT OF EARNED LEAVE

- (18.1) Encashment is not permissible for any kind of leave, except EL.
- (18.2) During service no encashment of EL will be permissible. In other words, encashment of EL will be permissible only at the time of cessation of the University's service, subject to other conditions being fulfilled.
- (18.3) EL due to regular employee (who is not on probation) in cases of termination of employment may be allowed to be encashed. In the case of termination as a disciplinary measure, the authority imposing the penalty shall pass orders as to whether such encashment may be allowed.
- (18.4) In the case of death of an employee while in the service of the University, the nominee, or the next kin of the deceased employee may be allowed the benefit of encashment of EL that may be admissible to the deceased employee immediately before his death, subject to a maximum of 180 days.
- (18.5) When encashment of Earned Leave is allowed to an employee, salary payable for the period of leave encashed will be computed as under:

- a. In the case of employee placed in UGC / Govt. scales of pay (5th CPC Scales)

$$\text{EL Encashment value} = \frac{\text{Basic Pay} + \text{DP}}{30} \times \text{No. of days of EL encashed}$$

(DP = 50% of BP)

- b. In the case of employee placed in UGC / Govt. scales of pay (6th CPC Scales)

$$\text{EL Encashment value} = \frac{\text{Pay Band} + \text{Grade Pay}}{30} \times \text{No. of days of EL encashed}$$

- c. In the case of employee drawing consolidated / gross salary

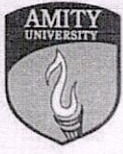
$$\text{EL Encashment value} = \frac{60\% \text{ of Gross Salary}^*}{30} \times \text{No. of days of EL encashed}$$

*EXPLANATION: For calculation of the gross salary to be reckoned for the purpose of EL encashment, the reimbursement of expenses towards Transport / Conveyance, Driver's salary, HRA/ House Subsidy, Petrol expenses/subsidy, telephone/mobile expense, Children Education Allowance or Hostel Subsidy and other allowances e.g. special allowance, loyalty allowance, proctor allowance, programme coordinator allowance / programme leadership allowance / placement allowance, -- etc., will not be taken into account.

- (18.6) Where EL is allowed to be encashed on termination of employment, any amount recoverable from the employee, including salary towards shortfall in the period of notice of termination, may be adjusted from the salary payable for the period of EL encashed.

19. RESIDUAL PROVISION

- (19.1) The University may at its discretion sanction leave on full pay to an employee who has no leave to his credit at the time of sanction of leave, if it is satisfied that the employee would continue in the service of the University; and such leave shall be adjusted against the future accrual of leave to him/her in due course of time.
- (19.2) The University may, at its discretion, allow relaxation of any of these rules in deserving cases.



AMITY UNIVERSITY

MADHYA PRADESH

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

Ref No: AUMP/RO/2023/250

10th August 2023

NOTIFICATION

RE-CONSTITUTION OF UNIVERSITY RESEARCH COUNCIL (URC)

A University Research Council (URC) of Amity University Madhya Pradesh, constituted in compliance with Ordinance No. 11 (11.2) issued vide Madhya Pradesh Government Gazette Serial No 14 dated 05 Apr 2013 is re-constituted as per details given below:-

- | | |
|--|---------------|
| 1. Lt Gen V K Sharma, AVSM (Retd), Hon Pro Chancellor, AUMP | Chairman |
| 2. Prof (Dr) Anil Vashisht, Pro Vice Chancellor & Offg Vice Chancellor | Vice Chairman |
| 3. Prof (Dr) M.P. Kaushik, Pro Vice Chancellor (Research) | |

Deans / Head of Institutions AUMP (Nominated by the Hon Pro Chancellor)

- | | |
|---|--------|
| 4. Prof (Dr) R.S. Tomar, Dean (Academics) & Director, (AIB) | Member |
| 5. Prof (Dr) Iti Roychowdhury, Director, (ASCENT/ ASL/AISS) | Member |
| 6. Maj Gen Rajinder Kumar, AVSM,VSM,SM (Retd) Director, (ALS) | Member |
| 7. Prof (Dr) Vivek Jaglan, Director (ASET) | Member |
| 8. Prof (Dr) Trishu Sharma, Dean & Director (ASCO) | Member |
| 9. Prof (Dr) NovRattan Sharma, Director (AIBAS) | Member |
| 10. Prof (Dr) Kuldip Dwivedi, Professor & HoI (EVS) | Member |

External Experts as Members

- | | |
|--|--------|
| 11. Prof (Dr) R. S. Jadon, Dept. of CSE, MITS, Gwalior | Member |
| 12. Dr. Anjuly Sharma, HoD, MLB College, Gwalior | Member |
| 13. Prof (Dr) Aditya Trivedi, IIITM, Gwalior | Member |
| 14. Dr. Mehak Jonjua, ASCO, AUUP | Member |

In Attendance

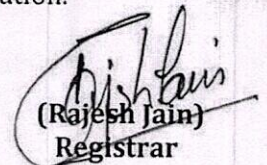
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| 15. Prof (Dr) Swapnil Rai, Professor, EVS and University Research Coordinator | Member |
| 16. Subject Expert as nominated | |
| 17. Guide of the candidate | |

Secretary

- | | |
|---|------------------|
| 18. Brig. (Dr) Jitender Matta, Controller of Examinations | Member Secretary |
|---|------------------|

Reconstituted URC becomes effective with effect from issue of this notification. All previous notifications/ orders on the subject issued regarding constitution of URC are hereby superseded.

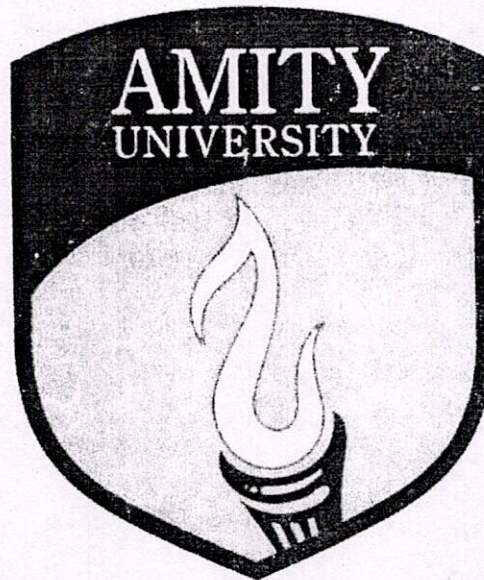
The tenure of the committee members will be of 03 years from the issuance of this notification.


(Rajesh Jain)
Registrar

Circulation:-

1. Chairman, URC
2. Vice Chairman. URC
3. All Members, URC
4. Member Secretary, URC
5. Office Record

AMITY UNIVERSITY MADHYA PRADESH



**POLICY GUIDELINES
FOR
SUPPORT TO FACULTY
TO
ATTEND NATIONAL/ INTERNATIONAL
SEMINARS/ CONFERENCES/ SYMPOSIA
(Total 05 pages)**

[Signature]

Registrar

Amity University Madhya Pradesh

**Standard Operating Procedure (SOP) for Support to Faculty/Staff
to Attend National/ International
Seminars/Conferences/Workshop/Symposia
(Revised)**

Ref: AUMP/RO/SOP/FA/2018/232

Date: 03 May 2018

General

1. A number of conferences / seminars / symposia / FDPs/ Training Programmes are being organized at National as well as International level by various organizations. To facilitate research and learning, it is desirable that eligible and interested faculty members should be encouraged to participate in such events, depending upon the prevailing work pressure at the university.
2. There is a need to lay down a procedure, which will be followed for requesting financial assistance by faculty members to attend conferences / seminars / symposia, which may be of mutual benefit to the university, as well as the individual.
3. The Conferences/Seminars/Symposia/FDPs recommended to be attended by faculty members of AUMP are expected to be organized by an Institution of good standard or of professionally high repute or a Statutory Body.

Aim.

4. To lay down a procedure to be followed by the faculty and staff members seeking financial assistance or permission from AU MP to attend National / International Seminars / Workshop/Symposia / Conferences etc.

Eligibility for Participation.

5. The Eligibility of participation is as follows:-

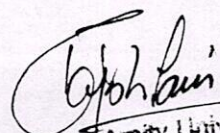
(a) Faculty members should submit abstract as well as full paper to the HoIs/ HoDs for getting it reviewed.

(b) The HoIs/ HoDs should get the paper peer reviewed and should ensure the quality of the paper before communicating to any Conference/ Seminar/ Symposia/ Workshop/ Journal etc. As far as possible the papers should be published in Scopus or other index journals. HoIs will be fully responsible to ensure quality of publication of faculty members under them. They will also maintain records of all publications of their faculty members and submit a monthly report to Pro-VC and Dean Research in format as decided by Pro-VC.

(c) After the review process is completed the hard and soft copy of the papers should be submitted to the VC, Pro-VC and Dean Research for record.

(d) Application for financial assistance / permission should be submitted at least one

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Registrar
Amity University (India) Pradesh
Gwalior

month prior to commencement of national event and three months in case of an International event.

(e) A declaration should be furnished regarding the fact that the paper is original and no other co-author is availing financial assistance for the same from AU MP.

(e) **Preferential Criteria.**

- (i) The applicant has been invited to chair one or more sessions.
- (ii) The applicant has been invited to deliver a keynote / plenary / inaugural address.
- (iii) The applicant has been invited to present the paper/s in the International/ National Conference/Seminar/Symposia/Workshop etc.
- (iv) The applicant has been invited by name to attend the Conference/ Seminar /Symposium / Workshop etc.

Procedure.

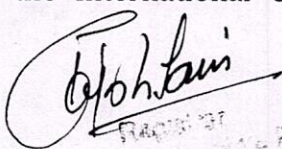
6. A faculty member wanting to get financial assistance or permission to attend / present a paper in any National/International Seminars / Symposia / Workshop/ Conferences / FDPs should first approach the organizers for such assistance, particularly with regard to travel expenditure and boarding / lodging. Most organizations do pay for the travel expenditure / boarding / lodging in respect of persons who have been selected to present papers. Several organizations support participation in conferences / seminars being held abroad, such as DST , INSA , UGC , CSIR , DBT etc. The faculty should first seek complementary financial support also from the concerned organizations.

7. The faculty / staff members should attach a proof (e-mail / letter / web page etc.) to the effect that the organizers do not provide travel expenditure boarding / lodging in respect of person selected to present paper or to speak on topics as accepted by the organization, while making an application.

8. The Application Proforma for Permission to Attend Seminars/ Conferences/ Symposia/ Workshops is attached at **Appendix 'A'**. This proforma will be filled by the faculty member and submitted by him / her to respective HoD / HoI, who will make his recommendations and forward the same to the Hon'ble VC, AUMP, through Dean (Research) , Pro VC and Registrar.

9. The application along with the following documents shall be made at least one month in advance to give time for proper processing :

- (a) Synopsis and a copy of the full paper to be presented
- (b) Certificate from the Author about originality of paper and "No Objection" Certificates from the Co-Authors, if any.
- (c) Brochures of Seminar / Conference/ Workshop/Symposia.
- (d) Letter of Acceptance/Invitation from the organizers.
- (e) Detailed information about the organizers of the International Conference / Seminar/Workshop/Symposia and their credibility.


Registrar
AUM, Pondicherry
Coordinator

- (f) Detailed recommendation of the Head of the Institution.

Eligibility to Avail Financial Assistance.

10. A confirmed faculty member will be eligible to avail financial assistance for presenting paper(s) in National or International Conferences / Seminars / Symposia / Workshop subject to following eligibility criteria: -

(a) Should have completed one year of regular service in Amity University Madhya Pradesh, to be eligible for financial assistance to attend a Seminar / Symposium / Conferences / Workshop/ FDPs at National level/International level (being held in India) and at least two years of services for any International level event being organized abroad.

(b) No disciplinary action should be pending against the faculty and during his / her entire service with AU MP and he / she should not have been on any unauthorized leave. He/She should not be under disciplinary ban.

(c) Only one faculty shall be allowed to attend the same event from a department on seniority basis or as decided by the Vice-Chancellor, AU MP.

Sanction of Expenditure.

11. The sanction of Expenditure will be done as under:

(i) Registration Fee.

(a) International Conferences / Symposia / Workshops and alike held abroad, upper limit would be \$ 500 or equivalent.

(b) National / International Seminars / Conferences held in India, upper limit \$100 or equivalent.

(c) When the event is a part of sanctioned and ongoing funded project, then the limit as laid down in the said project would apply.

(d) For publishing in Referred Standard Journals Rs. 5000 Maximum, that too Journals which have citation index.

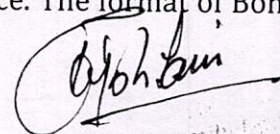
(Standard Refereed Journal list will be obtained with the help of UGC, CSIR- NI SCAIR and CSIR-NISTADS in Science and Technology)

(ii) Maximum Extent of Financial Assistance Authorised.

(a) The maximum extent of financial assistance will include the full Registration fee and 50% of actual travel cost, and boarding/lodging expenditure, as applicable, once in a calendar year for national and once in two years for international Seminars / Symposia / Conferences/Workshop. Expenditure incurred on food will not be reimbursed.

Bond for Continued Service.

12. The faculty who is sanctioned financial support for conferences / seminars being held abroad is also required to furnish a Bond for continued service for two years in the concerned Amity' Institution on returning from the conference. The format of Bond is annexed


Amity University
Gwalior

Appendix 'B'

Duty Leave.

13. Faculty member(s) attending Conference / Seminar / Symposium / Workshop may be granted "duty leave" for the period of Conference / Seminar / Symposium / Workshop to include the actual journey period, subject to a maximum of 15 days in a calendar year. Application form for duty leave is attached at **Appendix 'C'**.

Other Important Points for Consideration.

14. Below mentioned are the points which are important for consideration of the application:

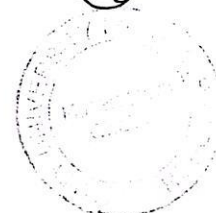
- (a) Peer Review to be followed at 2 levels, if necessary, particularly in case of ASET.
- (b) When patenting is being applied for, a warning note should be given to the intending authors that patenting is not possible, if scientific discovery is published / presented in any Journal / Conferences, as it falls in the public domain. This will be done by concerned Hol.
- (c) The patenting and plagiarism should be taken care of while submitting the paper.
- (d) No advance for the financial assistance will be given and bills/receipts/cash memos will be reimbursed only after the faculty submits a detailed report of the seminar and a certificate from the organizers showing that the said paper was actually presented during the national/international event.
- (e) The bills pertaining to expenditure incurred are to be submitted to the accounts department through the Registrar duly forwarded by respective Hol.
- (f) All faculty members after attending any event of above nature should furnish an outcome report within two days after returning. The report should be sent in hard and soft copy to Pro VC and Dean Research through HOD / HOI with a copy to the Registrar.
- (g) Any one availing duty leave or otherwise should also submit an outcome report along with the copy of certificate to the Pro-VC and Dean Research through HOD / HOI with a copy to the Registrar.
- (h) All faculty / staff members attending an event of above nature whether on duty leave or during weekend with or without financial assistance from AUMP or otherwise should also seek permission from HOD / HOI and route their application through Dean Research and Pro VC, and submit the application to HR department with a copy to the office of Registrar.

Conclusion

15. The SOP gives the guidelines, which may be suitably modified from time to time, by the management. The SOP is only elaborative and not exhaustive.

16. This has the approval of Hon'ble Vice-chancellor.


(Rajesh Jain) 03/05/18
Registrar



**APPLICATION FOR PERMISSION TO ATTEND SEMINARS/ CONFERENCES/
SYMPOSIA/ WORKSHOPS**

1. **Name of the Faculty** [Dr/ Prof/ Mr./ Ms]: _____
2. **Designation:** _____
3. **Date of Joining :** _____
4. **Name of the Institution:** _____
5. **Contact Details of Applicant:** _____
Contact No. _____
Email ID _____
6. **Name of the Event to be attended. With Detail :** _____
(With date, address and contact person) _____
7. **Standing of the Event:** _____
(Nationally / Internationally)
8. **Nature of Presentation:** _____
(Oral /Poster/Participation only)
9. **Significant Experts associated with the Event:** _____
10. **Whether presenting any paper. If Yes** _____
 - Title of the Paper _____
 - Co- Author(s) if any _____
 - Is any co-author from Amity? If so, give details: _____
11. **Whether this paper has been presented /published in any conference / Journal:** _____
12. **Whether this paper has been peer reviewed. If so, give details:** _____
13. **Whether paper has been accepted by the organizers:** _____
14. **Which was the last Conference/ Workshop/ Seminar you have attended and when? Give Details:** _____
15. **Leave /Duty Leave requirement for attending the Conference/ Seminar/ Workshop/etc :**
(Days and Date) _____
16. **If approved, What is the arrangement of the classes during your absence? :**

Whether any financial assistance was provided by the University during the past two years for funding conferences, workshops etc, If yes give details:

18. Whether applied to any other Funding Agency.

If yes, give details: _____

• Name of the Funding Agency _____

• Date of Application _____

• Follow-up action _____

• Present Status _____

• Amount Sanctioned _____

19. Anticipated Expenditure with details :

• Registration

• Travel Expense :

• Accommodation etc :

• Total :

20. Eligibility for assistance as per Para 11 (ii) of SOP :

• Registration _____

• Travel Expense : _____

• Accommodation etc : _____

• Total : _____

Note - Are you intending to patent it, if so then do not publish it. (Once published/ presented in Conference /Seminar, it comes in public domain, hence cannot be patented).

DECLARATION

I certify that I have not picked up any material without giving its due reference in my paper / oral / poster presentation. Further, I hereby certify that the above mentioned details are true to the best of my knowledge and I shall undertake to furnish bills pertaining to all expenses, as also, any other details as desired by university authorities, upon return.

Date _____

Signature of Applicant

Name _____

Designation _____

To be attached:

1. Invitation for the Conference (Particularly for the Oral Presentation).
2. Specific recommendation of the Director/ HOI together with its impact on teacher's teaching / research and benefit to Institute / University.
3. Abstract of the Paper.
4. Peer Review comments on the paper presented.

Estimated expenditure in detail.

Any other information relevant to the participant's participation in the event.

All these documents should be attached with the proforma while submitting the application.

RECOMMENDATIONS

HoD / HoI:

Dean Research:

Registrar

Pro VC:

Hon'ble VC:

-----**Copy to (For Office Record)**-----

Dean (Research)

Human Resource

HoI

Registrar

BOND TO BE FURNISHED BY PERSON ATTENDING SEMINARS/ CONFERENCES/ SYMPOSIA/ WORKSHOPS AFTER AVAILING FINANCIAL ASSISTANCE

BOND FOR CONTINUED SERVICE BY _____ (Name)

This BOND is made on _____ by _____
U/o / D/o / W/o _____ R/o _____ hereafter
called as the EXECUTOR (which expression shall include his/her heirs, successors, legal
representatives, nominees and the other) of the part.

AND

Amity University Madhya Pradesh, Maharajpura, Gwalior hereinafter called as the Institution
(which expression shall include his/her heirs, successors, legal representatives, nominees and the
other) of one part.

WHEREAS the EXECUTOR is a Faculty / staff member at Amity University Madhya Pradesh,
Maharajpura, Gwalior.

AND WHEREAS the presentation of paper titled “_____” for which the EXECUTOR
is the main author, has been accepted for presentation in
_____ to be held in _____ from
_____ to _____.

Now this Bond, witnessed and is hereby agreed between the two parties hereto as follows:
That the Institute has permitted the EXECUTOR to present the paper
in _____ to be held in _____ from
_____ to _____.

THAT the Institution has agreed to give financial support to the EXECUTOR amounting to
Rs. _____.

THAT the Institution has permitted the Executor to attend the Conference and provide financial
support on the condition that the EXECUTOR shall continue to serve Amity University Madhya
Pradesh for a minimum period of two year from the date of the Conference / Seminar.

THAT the EXECUTOR has agreed that in case, he/she leaves this job before expiry of two years,
he/she will refund the entire amount of financial assistance provided to him/her.

THAT the EXECUTOR has agreed to all the above conditions and as such hereby executes this
BOND.

In witness whereof the EXECUTOR has signed this BOND in the presence of the following.

Witness

1. Name: _____ Signature _____
2. Name: _____ Signature _____

Date :

Place:

Name in block letters
and Address :

Signature
(EXECUTOR)

AMITY UNIVERSITY MADHYA PRADESH

APPLICATION FORM FOR DUTY LEAVE

.....Designation.....

Employee Code.....Institution/Dept.....

Nature of Duty.....
(Please Provide Details)

Location (While on Leave)

Contact No (While on leave)

From..... To..... Total No. of Days

Date.....

(Signature of Applicant)

1. Recommendation and Signature of HoD 2. Recommendation and Signature of HoI 3. Recommendation and Signature of Dean Research	4. Recommendation and Signature of Pro Vice-Chancellor 5. Approval / Remarks of the Hon'ble Vice Chancellor
--	--

(Copy to for Office Record)

HOI : _____

HR : _____

Dean Research : _____

Registrar : _____

Details of National/ International Symposium/ Seminar/ Conference/ Workshop/ FDP/ Training Programme/
Research Papers Published by the faculty of the Institute/ School to be submitted Monthly

Name of the Institute/ School :

Month :

S. No.	Name of the faculty member	Seminar/ Conference/ Symposia etc.	Reference of Publication Details	Title of the Research Paper & Name of the Journal	Index (Scopus, Thomson Reuter/ SCI other Index Journals/ Proceedings	Impact Factor of the Journal

AMITY UNIVERSITY MADHYA PRADESH

9

Ref: AUMP/RO/2013/184

Dated 05 July 2013

REGULATIONS FOR RESEARCH PROJECTS IN AU MP GWALIOR

(Total 3 pages)

General

1. Research and Consultancy are an important aspect of any University. Staff, faculty members and students will be expected to undertake projects funded by the State Government, the Central Government as well as in collaboration with other funding bodies including foreign collaborations. There will, thus be a requirement of formulating project proposals and forwarding them to the concerned funding agencies for approval. All research activities will be coordinated by the Dean (Research) at the University level and Deans/HOIs/HODs at the Institute/ Departmental level.

Aim

2. The Aim of these regulations is to lay down detailed guidelines and procedure for undertaking Funded Research Projects in Amity University, MP.

Procedure

3. It shall be the responsibility of HOIs / HODs to draft research project proposals pertaining to appropriate thrust areas of different subjects for forwarding them to the respective funding agencies. The proposal should be prepared in a great amount of detail taking into consideration the requirement of additional equipment, its cost, additional persons required, cost of hiring/ employing such personnel, travel, visits etc as per the proforma of the respective funding agencies. These project proposals after having been vetted by the concerned HOI/HOD should be forwarded to the Dean (Research) for seeking his recommendations / comments.

4. Dean (Research) will forward all such proposals to the Hon'ble VC to get his approval, duly affixed with his signature and official seal.

5. The Dean (Research) will then draft a covering letter addressed to the Agency responsible for according final approval and funds for execution of the project.

6. The covering letter should be signed by the Registrar and copy of the project proposal as required shall be forwarded by the central dispatch of the University to various addressees as per the distribution list. A copy of covering letter signed by the Registrar, will invariably be dispatched for information to the following:-

Amir

(37)

1

- (a) Principal Investigator (PI), i.e. the person heading the project.
- (b) Concerned HOI/HOD.
- (c) Dean (Research).
- (d) Director Admin (for info of accounts office).
- (e) Hon'ble VC Secretariat.

7. Necessary liaison with the sanctioning authority will be maintained by Dean (Research) and the Concerned HOI/HOD till the project gets sanctioned and finally executed.

8. The funds received from the funding Agency will be put under a separate head viz "Funded Research Projects" which shall be a part of the main fund (Amity University, MP) being operated by the Accounts Dept. A separate folder will be prepared for every project which may be seen separately, as and where required. The account will be operated by the joint signature of the Hon'ble VC and the respective P.I.

9. The PI will solely be responsible to ensure proper and timely utilization of such funds. No amount shall be drawn under this head except with the written note sheet initiated by concerned PI through HOI/HOD recommended by Dean (Research) and finally approved by the Hon'ble VC. The note sheet requesting for withdraw/ utilization of research fund for a particular project shall be initiated by the PI/Researcher/ HOD/HOI and should clearly state the purpose and the amount of funds required, and the time frame in which the amount will be utilized.

10. A 'Quarterly Statement of Expenditure' will be submitted by the PI to the VC through Dean (Research) and the concerned HOI/HOD. A record of such expenditure will be maintained by PI and countersigned by the Dean (Research).

11. All the expenditure of the funds from funding agency will be made as per the guidelines of the agency and/or the AU MP Regulations.

12. A cash register and Stock register of each funded project will be maintained by the Accounts Dept and PI respectively. The stock register will have the countersignature of the HOI/HOD/Dean Research.

13. PI will be responsible to get funds audited by a CA once at the end of every FY/completion of one year, as well as on the completion of the project. The statement of expenditure duly audited by CA will be sent to the Funding Agency through a Registered Letter/ Courier by the Registrar Office, through the central dispatch section of the University. Copy of such statement of expenditure will be retained by the office of the Dean (Research), as well as Accounts Office of AU MP.

14. Any Query regarding the research project will be dealt with by the PI/ Dean (Research)/ Dean/ HOI/ HOD of the concerned institute undertaking the project.

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15. After the project has been completed and the report has been submitted to the funding agency along with the statement of the expenditure duly audited by the CA, a copy of the covering letter (which will also be signed by the Registrar with a draft from Dean (Research) to be initiated by the PI/HOI) will invariably be submitted to the PI, Dean (Research) and office of the VC secretariat for information.

16. In case of any dispute/problem the decision of the VC will be final and binding, and the VC is empowered to make the changes in these regulations as and when required for smooth conduct of the research projects.

Conclusion

17. All research projects should be handled efficiently and with due diligence. The funds must be managed keeping in view economy, timely utilization and financial propriety. The procedure given above is not exhaustive and only a guideline for all to follow.

18. This has the approval of Hon'ble Vice Chancellor.



(Dr. Anil Srivastav)

Registrar for Vice-chancellor, AU MP

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Director (Admissions)

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REGULATIONS FOR CHANGE OF PROGRAMME / BRANCH / SPECIALIZATION

General

1. In a few cases, students, at the time of securing admission, are not very clear about the programme / branch being offered to them or opted for by them. Soon after joining, they realize that they have made a mistake or are unable to cope up with the subjects, and wish to apply for a change of programme / branch.

2. If the student requests for change of branch, within 15 days of joining, the same may be considered. However, changing of branch, after a prolonged lapse of time has an adverse impact on both – the student as well as the faculty responsible for teaching the subjects of the changed programme / branch.

Aim

3. To lay down a detailed procedure to be followed by all concerned, in case a student applies for change of programme / branch / specialization.

Procedure

4. A Flow Chart for Change of Programme/Branch/Specialization is given at **Appendix A**. Any student, who has been enrolled to a particular programme and wishes to change his / her programme / branch /specialization opted for at the time of admission to the University may be permitted to do so, subject to the following terms and conditions :-

(a) During the first semester.

(i) Before Orientation Programme.

(aa) If the student decides to change the programme / branch / specialization he/she had initially applied for and was granted admission to **before** the Orientation Programme/Registration, he/she may purchase a new Admission Application Form and submit the same.

(ab) He/She also has to submit an application as per **Appendix B** signed by the parent/guardian.

Amity University

(ac) In such a case, he / she need not appear for AMCAT again provided the eligibility criteria for both the programmes are the same.

(ii) **After Orientation Programme.**

(aa) **Within 15 Days.** The application for change of programme / branch / specialization shall be submitted in the first year within the first **15 days** of the commencement of the programme in the first semester. Applications for change of programme / branch / specialization received after 15 days of commencement of programme shall **not** be entertained.

(ab) **Availability of Seat.** The acceptance of application for change of programme depends on the availability of seat in the programme/ branch/specialization that the student is aspiring change of admission to.

(ac) **Higher to Lower Eligibility Programme & Vice Versa.** Change of programme / branch / specialization from a programme with higher eligibility criteria or that is in greater demand, to one with lower eligibility criteria or that is in lesser demand shall be permitted but not vice versa unless the student qualifies for such programme and there are seats vacant in that programme. For instance, a student may be permitted to change from B.Tech (MAE) to B.Tech (IT) or from MBA to MJ & MC but not vice versa unless there are vacant seats and/ the student qualifies in the relevant eligibility criteria of the programme.

(b) **During the third semester**

(i) Further applications for change of programme/ branch / specialization shall be entertained only within the first **15 days** of the declaration of results of the second semester commencement of the **third semester**, subject to the following :-

(aa) The terms and conditions mentioned under "After Orientation Programme" above;

(ab) His/her CGPA at the end of first year should be equal to or higher than 7.5.

(ac) The student should not have any backlog of course units.

(ad) While making the change of branch of a student, the strength of a class should not fall below the existing strength by more than 10% and should not exceed the sanctioned strength by more than 5%. For this

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purpose, the strength refers to the total strength of the students in the class of a given branch including the direct admissions and failures;

(ae) A student whose CGPA falls within the top 1% of the class and satisfies the criteria for eligibility of change of branch shall be allowed change of branch to his/her choice without any constraint if he/she applies for it;

(af) The remaining eligible applicants shall be allowed change of branch strictly on the basis of their merit as reflected in their CGPA;

(ag) In case the CGPA of more than one student seeking change of branch is the same, their inter se merit shall be decided on the basis of their marks obtained in qualifying examination at the time of admission in the programme;

(ah) If a student of higher CGPA is not offered a particular programme/branch /specialization because of other constraints, this will not be offered to any other student with a lower CGPA even if he/she is eligible for change of branch on the basis of criteria specified above;

(aj) Change of programme/branch/specialization shall not be allowed to a student who is either on disciplinary suspension, academic probation, or has been dropped from a programme in another institution;

(ak) The application for change should be accompanied by the following documents :-

- ◆ Copy of Statement of Grades of first year
- ◆ No Dues Certificate.
- ◆ Any other information specified by the concerned Institution.

(al) On compassionate grounds, the student may be considered for change of programme and/or branch from a more to a less competitive programme and/ or branch if their CGPA is less than 5.5;

(am) A student who is reported by the Head of the Institution/ Department concerned to be unsuitable for a programme may be transferred to another programme at the request of the concerned student if he/she fulfills the minimum eligibility criteria for admission prescribed at the time of admission to the new programme; and is otherwise eligible for admission to the second year subject to the condition that he/she will appear and qualify in all the course units prescribed in the first year of the new programme;

(an) A student admitted directly to the second year will be permitted to change his subject only if he agrees to study the new subjects and qualify within the maximum registration period prescribed for him;

(ao) The student shall not be eligible for refund or adjustment of fee paid by him prior to his transfer/change of subject. In case there is a difference in the fee of the two programmes or branches, the student shall pay the fee as prescribed for the new programme/branch. He/she will, however, be also required to pay transfer charges as prescribed by the University from time to time;

(ap) Change of branch and/ transfer from one programme to another will be admissible to a student only once during the maximum registration period prescribed for a programme;

(aq) Credits earned in academic course units in the first year will be accounted for if the course curriculum and scheme of teaching and evaluation of both the programs are identical. Otherwise the student shall be required to complete the requirements of first year as prescribed for the new programme / branch;

Procedure for Student

5. Student Applying for Change of Programme / Branch in the 1st / 3rd Sem.

(a) A student desirous of changing the programme / branch / specialization he/she had opted for at the time of admission, shall consult his parent / guardian and the Hol before submitting an application (**Appendix B**) to the concerned Hol/ Director of the Institute/School.

(b) The application shall be signed by the student and countersigned by his / her parent / guardian. The signature of the parent / guardian in the application shall match with that provided in the Signature Samples submitted at the time of admission.

(c) The student shall submit an affidavit wherein he / she shall:-

(i) Undertake to study the modules already taught in the class prior to his/ her change of programme /branch /specialization, on his / her own.

(ii) Undertake not to hold the University responsible if he / she fails to do well in the end semester examinations.

Anil Kumar

- (iii) The student shall also submit a Demand Draft for the stipulated amount to be charged as fee for change drawn in favour of 'Amity University Madhya Pradesh' payable at Gwalior, along with the Application for change.

Action by the Hol / Director

6. The Hol shall critically examine the request of the student in light of the following aspects :-
- (a) Whether the application has been submitted within 15 days of commencement of semester;
 - (b) The availability of seat in the programme / branch / specialization that the student is seeking change over to;
 - (c) The compatibility of the student in respect of the subjects being studied by him / her in the current programme vis-à-vis the ones of the new programme (changed programme) applied for.
7. The Hol / Director of the Institute / School shall sign the Application for Change of programme /branch /specialization and initiate a Note Sheet on the matter. He/ She shall then forward the application along with the Note Sheet bearing his remarks/recommendations, to the Dean Academics for his comments.
8. On receiving intimation from the Registrar and/Director Admissions as per Para 14 and Para 20 permitting the concerned student to change his/ her programme / branch / specialization, the Hol shall issue instructions to the student to provisionally start attending classes in the new programme with immediate effect. The Hol shall make it clear to the student that their request is under process and its confirmation is awaited; and that mere provisional permission to attend classes in B.Tech-CSE does not constitute final change of branch.
9. The Hol of the new programme in consultation with the Hol of the old program shall ensure the timely transfer of the student's attendance on the Amizone.

Action by Dean Academics

10. The Dean Academics, shall make a note of all the students who have applied for change of programme /branch /specialization in his databank, and make suitable recommendations.
11. After making suitable recommendations, he shall then forward the documents to the Registrar.

Action by the Registrar

12. The Registrar shall scrutinize the documents and make relevant remarks / recommendations and forward them to the Hon'ble Vice Chancellor.

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13. On receiving permission for the change of programme / branch /specialization from the competent authority, the Registrar shall intimate the following by email.

- (a) The concerned Hols (of the previous programme and the new);
- (b) Dean Academics;
- (c) The Hon'ble Vice Chancellor;
- (d) Director Admissions.

Action by the Hon'ble Vice Chancellor

14. The Hon'ble Vice Chancellor shall make his remarks / recommendations on the Note Sheet before forwarding the documents to Director Admissions.

Action by Director Admission

15. Director Admissions shall, on receiving the Application for Change of Programme /Branch /Specialisation along with the supporting documents from the Hon'ble Vice Chancellor, shall check whether the signature of the parent / guardian match with those provided in the Signature Samples submitted at the time of admission.

16. On receiving Note Sheet with the remarks / recommendations of the the Hol, Dean Academics, Registrar, and the Hon'ble Vice Chancellor, the Director Admissions shall, if the application for change of programme / branch /specialization of the student has been recommended, prepare and sign the following documents to be sent for the final approval of competent authority :-

- (a) Details of Student (**Appendix C**) ;
- (b) Summary statement of request for change of programme (listing the details of students seeking change) (**Appendix D**);
- (c) Application for Change of Programme / Branch /Specialization (**Appendix B**);
- (d) Note Sheet;
- (e) Covering Letter.

17. The documents will be scanned and the soft copies mailed to the concerned authority.

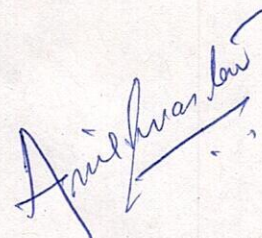
18. On receiving permission for the change of programme / branch /specialization, the Director Admissions shall intimate the following by email:-

- (a) The concerned Hols (of the previous programme and the new);
- (b) Registrar;
- (c) Dean Academics;
- (d) The Hon'ble Vice Chancellor.

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19. Director Admissions shall, after making the necessary changes in the registration of the student on the Amizone Intranet intimate the concerned Hol about the same.

20. This has the approval of Hon'ble Vice-chancellor.

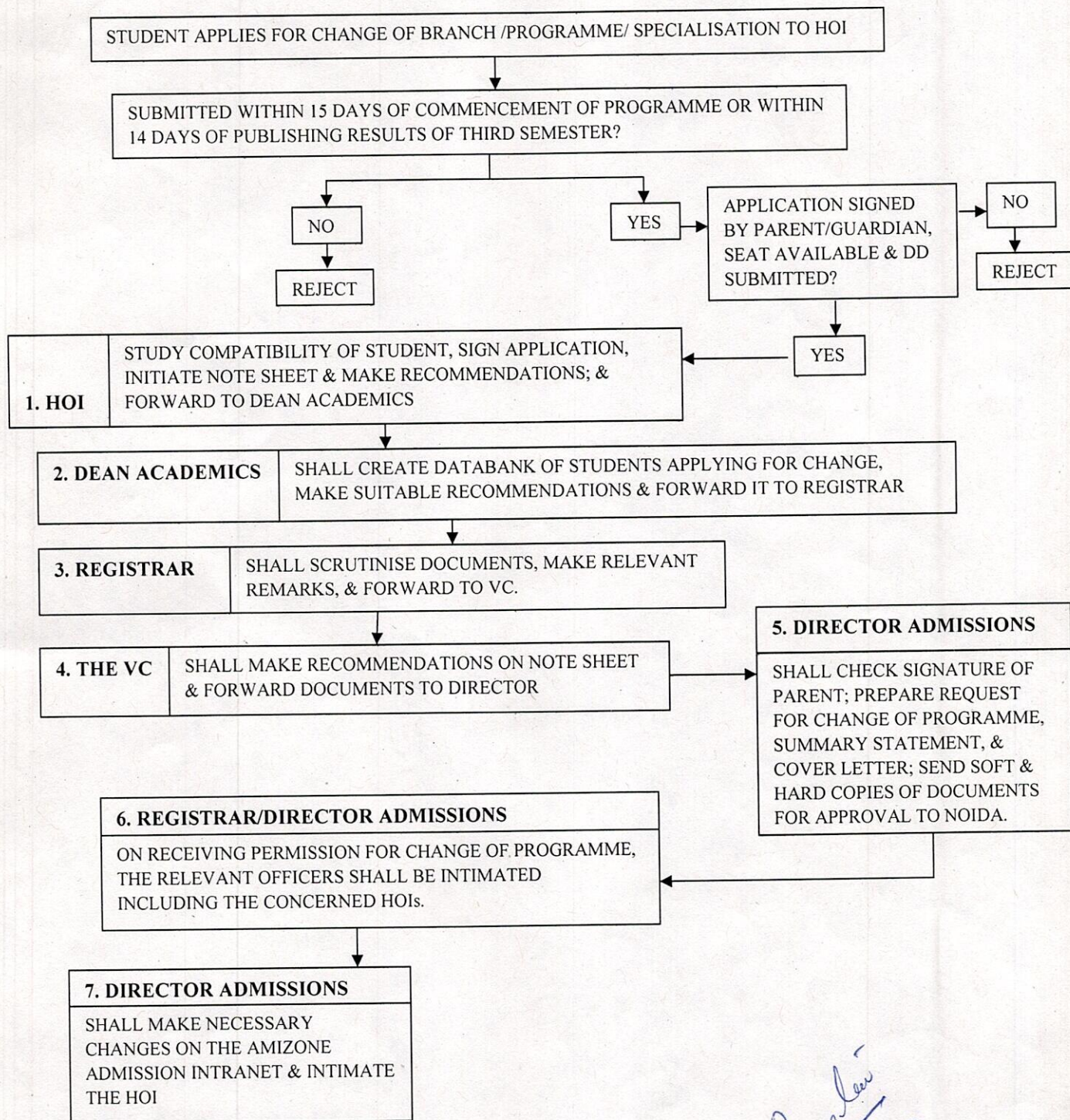


(Dr. Anil Srivastav)
Registrar

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FLOWCHART :CHANGE OF PROGRAMME/BRANCH/SPECIALISATION



Amil J. J. J.

AMITY UNIVERSITY MADHYA PRADESH, GWALIOR

APPLICATION FOR CHANGE OF PROGRAMME/ BRANCH/ SPECIALISATION

NAME OF STUDENT: MR./MS.

PROGRAMME:

SEMESTER : CGPA.

ACADEMIC SESSION : 201.... TO 201

DATE OF COMMENCEMENT OF SESSION:

PROGRAMME TO WHICH CHANGE IS SOUGHT:

REASON FOR CHANGE:

.....

PARENT'S/GUARDIAN'S NAME:

PARENT'S/GUARDIAN'S SIGNATURE:

PARENT'S/GUARDIAN'S CONTACT NUMBER:

STUDENT'S CONTACT NUMBER:

DATE: SIGNATURE OF STUDENT:

FOR OFFICE USE ONLY

MENTOR'S COMMENTS/REMARKS/RECOMMENDATIONS:

.....

.....

NAME OF MENTOR:

SIGNATURE OF MENTOR: DATE:

HOI's COMMENTS/RECOMMENDATIONS:

.....

.....

SIGNATURE OF HoI: DATE:

10/...

[109]

Anil Javanker

AMITY UNIVERSITY MADHYA PRADESH

----- GWALIOR -----

DETAILS OF STUDENT

Date: / /201

1. Mr./Ms.
 S/D/o Mr., appeared for
 the programme in the entrance test held on
 He/She was offered programme.

2. Further details of the case are as follows:

(a) Form/Regn. No.	:	
(b) Class X Percentage	:	%
(c) Class XII Percentage	:	%
(d) Graduation Percentage	:	%
(e) Written Score	:	/ 100
(f) Personal Interview Score	:	/30
(g) Group Discussion Score	:	/20

3. Additional Information:

.....

4. Candidate's request for change of programme from
 to is recommended.

Deputy Director -Admissions

11/....

Amishwar

[10/10]

Amity University Madhya Pradesh

Date :-14.10.2013

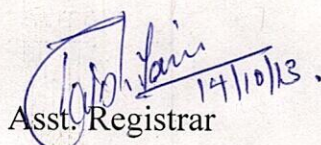
NOTESHEET

- 1 -

1. All the employees of AUMP are entitled for 50% fee concession on academic fee for Ph.D. programme on Part Time basis.
2. Fee Structure is under :-

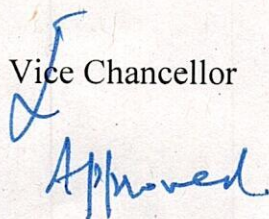
Semester	Academic Fee (in Rs)	Registration fee	Security (Refundable)	Total (in Rs)
Semester - 1	12500/-	10000	10000	32500/-
Semester - 2	12500/-	Nil	Nil	12500/-
Semester - 3	12500/-	Nil	Nil	12500/-
Semester - 4	12500/-	Nil	Nil	12500/-
Semester - 5	12500/-	Nil	Nil	12500/-
Semester - 6	12500/-	Nil	Nil	12500/-

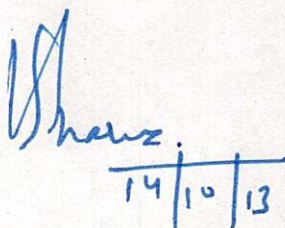
3. Those employees who have not completed their one year tenure in AUMP must submit an undertaking on affidavit on a Non Judicial Stamp paper of Rs. 100/- to the effect that their registration for Ph.D. will stand cancelled if they leave the university or are asked by the management to leave the university prior to confirmation and they will not be entitled for any refund of fee paid, except security deposit.
4. C-VI approval for the same has been obtained
5. Put up for your kind approval please.

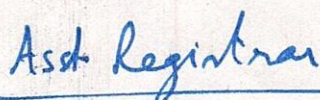

Asst. Registrar

- 2 -

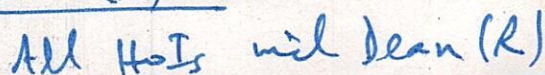
Hon'ble Vice Chancellor


Approved


14/10/13


Asst. Registrar


Dean (A)


All HoIs with Dean (R)

[126]

Col SP Singh

From: Lt. Gen. V K. Sharma
Sent: Tuesday, August 13, 2013 4:18 PM
To: Aseem Chauhan
Cc: Col SP Singh; Brig (Retd) VK Vadhera, Dr Shri Prakash Bajpai; Prof. (Dr) R.S. TOMAR, Dr Anil Srivastav
Subject: Registration for Ph. D by Faculty on Probation at AU MP on Payment of Concessional Fee as Admissible to Permanent Faculty

Dear Aseem Ji;

1. As per our rules, permanent faculty, on the pay roll of Amity Education Group, is required to pay only 50% tuition fee for Ph. D. programme, if they register with Amity University. Ours being a newly raised university, there are quite a few faculty members, who are not yet confirmed (since they have not yet completed 1 year service in AU MP), but wish to enroll for Ph. D with AU MP. As per the rules in vogue, they will be required to pay the full fee to register for Ph. D. Hence, most of them would like to wait for 1 year and then register after availing the concession admissible to Amity employees.

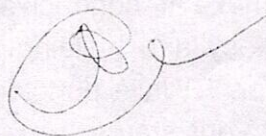
Recommendations

2. It is recommended that we may permit AU MP employees to avail the 50% fee concession even before their confirmation of service (completion of 1 year) after obtaining an undertaking from them on an affidavit on a 'Non - Judicial Stamp paper of Rs 100/- to the effect that their registration for Ph. D. will stand cancelled if they leave the university or are asked by the management to leave the university prior to confirmation and they will not be entitled to refund of fee paid at the time of Registration..

3. PU for your kind approval please.

With Highest Regards;

Lt Gen VK Sharma, AVSM (Retd)
Vice Chancellor
AU MP





STANDING OPERATING POLICY ON CHOICE BASED CREDIT SYSTEM

Introduction

1. The aim of **AU MP** is to ensure attainment of **Academic excellence** by all its students in all facets of the course curriculum. The academic processes thus needs to be aligned with our philosophy of achieving academic excellence and vision of being an Industry Integrated University. The belief in learning that takes students beyond the classroom and into the real world where they must use instinct, negotiating skills, collaboration and experiential learning with innovation is of prime importance.
2. **AU MP** has set its vision to develop into an **Industry Integrated University**. A high level scholastic achievement is the driving force behind rigorous academic programme and high quality teaching which in-stills a spirit of learning amongst students. A special focus is levied on Quality Research and Innovation and Advance critical analysis. Accordingly the pedagogy at **AU MP** offers opportunities to explore intellectual possibilities. A well balanced, coherent, integrated curriculum is the backbone of the academic programme set to challenge the student at **AU MP** to express an opinion, patiently listen to others, explore intellectual pathways and discover new academic passions. Presently value added courses in Behavioural Science, Communication skills and Foreign Languages which are not discipline specific are already being offered for which the students are being offered credits. We need to move forward.

Choice Based Credit System (CBCS)

3. **General.** The introduction of the **CBCS** from 2015 Batch is a step towards the flexible credit system with a focus on leveraging the talent and innovative capabilities of the budding professionals, to meet the needs of the contemporary dynamic business environment thus pitching our student in the right direction and be more adaptable to industry.
4. **Flexibility.** The **CBCS** offers **cross programme education** thereby allowing a student to opt for courses/subjects cutting across various disciplines. The student gets greater flexibility and a wider option of courses to choose from, for attaining better knowledge. To elaborate with an example, say a student pursuing **BTECH (CSE)** can now choose courses from disciplines other than computers, like a course in Environmental studies or Building Materials or Photography or Marketing and so on so forth. **CBCS** also permits credit transfers and earning credits through live projects. It gives the students the flexibility to **design their own course /degree** due to the following:-
 - (a) Option of choosing a minor along with the major area of study.
 - (b) Freedom to choose courses from other programmes.
 - (c) Allow credit transfer from one programme to another subject to meeting the eligibility criteria.
 - (d) Earn credits through live projects/ community projects/ workshops.
 - (e) Transfer of credits to other universities (in case of twinning programme with universities abroad).

Anil Prasad

5. **Objectives of CBCS.** Enable the students to acquire a more holistic perspective and have better understanding of subjects due to the following:-

- (a) A multi disciplinary and application oriented focus is expected to make the student industry ready.
- (b) The student will be able to build on his strength areas by choosing courses in areas which interest him or may help him in pursuance of his profession.
- (c) Develop innovative and creative skills by giving the students a wider perspective through a wide array of course offerings

6. **AU MP Course Structure.** In AU MP Course delivery is planned as a perfect blend of classroom studies, Workshops/ Seminars/ Certification programme, Substantial project work and Assignments with industry relevance. To successfully earn a degree a student has to complete certain fixed number of credits. These credits can be earned through the following categories of courses:-

- (a) **Core Courses** - Each semester a student has to compulsorily take specified courses. These courses may include compulsory summer internships and projects, dissertation, field study/ clinical exposure etc.
- (b) **Open Electives** - These are the courses the student in the university has to elect from the following open electives which are compulsory for all students :-
 - (i) Course in **Foreign Language** – A student can choose from the following languages - French, German, Spanish, Russian, Chinese, Portuguese. (2 Credits per semester).
 - (ii) Course in Behavioural Science (1 Credit per semester).
 - (iii) Courses in Communication Skill (1 Credit per semester).
 - (iv) Course in Environmental Studies (in first year only for all UG programs) (2 Credit per semester).
- (c) **CBCS Electives (Minor Track).** These are courses in related areas which a student takes to get a deeper understanding. A student can choose his subjects from a list of subjects available to him. However a **minimum cohort of specified students** in a subject is mandatory to run a course.

7. **CBCS Courses.** The students of select programmes /courses only as per list given at **Appendix "A"** can choose the **CBCS** course from a list of courses being offered by **AU MP Schools / Centres of Excellence**. List of courses along with the vacancies is given at **Appendix "B"**. **Detailed Course structure is as given at Appendix "C"**. Certain pertinent points pertaining to **CBCS** are elucidated below:-

- (a) Attendance of 75% is mandatory to appear in the exam.
- (b) Method of marking of **CBCS** papers will be CIE: ESE :: 30:70%.
- (c) A student choosing any course has to earn **3 credits per semester** from these courses.
- (d) Credits earned in respect of **CBCS** subjects **WILL BE ADDED** to the **SGPA /CGPA** of the students and it will have a direct effect on the grading.

Anil Prasad

- (e) These courses have been grouped into various tracks and if a student earns **15 – 18 / 18 -24 credits** from courses in a particular track he is eligible to get a **minor** in that track area.
- (f) The Credits earned in respect of **CBCS** subjects will be reflected in the marks sheets in each Semester and also in the final transcript as it appears for other core subjects.
- (g) Students debarred / absent / failing in a **CBCS** subject/ paper will be treated as failed and given an opportunity to reappear in it as a back paper.
- (h) The criteria of marks improvement will also be applicable to **CBCS** papers.
- (i) **Like a core subject it is necessary to clear CBCS paper so as to pass the course and attain the degree certificates.**
8. **Method of Applying.** Students of I Sem of effected programmes after briefing by their respective **Hol's /HoD's** will be given an opportunity to apply for the course of their choice on AMIZONE as per specified time schedule. The student will be duly assisted by their mentor in the course of action. The list of courses once finalised will not be changed thereafter.
9. **Conduct of Classes.** The classes for **CBCS** course will be conducted as per schedule given in the programme by the concerned School / Centre of Excellence and the effected students are expected to attend the classes. The course will be conducted in the similar manner as as per other courses.
10. **Conduct of ESE.** The ESE will be held as per schedule issued from time to time and there would be one paper for **CBCS** for all subjects conducted simultaneously.

Conclusion

11. **AU MP** academic processes have been aligned with our philosophy of achieving academic excellence and fulfilling the vision of being an Industry Oriented University. The **CBCS** is a step towards the same as it provides a student opportunity of the flexible credit system focused on leveraging the talent and innovative capabilities of the aspiring professionals to meet the contemporary requirements of the dynamic business environment thus making the student more industry savvy.
12. This has the approval of Hon'ble Vice-Chancellor.

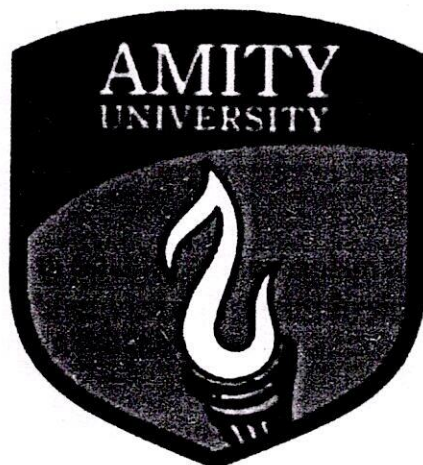


Dr. Anil Srivastav
Registrar

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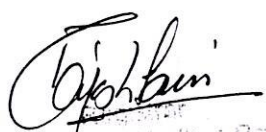
Hon'ble V.C.
Pro VC
All HOIs & HoDs
CoE
Dean Research

AMITY UNIVERSITY MADHYA PRADESH



Standard Operating Procedure (SOP) for Assistance to Persons with Disability

(Total 03 Pages)


Dean
Amity University, Madhya Pradesh
Gwalior



Ref. No. AUMP/RO/2017/154(A)

Date: 28.03.2017

Standard Operating Procedure for Assistance to Persons with Disability

1. General

Amity University Madhya Pradesh promotes an inclusive environment and provides assistance to Persons with Disability (PWD) as per the guidelines of Ministry of Social Justice and Empowerment, PWD Act 2016 as also the AUMP policy for Persons with Disability.

2. Aim

The aim of this SOP is to establish a mechanism to provide seamless assistance to Persons with Disabilities to ensure their physical, emotional and social well being and assimilation in the mainstream.

3. Procedure

- (a) Any person with disability may seek assistance or redressal by approaching the Office of the Director Administration. The office of the Director Administration will take up the request for Assistance/ Internal Grievances of PWD student/ staff, directly- either in writing, through email, in person or on Amizone.
- (b) After due assessment of the nature of the application, the case will either be resolved, if within the remit of the office of Director Administration or will be forwarded to relevant Institute/ School/ Department within 72 hours of receiving such request/ complaint.
- (c) On receipt of such request/ complaint, individual Institutes/ Schools/ Departments of the University will endeavour to provide assistance to the extent possible on case-to-case basis or escalate it to the University Complaints Committee, within 3 working days of receiving such a request/ complaint.
- (d) The University Complaints Committee will duly deliberate over the issue and forward its recommendations to the Hon'ble Vice Chancellor, AUMP, within 5 working days of receipt of such application.


Registrar
Amity University Madhya Pradesh
Gwalior

- (e) The decision of the Hon'ble Vice Chancellor, AUMP, will be final and binding.

4. Conclusion

- (a) The contents contained herein are only elaborative and not exhaustive, and may be modified, as deemed appropriate, from time to time.
- (b) The contents of this policy document have been perused by the Hon'ble Vice Chancellor and have his approval.


Registrar

Army University, Machys Pradest
Gujarat

Copy to :-

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



Ref. No. AUMP/RO/2016/261 (a)

Date: 19.08.2016

POLICY GUIDELINES FOR UNIVERSITY DUTY OFFICER

1. Introduction

The University Duty Officer (UDO) plays a crucial role in upholding the standards and operational integrity of the university. This policy outlines the duties and responsibilities of the UDO, serving as a guideline for their activities. The UDO is considered a representative of the Vice Chancellor and holds the authority of the Vice Chancellor.

2. Reporting Structure

The UDO will report directly to the Vice Chancellor, ensuring clear communication and alignment with the university's strategic objectives. The UDO will be treated as a direct extension of the Vice Chancellor's office. The UDO will meet the Vice Chancellor during the afternoon hours of Friday preceding the commencement of his/her weekly duty for taking instructions and submit the duty report on next Monday.

3. Duty Duration

The duties of the UDO will commence every Monday and conclude every Sunday, maintaining a consistent schedule for effective oversight.

4. Quality Checks on Hostel Mess and Cafeteria

The UDO is responsible for conducting a minimum of three surprise checks on the Hostel Mess to assess the quality of food and ensure compliance with the menu. Additionally, surprise checks on the cafeteria, situated within all the academic blocks will be conducted to verify that items are sold at appropriate rates.

5. Comprehensive Surprise Checks

In addition to food-related checks, the UDO will perform surprise inspections on the following areas:

(a) **Security Area at the Gate:** Ensuring the security measures are in place and operational.

(b) **Attendance of Housekeeping Staff:** Verifying the attendance records of the housekeeping staff.

(c) **Documents Maintenance:** Assessing the proper maintenance of documents by various institutions, schools, and cells.

(d) **Class Schedule Adherence:** Verifying that classes are conducted as per the scheduled time.

6. Adherence to Instructions

The UDO is expected to adhere to any additional instructions provided by the Vice Chancellor, ensuring flexibility in responding to evolving needs and priorities.

7. Code of Conduct

The UDO is expected to conduct all duties with the utmost professionalism, integrity, and impartiality. Any conflicts of interest or concerns should be reported promptly to the Vice Chancellor.

8. Documentation and Reporting

The UDO is responsible for maintaining detailed records of all inspections, findings, and actions taken. A comprehensive report summarizing the week's activities shall be submitted to the Vice Chancellor by the end of each week.

9. Training and Development

The university will provide necessary training and resources to enhance the UDO's skills and knowledge, ensuring effective execution of duties.

10. Duty Roster

The duty roster for UDO will be prepared by the Registrar.



11. Conclusion

These guidelines are designed to promote transparency, accountability, and the overall well-being of the university community. The UDO's commitment to these principles is essential for maintaining the highest standards of excellence within the university.

These guidelines are subject to periodic review and may be amended as deemed necessary by the university administration.


Registrar 19.08.2016


Circulation:

1. Hon'ble Vice Chancellor
2. Pro Vice Chancellor
3. All HoIs
4. All HoDs (Teaching and Non Teaching)
5. Office Record



AMITY UNIVERSITY

MADHYA PRADESH

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

Ref: AUMP/RO/2016/283

Date: 02.09.2016

Standing Operating Procedure (SOP) for Single Window Clearance System for Students' Grievances

(Three Pages only)

Introduction

1. Amity University in its ongoing efforts towards the holistic development of its students keeps adapting new endeavours to provide a comfortable, congenial, and free environment to grow. Student welfare has been an integral part of Amity University, as it strongly believes in nurturing, the upcoming dynamic students of the country who would build the country in the days to come. Hence the student welfare department is entrusted with ensuring the well-being of the students in the campus of the university; assist all students in matters which they have not been able to resolve till date relating to the university. The single window clearance system is being constituted with an aim to provide a single window platform for prompt disposal of the genuine grievances of the students thereby ensuring that they continue their studies in a congenial and stress free atmosphere.
2. Active involvement of all the faculties, HOIs/HODs and also non-teaching senior functionaries of the university is of utmost importance to ensure that the students' problems are addressed in the shortest possible time, through a single window clearance system.

Aim

3. The aim of this SOP is to lay down a system where by the students get a single window platform to get redressal for their problems related to any aspect of the university.

Purpose

4. The purpose of SOP is to streamline the procedure of **Single Window Clearance System** so that there is clarity and transparency in resolving issues related to students with their respective departments/ faculties and the University.

Procedure

5. The following procedure shall be followed for proper implementation of Single Window Clearance System:
 - (a) The students have varied issues/ grievances which at times are partially resolved by their Mentors and HOIs, it has come to notice that the students are at times not convinced, but have nowhere to go to get the problem solved.

- (b) At times the issues are not resolved by their mentors for want of time, clear solution, policy etc., such cases would now be escalated to the DSW so that the matter can be resolved at the earliest with the concerned Mentor/HOI's/ HODs.
- (c) All problems which have been reported to the mentors/HOI/HOD but has not been resolved by them or satisfactory reply has not been given to them within one weeks' time, needs to be escalated to the DSW office.
- (d) The DSW would open a register as per format attached, for this purpose with requisite columns so that the student is able to explain his case fully.
- (e) On receipt of the details from the students, the issue would be taken with the concerned mentor/department, and the matter would also be reported to the HOI/HOD for their intervention for resolution of the issue. Hon'ble VC and Pro VC would also be informed. The Pro VC would peruse the case and give his views on the issue raised and would get the same resolved; else if the case has merit then it may be escalated to higher authorities to do the needful.

Conclusion

6. This cell is meant to ease the problems of the students which they face on day to day basis, it is not a complaint cell. The Single Window Clearance System is being implemented with immediate effect for resolution of students' grievance /concerns regarding their personal problems which they are not able to resolve.
7. The SOP gives the guidelines, which may be suitably modified time to time by the management.
8. This has the approval of the Hon'ble Vice Chancellor, AUMP.


(Rajesh Jain)
Registrar

AMITY UNIVERSITY MADHYA PRADESH

SINGLE WINDOW CLEARANCE SYSTEM

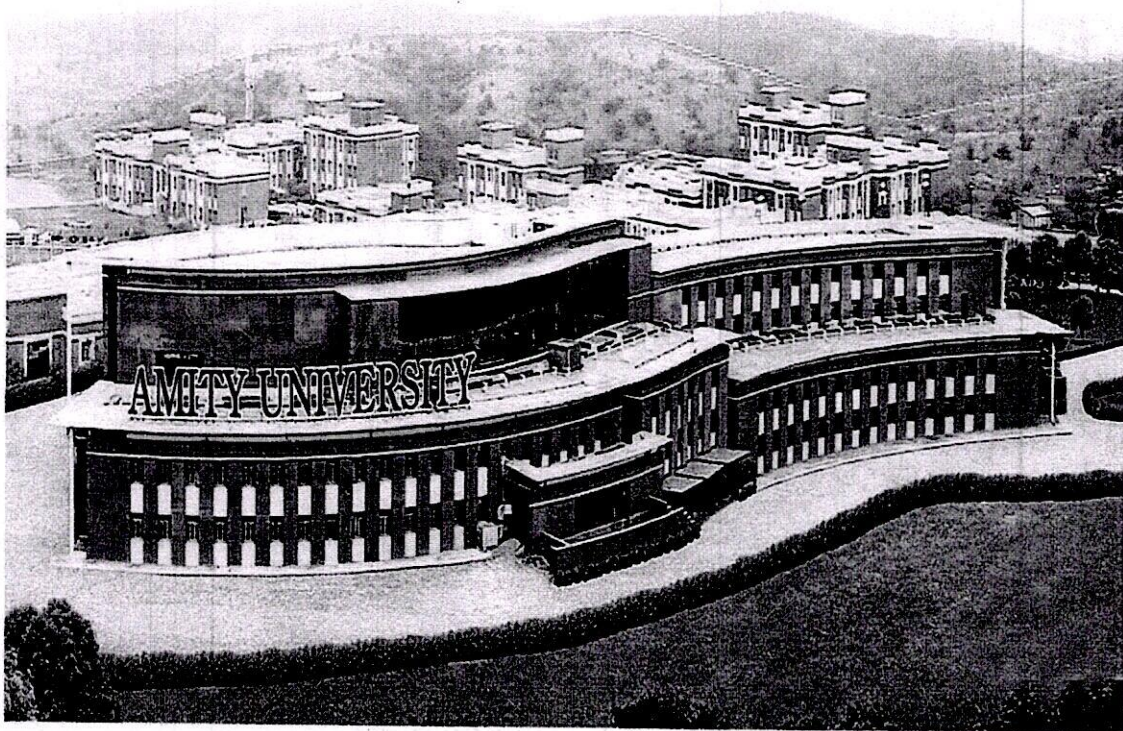
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AMITY UNIVERSITY

MADHYA PRADESH

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



E-GOVERNANCE POLICY

Amity University Madhya Pradesh
Gwalior



AMITY UNIVERSITY

MADHYA PRADESH

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

Ref. No. AUMP/RO/2018/09

Date: 03.01.2018

Policy for E-governance

PREAMBLE

Amity University Madhya Pradesh E -governance envisages with the sole vision of enhancing the system of governance for development of the various department of the University by leveraging new and cutting-edge technologies.

The broad areas of e-governance are in examinations, admissions, day to day operations of different teaching departments, academics, placements, Accounts, management information systems (MIS). It aims at planning and facilitating any infrastructure for the deployment of cutting-edge applications and deployment of solutions for seamless administration of the University.

Vision:

To enhance the system of governance for the overall development of the University by leveraging technologies.

Mission:

Deploy new solutions and ideas in various departments of the University for seamless data access enabling better decision making.

Objectives:

1. Implementation of E-governance in various functioning of the University.
2. Achieving efficiency in our functioning.
3. Promoting transparency and accountability.
4. Achieving paperless and errorless administration of the institution.
5. Facilitating online internal and external communication between various entities of the University
6. Providing easy access to information.
7. To maintain the Data on a secure environment.
8. Making the University visibility at national and international level.

Policy:

Amity University Madhya Pradesh
Gwalior

1. In order to provide simpler and efficient system of governance within the University, it is decided to adopt and implement e-governance in maximum activities of University functioning.
2. To embrace e-governance for the seamless access of data for better decision making at various levels of the University.

Area of Implementation:

1. Website & social media
2. Student Administration including Hostels
3. Academics
4. Internal & External Examinations
5. Communication System
6. Finance & Accounts
7. Library
8. Payment Systems
9. Placements

E-governance areas in Amity University Madhya Pradesh:

For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative, and the management reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website & Social-Media:** The website of the University to be continuously updated considering the new changes. The website should act as a mirror of the University activities and information about all activities, important notices etc. should be made easily available. Website is hosted & deployed by the Head Office of the University situated at Noida, New Delhi on a secure platform. Along with it, training should be given to the existing IT Dept. staff and persons should be identified who will undertake the responsibility of website administration and updating at the University level. Important information & achievements are posted in the social media on regular basis.

2. **Student Administration Including Hostels:** University to process admissions for programmes are being offered, hostel, transport etc. using its own Intranet AMIZONE. Students also must be able to obtain Migration certificates, transfer certificates, bonafied certificates, etc. on an online mode through the AMIZONE.

3. **Academics:** University to manage student academics using its own Intranet AMIZONE with Real time communication to parents with respect to Student Progress.

4. **Internal & External Examinations:** As per the directions of the University, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets/Admit cards, receiving of examination papers, uploading of marks, etc. everything must be done in online manner on AMIZONE. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done utmost care and caution. Examination controller needs to supervise the entire process of examination under the guidance of the

Read by:
Amity University Madhya Pradesh
Signature

Vice Chancellor of the University. Regular updates of Students Internal Performance to be maintained and communicated to the parents.

5. **Communication**: Regular updates about student to be communicated with respect to Student on Fees, college updates & other academic matters.

6. **Finance & Accounts**: For ease of maintaining accounts & Finance suitable Accounting & Finance are also being done through AMIZONE.

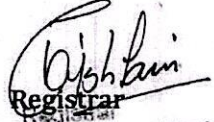
7. **Library**: Entire Library System with respect to Issue, reference to be automated and Staff & Students to access the library resource in & outside the campus. Access to e-journals & E-resources to be provided within the University campus for students and Research Scholars and Faculty members.

8. **Payments**: Parents & Staff to make payments using Debit/Credit Card & UPI Platforms.

9. **Placements**: Placement to maintain student info & provide access to placement information on their fingertips.

Copy to :-

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


Registrar
Amity University Madhya Pradesh
Gwalior

STANDARD OPERATING PROCEDURE OF

FIRE FIGHTING

AMITY UNIVERSITY MADHYA PRADESH

General

1. Fire incidence can take place because of many reason and the losses caused by fire, in terms of life as well as property are always most unfortunate since, most of the fire incident are preventable, if proper precautions are adhered to at all times, and people are adequately sensitized to prevent fire.
2. Most importantly, it is imperative to institute measures and procedures to be followed, should a fire incident occur. Placing adequate firefighting equipment at vital points in the buildings, near generator sets / LT panels, fuel storage points, LPG storage places, near labs or where chemical and paints etc are stored is of vital importance.

Aim

3. To lay down instructions for Fire Prevention and fire fighting for strict implementation by all personnel of the University in the Campus and Hostels managed and run by the University and also lay down procedure to be followed in the event of any outbreak of Fire.

Methodology

4. It is essential that familiarization visits be made to all places which pose fire threat, or those presenting excessive or unusual risks, so that plans may be made and safety equipment/ firefighting equipment provided at vital places / installation / exit/ entry points.

Planning Criteria

5. There is a need to identify all possible fire threats / risk points in the institute. Typically they would include all LT/HT panels, transformers , DG Sets, fuel storage areas, kitchens, canteens, labs, LPG storage areas, chemical storage areas, paint storage areas etc. We need to plan on the firefighting equipment required to be placed at all these points. Technology as well as quantity of equipment being planned needs to be carefully studied.

6. **Responsibility.** Prevention of fire and fire fighting is the collective responsibility of all personnel of the University. However the Security officer / Director/ Dy Director Administration would usually be nominated as the fire fighting officer. The duties of the Fire Fighting Committee and its composition are given at Appendix -B.

7. **Duties**

(a) **Block in-charge**

- (i) Ear mark Fire Marshal one for each floor.
- (ii) Fire Marshal to wear Red Jacket for easy identification.
- (iii) Apprise each Fire Marshal about his duties.
- (iv) Take All OK Report once all have assembled in respective assembly area. The report to include that nobody is left behind in the block.
- (v) Give All OK Report of his block to Director Administration.

(b) **Fire Marshals (Floor Supervisor)**

- (i) On hearing the fire alarm sound, be available in the respective floor.
- (ii) Take stock of the situation; organize evacuation ensuring that nobody is left behind in office / class room / toilets.
- (iii) Ensure briefing of class representatives (CRS) for orderly movement of students towards the assembly area.
- (iv) Detail class representative at the Head of each the staircase his Floor for smooth exit.
- (v) in case of fire on his floor, the Fire Marshal to raise alarm and with the help of available students and staff to combat fire with available fire equipment on his floor.
- (vi) Once all clearance is given, the Fire Marshal will ensure that all individuals move to respective floor in an orderly fashion.
- (vii) The fire Marshal should have Knowledge of all laboratories, library and computer rooms if any on his floor.
- (viii) Once all clearance is given, the Fire Marshal will insure that all individual move to respective floor in an orderly fashion.

(c) Student Floor Representative / Prefects.

- (i) To assist Fire Marshals in performance of their duties.
- (ii) To assist in speedy & orderly evacuation of their class.
- (iii) Be available at the Head of the floor stair case to guide people existing from his floor.
- (iv) Ensure no one is left in the hostel room/toilets.
- (v) Assist in case of any casualty taken place in the floor.
- (vi) Should be the last person to leave the floor.

(d) Head of the Institutions/Directors.

- (i) Take all OK Report of his staff and students and forward the same to Director Administration.
- (ii) Educate all faculty members' staff, Floor Marshals and students about their duties and actions to be taken by each individual.
- (iii) Nominate Fire Marshals including reserves.
- (iv) Earmark various parties for combating fire including reserves.

(e) Director Administration

- (i) Be over all responsible for all actions in the Assembly Areas with his team of Admin. Officers.
- (ii) Ensure making of Assembly area for each institution.
- (iii) Take all Ok report & Head counts from each Institute
- (iv) Any person requesting first aid to be sent to the medical room.
- (v) Ensure speedy evacuation of serious casualties to the Hospitals.
- (vi) Ear mark one supervisor each for Gate 1, 2 & 4 to receive and guide the Fire Brigade to the affected building.

8. **BLOCK WISE LIST OF RESPONSIBILITIES -**

(a) **Block-A, In charge.** HOI/HOD- ASET

(i) **Ground Floor** - 1 x Fire Marshal to be detailed by HOD ASET.

(ii) **1st Floor.** - 1 x Fire marshal to be detailed by HOD ASET and detailed the forward to Admin Department.

(b) **Block – B, In charge** - HOI/HOD – AIB.

S No	Floor	No of Fire Marshal	Responsibility
1	Ground Floor	01	To be detailed by Dy Librarian
2.	1st Floor (Dean Office)	01	To be detailed by HoI AIB Department
3.	2nd Floor	01	To be detailed by HoI ASCO.
4.	3 rd Floor	01	To be detailed by Admin Department
5.	4 th Floor	01	To be detailed by Exam Department

(c) **Block – C, In charge** - HOI/HOD – ABS.

S No	Floor	No of Fire Marshal	Responsibility
1	Ground Floor	01	To be detailed by HoD Civil Engg
2.	1st Floor	01	To be detailed by HoI ABS Department
3.	2nd Floor	01	To be detailed by HoI ABS Department
4.	3 rd Floor	01	To be detailed by ASAP Department
5.	4 th Floor	01	To be detailed by ASAP Department

(d) **Emergency Assembly Area.**

(i) Assembly Area - 1 - Parking Area and Foot Ball Ground
Near Block-A

(ii) Assembly Area -2 - Parking Area Block 'B' and Parking Area
Ground Floor in Block B.

(iii) Assembly Area – 3- Foot Ball ground near Girls + Boys Hostel

9. **Fire Fighting**

The composition of the parties should be as under –

- (a) **Fire Fighting Team** Sh RAS Baghel (Team In charge) with team as per Appendix – B
- (b) **Protection Team** Mr RK Tripathi (Team In charge) with team as per Appendix – C.
- (c) **Salvage Team** Mr. Girraj Pachori (Team In charge) with team as at Appendix – D.

10. **Action In Event of Outbreak of Fire.** The person noticing fire, will inform immediately to the following :-

- (a) Director Administration Tele-6030
- (b) Director Liaison Tele-6077
- (c) Asst Director Maintenance Tele-6031
- (d) Security Supervisor Tele-6035
- (e) Fire Control Cell Tele-6032
- (f) Fire Supervisor Tele -6035

11. The following sequence of action will be followed :-

- (a) Whenever any fire is noticed in any part of the Campus, the person(s) noticing fire must shout "**Fire**", "**Fire**", "**Fire**" to draw attention of all persons around to put off the fire immediately. To supplement this, whistles provided to the security staff would be blown in short spurts. The central bell system used to control timings of the classes run in the University shall also be operated in short spurts, indicating fire.
- (b) The Security Guards present in the Campus shall inform all members of Amity University about the location of fire, as passed on to them by the Security Officer, on the Mobile Phones or Walkie talkie who shall also be leading the Fire Fighting Team.

(c) All faculty and staff should move down the stairs quickly, in a manner to avoid any stampede. They shall also be responsible to control the quick and safe exit of the students of their respective departments. Unless specifically told to reach the location of incident of fire, they would invariably collect in the area of cricket ground, allowing the fire fighting team to effectively put off the fire. The stairs closest to the class rooms would invariably be used for the exit, unless prevented by the fire.

(d) Receptionists on duty duly guided by Assistant Administrative Officer would immediately inform the Fire Department of MP Gwalior at telephone No. 101 and request for the fire tender. However, for purpose of drill practice, the communication link would be tested with the MP Gwalior Fire Department for its efficacy.

(e) **Fire Fighting team** led by the Team Incharge, shall rush to the location of fire. The Team shall carry fire extinguishers, fire beaters, buckets of water and sand with them and embark upon the site under guidance of the Team Leader to put off the fire. It is very essential that all fire extinguishers and other fire equipments held on charge of the Fire Officer must be serviceable at all time. The water source must contain sufficient water at all time.

(f) **The Salvage Team** shall quickly remove all the equipment, documents and items of value from the site under fire or likely to come under fire and dump it centrally at one place. The accident effected and burn cases would be evacuated to nearest hospital i.e. Birila Hospital Gwalior.

(g) **The Protection Team** shall guard the items so collected from the fire site by the Salvage Party and will not allow any unauthorized person/s to touch the same.

(h) Team In charge of each of the above said teams shall report to the Director Admin/Director (Liaison) on the status of fire incident who will give further instructions, as deemed fit. The Director (Admin.) shall arrange for FIR to be filed and insurance company representatives to be called in for on the spot inspection.

(j) A mock drill will be carried out by the University, at least once in three months. All available faculty, staff and students will participate and the lessons learnt would be debriefed. Fire Officer shall also demonstrate use of Fire Fighting equipment. At least, one student representative from each section should also join to brief students of his class subsequently action required on the part of students. The Security staff shall guide the movements of students as per the direction of the Registrar/ Director Admin)

12. Important Telephone Number

- (a) Fire Ambulance – 102.
- (b) Hospital –
 - (i) Birila Hospital, Near Sun Temple, Gwalior MP, Phone No – 0751 - 2405659, 2365597.
 - (ii) J A Hospital, Gwalior MP, Phone No – 0751 – 2323950.
- (c) Police – 100.
- (d) City Fire Fighting Officer – 0751-234210.
- (e) University Hierarchy –
 - (i) Registrar –8085176757
 - (ii) Director Administration – 9827052295
 - (iii) Director Liaison – 9425307677
 - (iv) Assist Director Maintenance – 9893043846
 - (v) Fire Supervisor – 8349136236
 - (vi) Security Supervisor – 8982820284

Conclusion

13. It is best to prevent a fire incident by adhering to preventive measures. However, it is essential that we all must be ready to fight the fire and keep our fire fighting resources in working condition and personnel well trained to combat fire.

14. Rehearsals are important to put our procedures into practice. All employees and students must therefore participate in mock drills/ rehearsals.

FIRE STANDING ORDER

DURING WORKING HOURS:-

1. Person noticing the Fire , should inform concerned Admin Assistant for Academic Blocks/ Warden for Hostels and raise vocal Alarm by shouting FIRE – FIRE – FIRE.
2. Pick up ABC/ BC Fire extinguisher from nearest point and try to extinguish fire by operating the same.
3. Concerned Admin Assistant/Warden should inform Director Admin, Asst. Director Maintenance, Fire Supervisor and Fire Control Cell immediately and try to control fire with available equipment and staff.
4. If the fire seems to be Major, inform Power House to shut down Power Supply of concerned Block to prevent further growth of fire.
5. Fire Supervisor / Fire Control cell should inform local fire fighting agencies to assist in controlling major fire to restrict further damages of properties on following numbers:-
 - a) Fire Station Gwalior – Tel: **101**
 - b) Fire Station Air Force, Maharaj Pura –
 - c) Ambulance Service – Tel: **102** (if required)
 - d) Inform all authorities
6. Try to contain fire within Room/ Area and should not be allowed to spread further.
7. Try to remove material/ Items from adjoining rooms like - Cloth, Curtains, Chairs, Sofa's Computers, Papers and other items which can catch fire easily, if possible.
8. If any casualty occurs, handle most carefully and transfer to nearest Hospital by taking help of Ambulance service, if required.
9. Dedicated Fire fighting team should take charge of the situation till Fire Brigades arrive.
10. If Fire converts to Major fire, connect Fire hoses from nearest Hydrants and start cooling down fire by spraying water.

CAUTION:

- a) Do not use water till power supply is cut off.
- b) Do not enter dense smoke filled room /Area without proper precautions.

DURING NON WORKING HOURS AND HOLIDAYS

1. Person noticing the Fire during Non Working Hours/ Holidays , should inform concerned main gate/ Concerned Warden in case of Hostels and raise vocal Alarm by shouting FIRE – FIRE – FIRE.
2. Pick up ABC/ BC Fire extinguisher from nearest point and try to extinguish fire by operating the same.
3. If the fire seems to be Major, inform Power House to shut down Power Supply of concerned Block/ Hostel to prevent further growth of fire and inform Director Admin, Asst. Director Maintenance and Fire Supervisor immediately.
4. With consulting the Dir Admin Security Supervisor/ warden should inform local fire fighting agencies to assist in controlling major fire to restrict further damages of properties on following numbers:-
 - a) Fire Station Gwalior – Tel: **101**
 - b) Fire Station Air Force, Maharaj Pura –
 - c) Ambulance Service – Tel: **102** (if required)
 - d) Inform all authorities
5. Try to contain fire within Room/ Area and should not be allowed to spread further.
6. Try to remove material/ Items from adjoining rooms like - Cloth, Curtains, Chairs, Sofa's Computers, Papers and other items which can catch fire easily, if possible.
7. If any casualty occurs, handle most carefully and transfer to nearest Hospital by taking help of Ambulance service, if required.
8. Dedicated Fire fighting team should take charge of the situation till Fire Brigades arrive.
9. If Fire converts to Major fire, connect Fire hoses from nearest Hydrants and start cooling down fire by spraying water.

CAUTION: a) Do not use water till power supply is cut off.
b) Do not enter dense smoke filled room /Area without proper precautions.

COMMAND AND CONTROL

FIRE CONTROL CELL

During fire incident, the following places will work as a Fire Control Cell

(a) **ADMIN OFFICE** (During Working Hours) **Tel 6032** Mr Amit Prakash Singh Bhadoria and Mr RBS Yadav to co ordinate entire Fire Fighting operation and inform all concerned including City Fire Brigade and Air Force Fire Brigade.

(b) **MAIN GATE** (During Non working hours/Holidays) **Tel 6666** .

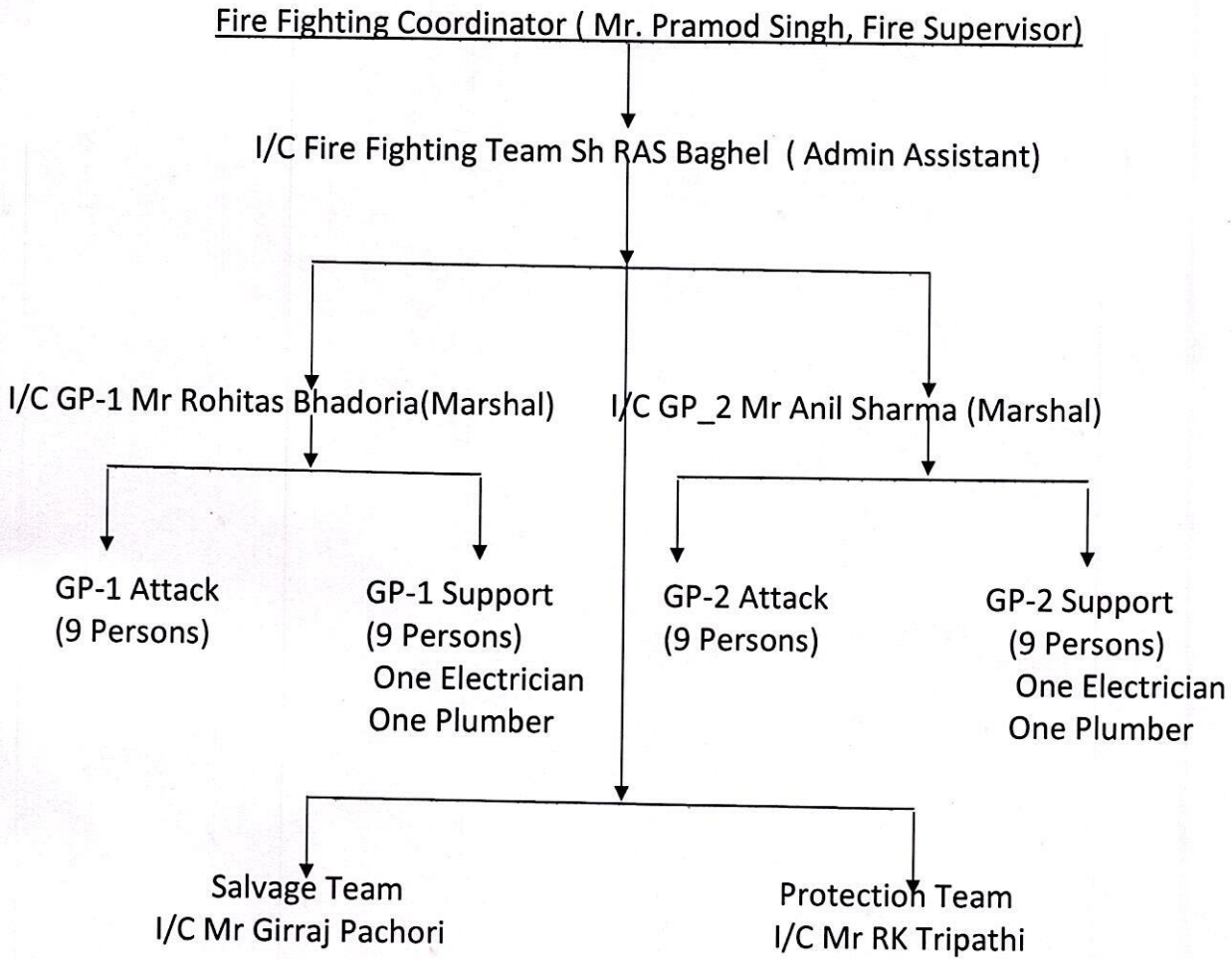
Security Supervisor (On duty) will take charge and co ordinate the Fire fighting operation and ensures that all concerned Authorities including City Fire Brigade and Air Force Fire Brigade and guide them upto exact location of Fire and give desired information.

DUTY ELECTRICIAN AND PLUMBER (During Non working hours/Holidays) Will remain present at the site of fire and will assist Fire fighting Operation and provide technical support as when required.

ACTIVATION OF FIRE SIRON **Electrically Operated Fire Siren** installed at the Top of **Academic Block-B** will be activated by Control Cells.

FIRE FIGHTING ORGANISATON

All teams to function as laid down in SOP however, Fire Fighting team to re organize them self as under given format for better coordination and to avoid confusions.



GP-1 Attack: To attack fire with the help of portable Fire Extinguisher (ABC or BC)

GP-1 Support: To provide continuous supply of additional Fire Extinguishers from other fire points.

GP-2 Attack: To attack fire with the help of Fire hoses and nozzles when required, in case of fire convert into major fire and spreading rapidly.

GP-2 Support To layout hose and connect fire nozzle with sufficient length of hoses and one person should be present at all times at hose connecting point for opening and closing of hydrant valve.

Salvage Team The Salvage Team shall quickly remove all the equipment, documents and valuable items of from the site under fire or likely to come under fire and dump it centrally at one place. The accident effected and burn cases would be evacuated to nearest hospital i.e. Birila Hospital Gwalior.

Protection Team shall guard the items so collected from the fire site by the salvage Party and will not allow any unauthorized person/s to touch the same.

Electrician : Electrician of each group to ensure managing of power supply (Isolation and Provision of power supply from other sources as and when required.

Plumber : Plumber of each group to maintain continuous water supply in Fire Fighting system at all time till Fire Fighting operation continuous.

NOTE : During non working hours same procedure to be followed with available man power.

Col. S.K. Sethi (Retd)
Director- Administration
AUMP, Gwalior



AMITY UNIVERSITY

MADHYA PRADESH

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

Ref No. AUMP/RO/2017/SoP/OP/33

Date: 19.01.2017

15

Standing Operating Procedure (SOP) for Orientation Programme for New Students (Total 4 pages)

General

1. Before the new students join the University, there is a need to make them aware about various processes, rules and regulations, procedures, expectations etc. to ensure smooth induction. This is done through a two day Orientation Programme. The Student Orientation Program is mandatory for all new students taking admission in Amity University Madhya Pradesh. The two day programme includes a series of extended events and it provides an introduction to the stimulating, intellectual and social environment at AUMP, as well as the abundant resources available at the University. One of the primary goals of Orientation is to help students navigate the University environment and get acquainted with the University system.

2. The Student Orientation Program is designed to:-

- (a) Familiarize students with the standards, ethos, culture, rules and regulations of the University.
- (b) Help students familiarise with the AUMP campus and identify the resources available.
- (c) Present tips and key information that will make students' initial days at AUMP, and their transition from schools/previous institutions to the university, smooth.
- (d) Introduce students to advisors, various functionaries and important resources critical to their personal and academic growth at the university.
- (e) Acquaint students with the history and traditions of AUMP.
- (f) Make the students comfortable and self confident in starting their academic journey at AUMP.

Aim

3. To familiarize the new students with various rules, regulations, procedures, systems and resources of the University and make them comfortable and self confident in starting their academic journey at AUMP.

Methodology of Conduct of Orientation Programme

4. **Orientation Programme.** The Orientation Programme for new students will be conducted over a period of two working days. A typical Minute to Minute Orientation Programme for the year 2016 is given at **Appendix - 'A'**. The Orientation Programme will be issued by Registrar's Office, after getting the same approved from the Hon'ble VC. Various details to be coordinated by different agencies are given at **Appendix - 'B'**.

5. **Responsibilities.** The overall responsibility for conduct of Orientation Programme would be of the Head, Admission Cell. Department wise responsibilities of various activities of two days' Orientation Programmes are assigned as under:-

(a) **Office of the Registrar.**

- (i) Preparation of Seating Plan.
- (ii) Preparation and distribution of Welcome Kit to the new arrivals.
- (iii) Presentation/ address by the Registrar on various aspects like Amizone, Scholarship, Fee Schedule, Documentation, Medical Insurance, Procedure of Branch Change, Cancellation of Admission etc.

(b) **Head, Admission Cell.**

- (i) Overall responsibility for smooth conduct of Orientation Programme is of head of Admission Cell.
- (ii) Nomination, tasking and control of volunteers (in consultation with respective Hols) for maintaining discipline among the students in the Auditorium and at other venues.
- (iii) Issue of tokens for attending the programme, after checking details like payment of fee and other documents before issuing the Welcome Kit by the Registrar Office.

(c) **Office of the Dean (Academics).** Presentation/address of Dean (Academics) on various academic aspects and Choice Based Credit System (about 25-30 minutes)

(d) **Office of the Administration.**

- (i) Arrangements to organize Hawan.
- (ii) Presentation/address of the Director (Administration) on various administrative aspects of the University.



(e) **Head, Amity School of Communication.**

(i) Preparation of Show-Reel (ASCO film) of about 20 minutes pertaining to the events conducted in the previous year and achievements of the University.

(ii) Show case of film in the Auditorium before Hawan. The film will again be shown to the remaining students who have not participated in Hawan.

(iii) Distribution of 'AMITIAN' The University News Letter (latest Volume) among the students.

(iv) Photography and Video Recording of the entire orientation programme of two days.

(f) **Chairman, Anti Ragging Cell.**

(i) Presentation/address by the Chairman, Anti Ragging Cell on the various aspects of Anti Ragging (about 20-25 minutes).

(ii) Measures for ensuring no ragging with zero tolerance policy.

(g) **Dean Student Welfare.** Presentation/ address by the Dean Student Welfare on various aspects of Students Welfare, Campus Life, Cultural Clubs and Sports (about 20-25 minutes), including all aspects pertaining to Hostels.

(h) **Director International Affairs.** Presentation/address by the Director, International Affairs on the various aspects of International exposure (about 20-25 minutes).

(i) **Controller of Examination.** Presentation/address by the Controller of Examination on various aspects of Examination Rules and Regulations (about 20-25 minutes).

(j) **Head, Corporate Resource Centre (CRC).** Presentation/address by the Head, CRC on various aspects of placements.

(k) **Head, ASCENT and Head, AIBAS.** Myers-Briggs Type Indicator (MBTI) Test for Psychometric Profiling of students and Language Assessment Test will be conducted under the arrangement of ASCENT and AIBAS.

(l) **Head, Amity School of Languages.** Nomination of anchors, preparation of their scripts and rehearsals.

(m) **Department of Public Relations and Media Coordination.** Vide publicity of Orientation Programme in the local news papers before and after the commencement of the programme.

byoh.ain

(n) **Head of Institutions (HoIs)/Head of Departments (HoDs).**

- (i) Nomination of faculty/staff to ensure discipline among the students.
- (ii) Students' Registration on Amiozne.
- (iii) To conduct Interactive Session for making students aware of the rules, regulations, introduction of departmental faculties.
- (iv) To make the students aware of the syllabus and credits of their respective programmes by respective faculties.

(o) **Student Volunteers.**

- (i) Help the students at the main gate of the University campus to reach the assigned venue, where orientation programme will commence.
- (ii) To check the entry token and allow only genuine students to enter the auditorium.
- (iii) To help the students to take their place as per the seating plan.
- (iv) To escort the students to the Hawan site and take them back to their respective venues after the Hawan.
- (v) During the Lunch time, volunteers will help the students to find their way to cafeteria / mess. And after the lunch, the volunteers will bring the students back to their respective places.
- (vi) Volunteers must maintain discipline amongst the students.

6. **Conclusion.** The SoP gives the procedure for smooth conduct of Orientation Programme for the new students, which may suitably be modified from time to time by the University management. This SoP is only indicative and not exhaustive.

7. This bears the approval of the Hon'ble Vice Chancellor.


(Rajesh Jain)
Registrar
19/01/2017

Distribution:

- 1. PS to Hon'ble VC
- 2. Pro-VC's Office
- 3. All HoIs (For dissemination among respective faculty members)
- 4. All HoDs (Teaching & Non Teaching) (For dissemination among respective staff members)

Amity University Madhya Pradesh Orientation Programme

Day-1				
Venue: Academic Block 'B'				
Time	Event	Venue	Coordinators	Remark
09:30-10:30 hrs	Distribution of Welcome Kit to Students & interaction among faculty/Staff	Auditorium	Registrar Office	
10:30-11:30 hrs	HAWAN	Foyer 'B' Block	Administration	
11:30-12:00 hrs	T E A B R E A K			
12:00-12:45 hrs	Address to Students, HoIs and available Faculty by the Hon'ble Vice Chancellor	Auditorium	All HoIs	
12:45-13:15 hrs	Address to Students, HoIs and available Faculty on Choice Based Credit System by the Dean (Academics)	Auditorium	All HoIs	
13:15-14:00 hrs	L U N C H B R E A K			
14:00-14:20 hrs	Address to Students by Chairman Anti-Ragging Cell	Auditorium	Chairman Anti-Ragging	
14:20-14:45 hrs	Address by the Registrar on Scholarships and Amizone Aspects	Auditorium	Registrar	
14:45-15:15 hrs	Address by the Director (Admin) on Security, Hostel, Mess, Medical and other administrative aspects	Auditorium	Director Administration	
15:15-15:45 hrs	Address by the DSW on Student Welfare, Campus Life, Cultural clubs and Sports	Auditorium	Dean-Student Welfare	
15:45-16:15 hrs	Address on International Exposure by Amity Group of Education	Auditorium	Director International Affairs	
16:15-16:30 hrs	T E A B R E A K			
16:30-17:00 hrs	Address by the Controller of Examinations	Auditorium	Controller of Examinations	

Day-2				
Venue: Academic Block 'B'				
Time	Event	Venue	Coordinators	Remark
09:30-10:00 hrs	Address by Pro-Vice Chancellor on Code of Conduct and Campus Discipline	Auditorium	Pro-Vice Chancellor	
10:00-10:30 hrs	Address by Director CRC	Auditorium	Director –CRC	
10:30-10:50 hrs	T E A B R E A K			

Opsh. Jain

Day-2

BATCH - I (ASET)			Venue: Academic Block 'A'	
Time	Event	Venue	Coordinators	Remark
10:50-12:50 hrs	Registration of ASET Students	Computer Labs 'A' Block	Respective Faculty	Computer Lab No. 111, 112, 113 Remaining ASET Students in Class Rooms 103, 107 & 108
12:50-13:30 hrs	Interaction with HoI ASET and Respective HoDs	Seminar Hall 'A' Block	HoI / HoDs	-
13:30-14:30 hrs	LUNCH BREAK			
14:30-17:00 hrs	MBTI Test for Psychometric Profiling	Seminar Hall 'A' Block	HoI / HoDs	Under the arrangements of ASCENT & AIBAS
BATCH - II (All Others Less ASET)			Venue: Academic Block 'B'	
Time	Event	Venue	Coordinators	Remark
10:50-12:30 hrs	MBTI Test for Psychometric Profiling (All Students other than ASET)	Auditorium	HoI / HoDs	One faculty member each from ABS, ASAP, AIB, ASCO, ALS, ASFDT and AIBAS to be nominated
12:30-13:30 hrs	Registration (AIB, ASCO, ALS, ASFDT)	Computer Labs 'B' Block	Respective Faculty	<u>Under Arrangement of Hols</u> AIB Students Computer Lab No. B/117 ASCO Students Computer Lab No. B/117 ALS Students Computer Lab No. B/111 ASFDT Students Computer Lab No. B/111
	Registration (ABS, ASAP, B.A. Students)	Computer Labs 'C' Block		<u>Under Arrangement of Hols</u> ABS Students Computer Lab No. C/307 ASAP Students Computer Lab No. C/308 BA Students Computer Lab No. C/307
13:30-14:30 hrs	LUNCH BREAK			
14:30-15:30 hrs	Registration (AIB, ASCO, ALS, ASFDT)	Computer Labs 'B' Block	Respective Faculty	<u>Under Arrangement of Hols</u> AIB Students Computer Lab No. B/117 ASCO Students Computer Lab No. B/117 ALS Students Computer Lab No. B/111 ASFDT Students Computer Lab No. B/111
	Registration (ABS, ASAP, B.A. Students)	Computer Labs 'C' Block		<u>Under Arrangement of Hols</u> ABS Students Computer Lab No. C/307 ASAP Students Computer Lab No. C/308 BA Students Computer Lab No. C/307
15:30-17:30 hrs	1. Interaction with HoI AIB 2. Interaction with HoI ASCO 3. Interaction with HoI ALS 4. Interaction with HoI ASFDT	'B' Block	Director / HoI / HoDs	1. Lecture Theatre(AIB) 2. ASCO Studio 3. Moot Court 4. Class Room-112 B
	5. Interaction with HoI ABS 6. Interaction with HoI ASAP 7. Interaction with HoI AIBAS	'C' Block		5. Auditorium 6. Arch Studio 7. Lecture Theatre

Batch I - Amity School of Engineering & Technology (ASET)
 Batch II - Amity Institute of Biotechnology (AIB), Amity School of Communication (ASCO)
 Amity Law School (ALS), Amity School of Fashion Designing & Technology (ASFDT),
 Amity Business School (ABS), Amity School of Architecture & Planning (ASAP),
 B.A (App. Psychology), B.A. (H) Economics

Chaitan

DETAILS REQUIRING CO-ORDINATION DURING ORIENTATION PROGRAMME

DAY -1

1. The admission cell will issue a token to all fresh students who are eligible to attend the Orientation Programme. Those students who have not paid the full fee or whose admission is not confirmed will not be issued token.
2. Volunteers to be detailed by the Admission Cell at the main gate of the campus and in front of the Auditorium and other earmarked places, where orientation will take place, to help the students for sitting at their respective places.
3. The staff members nominated by the Registrar will issue a Welcome Kit to the students in the Auditorium. The Welcome Kit will consist of the following:-
 - (a) Welcome letter from the Hon'ble Vice Chancellor, AUMP
 - (b) 101 Attributes of an Amitian
 - (c) Regulations for Banning Ragging and Anti Ragging Measures
 - (d) Minute to Minute of Orientation Programme
 - (e) About Amity Education Group
 - (f) Regulations of Attendance
 - (g) Information about Dress Code
 - (h) Academic Calendar
 - (i) Event Calendar
 - (j) List of Holidays
 - (k) Student's ID Card Form
4. Those students, whose names are not mentioned in the enrolment list due to partial fee or other issues, will approach the Admission Cell for clearance. Admission Cell will nominate a staff member who will deal with these students and will issue a receipt of clearance, after the issue is sorted out.
5. Student will show the issued receipt to the counter for issuing Welcome Kit and entry token. Staff available on the counter will keep that receipt with him/her and issue a Welcome Kit and entry token to the students.
6. Volunteers will check the entry token at the entrance gate and allow the students to enter.



7. Volunteers will help the students to take their respective seats as per the seating plan issued by the Registrar Office.
8. A show reel will be shown by ASCO in the Auditorium /other venues till the Hawan begins.
9. To mark the beginning of the auspicious occasion, a Hawan will be performed by the Hon'ble Vice Chancellor, Pro-Vice Chancellor, all HoIs/HoDs, faculty members and staff along with the new students who should also attend the Hawan. Volunteers will bring some of the students to the Hawan from the auditorium and after the Hawan, the volunteers will take the students back to the auditorium.
10. Till the Hawan is over, the show reel will continue to engage the students, who are present in the auditorium.
11. After the Hawan, the Orientation Programme will commence with the address of the Hon'ble Vice Chancellor to students followed by various addresses of Pro-Vice Chancellor, Registrar, Dean (Academics), Chairman Anti Ragging Cell, Dean Student Well Fare, Director (Administration), Director International Affairs, Director CRC and Controller of Examination as per minute to minute programme.

DAY-2

12. Students will report to their respective departments and register themselves on Amiozne under the arrangement of respective Hols.
13. Language Assessment Test and MBTI Test for Psychometric Profiling of students will be conducted batch wise, under the arrangement of Head ASCENT and Head AIBAS.
14. After the registration process, the students will interact with their respective Hols and HoDs in the interactive session scheduled as per the venue allotted.

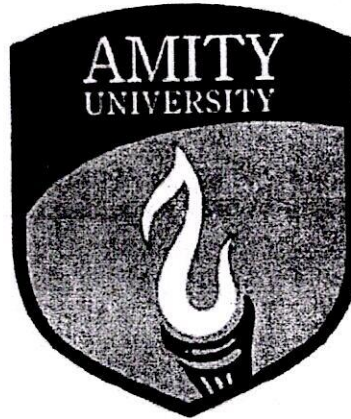




AMITY UNIVERSITY

MADHYA PRADESH

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



Standard Operating Procedures (SOP) for CRÈCHE -The
Child Care Facility in AUMP
(Total 04 Pages)



Ref. No. AUMP/RO/2020/230

Date : 25.08.2020

CRÈCHE-THE CHILD CARE FACILITY IN AUMP

1. A crèche facility has been established in hostel H2 of Amity University Madhya Pradesh for extending facility to 6 months to 6 years old children of all employees.
2. The facility is established as per guidelines under Maternity benefit Act -2017. The SOP further lays down the guidelines for proper setting up and running of the facility.

3. **Infrastructure** .

- (a) The Crèche is located in the ground floor block of H2 hostel to ensure safety of the children.
- (b) The centre has toilet facility for children.
- (c) The rooms are well ventilated and have proper light.
- (d) The centre has a safe and proper drinking water source.
- (e) There are no unsafe places like open rooms, deep and large pits, garbage bins etc near the centre.
- (f) Sufficient toys and games are to be placed in crèche for children.
- (g) A refrigerator is available for keeping food items for children.

4. **Crèche Timings** .

The working hours in AUMP are from 09.00 AM to 05.15 PM. Accordingly crèche unit will remain open from 08.30 AM to 05.30 PM on all working days.

5. **Staffing** .

- a) The lady wardens of H2 hostel are appointed as in-charge of the facility.
- b) Full time lady care-taker has been appointed for taking care of children. She reports to the lady warden of H2 hostel.
- c) Children below age of 18 months, will have to be accompanied by dedicated 'Aaya' to be arranged by parents.
- d) The Nursing Assistant of AUMP shall provide medial care to children in case of requirement.

e) The security guards posted at H2 hostel shall ensure safety and security of children.

6. **Processes.**

- a) Attendance of all children will be taken in the morning on the child's arrival as well as at the time when child is picked up.
- b) No child should be left alone at any point in crèche
- c) Any kind of verbal or physical abuse should be strongly prohibited.
- d) No unknown person should be allowed inside the crèche.
- e) Meals of children will be provided by parents.

7. **Admission to Crèche.**

The parents of the child will be required to give an application on prescribed format attached at Appendix 'A'. The application will be duly processed through HOI/HOD, Director Hostels, Director Administration & will finally be approved by the Hon'ble VC of AUMP.

8. **Indemnity Bond for Covid Period.**

An Indemnity bond is required to be filled and submitted by the parents during Covid-19 period alongwith the application form. The format of the indemnity bond is attached at Appendix 'B'.

Due date for review: / /


Registrar

Distribution:-

- 1. All Hols
- 2. All HoDs (Teaching & Non-Teaching)

Copy to:-

- 1. Hon'ble VC's Secretariate
- 2. Pro-VC's Office

Appendix 'A'

APPLICATION FOR CRECHE FACILITY

Name of Ward : _____

DOB : _____

Son/Daughter of : _____

Designation : _____

Department : _____

Mother's Name : _____

Father's Name : _____

Occupation & Department : _____

Contact No : Mother _____

: Father _____

E mail ID : Mother _____

: Father _____

Present Address : _____

Permanent Address : _____

Permission : From _____ to _____

Reasons for request : _____

Date :

Parent's signature

Recommendation of :

HOI/HOD : _____

Director Hostels : _____

Director Administration: _____

Approval by Hon'ble VC: _____

"INDEMNITY BOND"

WHEREAS, I, _____parent/ legal guardian of
_____do solemnly declare and state that Amity University
Madhya Pradesh, Gwalior, on re opening of the University with effect from 15 November
20, has agreed to resume Crèche facilities at the requests of the concerned faculty members.

AND WHEREAS, I wish to utilise the Crèche facilities for my son/daughter/ward at my own risk
and responsibilities.

AND WHEREAS, I undertake that I shall abide by the Covid instructions issued by the University
or any other agency verbally or in writing from time to time while using Crèche facilities. I also
state and declare that my son/daughter/ward is not suffering from Covid or any other infection.

AND WHEREAS, I further undertake that the University shall not be held responsible for
anything if my son/daughter/ward unfortunately contracts Covid or any other infection or suffers
any injury while using Crèche facilities or in the University premises.

Signed at Gwalior, this _____ day of _____2020.

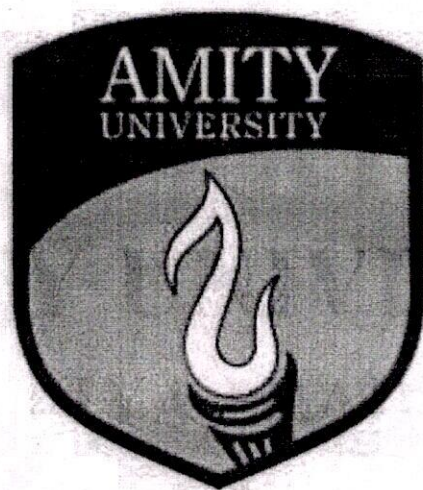
Signature

Name

Address"

AMITY UNIVERSITY

MADHYA PRADESH



STANDARD OPERATING PROCEDURE (SOP) FOR ORGANIZING NATIONAL AND INTERNATIONAL CONFERENCES/ WORKSHOPS/SEMINARS/SYMPOSIUM

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STANDARD OPERATING PROCEDURE (SOP) FOR ORGANIZING NATIONAL AND INTERNATIONAL CONFERENCES/ WORKSHOPS/SEMINARS/SYMPOSIUM

Ref: AUMP/RO/SoP/2017/79

17 February, 2017

General

Seminars, workshops, conferences and symposiums are generally conducted in every University to enhance research, publications, building of knowledge base, widen the scope of research and to enhance academic/ scientific networking. Amity University Madhya Pradesh (AUMP) has been conducting atleast 8-10 national/ international seminars/ workshops/ conferences/ symposia every year. Successful conduct of the event depends upon the detailed planning and clear out delegation of responsibilities amongst the organizers.

Aims and Objectives

1. **Aim.** The aim of this SOP is to lay down a procedure to be followed by all institutions of AUMP for organising a national/ international seminar/ workshop/ conference/ symposium at the University.
2. **Objectives.** The objectives of this SOP are as follows:-
 - (a) To standardise timelines for various activities of the event.
 - (b) To standardise formulation of a budget proposal.
 - (c) To standardise structure of organisational communication.
 - (d) To standardise key roles and responsibilities of various functionaries.
 - (e) To standardise methodology for publicity and participation.
 - (f) To standardise registration fees.
 - (g) To standardise format for minute to minute program.

Definition of Conference, Workshop, Seminar and Symposium

3. **Conference.** A formal meeting in which many people gather in order to talk about ideas or problems related to a particular topic usually for several days.
4. **Workshop.** A usually brief intensive educational program for a relatively small group of people that focuses especially on techniques and skills in a particular field.
5. **Seminar.** A group of advanced students studying under a professor with each doing original research and all exchanging results through reports and discussions.
6. **Symposium.** A meeting or conference held for discussion on a subject, especially one at which several speakers talk on or discuss a topic before an audience.

Selecting the Seminar/ Workshop/ Conference/ Symposium Theme

7. Theme of the event is the focal point for the technical program and serves to integrate the various subject areas of the event into a coherent whole. **To determine the theme, it is helpful to brainstorm and to ensure that the theme should fulfil the following criteria:-**
- (a) Suggest the purpose of the conference.
 - (b) Indicate the subject matter of the meeting
 - (c) Be acceptable to all who might be expected to attend
 - (d) Move individuals to action.
 - (e) Address all the possible topics that might be developed,
 - (f) Consider the current topics of greatest interest to those in discipline, to include:-
 - (i) Current topics that will have the greatest impact on professionals in the discipline.
 - (ii) Identification of one subject that might be of most interest and concern to the profession during the conference year.
8. That topic, which adheres to the above, when appropriately phrased, should be the event theme. A comprehensive and catchy phrase helps to make the theme memorable. If the name of the conference serves as the general theme and is the same from year to year, interest areas can be modified to reflect new "hot issues". Planning might centre on developing a slogan, catchy phrase, or series of phrases related to the conference for use in publicity to attract attention to each particular conference and to motivate members to attend.
10. **The Sub Themes:** The sub-themes should be wide-ranging and should include various experts of the main topic/theme as well as other related issues. This will ensure maximum participation and receipt of Research Material/ Papers for the event.
11. **Detailed Planning for Conduct of Event.** The detailed planning of the event should be thoroughly deliberated upon and should culminate in formation of minute to minute programme, this may include one or more of the following:-
- a) Chief Guests and Guests of Honour for opening session/Valedictory session and list of resource persons for Invited Talks.
 - b) Panel Discussions.
 - c) Paper Presentations.
 - d) Poster Sessions.
 - e) Workshops to include written work or practical training and demonstrations.
 - f) Training Capsules.
 - g) Parallel Technical Sessions on Various sub-themes.
12. **Submission of Proposal for the Event.** Proposal should be submitted at least 08 months before for the international event and 04 months before a national event as per format given at **Appendix - A**. The proposal should also include the tentative budget as per format given at **Appendix - B**. Maximum efforts should be made to generate revenue

through sponsorships/registrations/government funding agencies. The proposal will be submitted by the organising secretary to respective HOD/ HOI, who will submit it to Hon'ble VC through Dean (Research) and Pro - VC.

13. **Tie-up and Associations with External Bodies.** If the National/International Conference/Seminar/Symposium/Workshop is to be sponsored/ associated jointly with another professional society/institution/ research organisation etc., the important step in the process is to obtain detailed letters of agreement sponsorship. Co-sponsorship/ association implies significant involvement in the technical, financial, and administrative areas of the conference etc. and decisions must be made about the exact nature of the involvement. The letter/consent for collaboration/co-sponsorship should be secured well in advance of the event so that co-sponsors can be shown on the conference letterhead, and co-sponsoring, participating, and cooperating organizations can be listed in the call for papers and in other conference publicity.
14. **Sponsorship.** Generating funds from different sources like DST, DBT, ISRO, DRDO, CSIR, ICMR, MPCOST, UGC/AICTE, Research Labs, Manufacturer of Lab Equipments, Publishers, etc. should be encouraged. It is highly desirable to apply for financial support to DST, DBT, ISRO, DRDO, CSIR, ICMR, MPCOST, UGC/AICTE and other Govt. and non Govt. agencies well in time with the consultation of Directorate of Research and Publication.
15. **Duration of the Event.** The recommended duration of the different events is as follows:
 - (a) National Event : 1- 2 days
 - (b) International Event : 2-3 days
16. **Structure of the Organizing Committee.**
 - (a) Chief Patron : Hon'ble Chancellor Amity University Rajasthan, Additional President RBEF and Chairman Amity University, Madhya Pradesh
 - (b) Patron : Hon'ble Chancellor, AUMP
 - (c) Chairperson : Hon'ble Vice Chancellor, AUMP
 - (d) Co- Chairperson : Hon'ble Pro Vice Chancellor, AUMP
 - (e) Chairman –Organising Committee : Convenor
 - (f) Organising Secretary
 - (g) Faculty coordinators – Technical Program Committee
 - (h) Faculty coordinators - Publication Committee / Peer Review Committee
 - (i) Faculty coordinators - Sponsorship / Tie-up/Association Committee
 - (j) Faculty coordinators - Finance Committee
 - (k) Faculty coordinators - Exhibit Committee
 - (l) Faculty coordinators - Administrative Committee
 - (m) Faculty coordinators - Publicity Committee including Social Media
 - (n) Faculty coordinators - Students Affairs (Workshop/ Poster Presentation) Committee

(o) Faculty coordinators - Hospitality Committee

(p) Faculty coordinators - Registration Committee

Faculty coordinators along with other faculty members of the committees, and student coordinators will be part of organizing committee.

17. Setting Up of Committees. Since an event of such magnitude as National/ International, would require elaborate planning, committees as required will be established under the overall Chairmanship –Organising Committee of persons mentioned in para 16 above. Some of the important committees which must be established should include:-

- (a) **Finance Committee.** Will be responsible for judicious expenditure, approvals and accounting of all expenses.
- (b) **Registration and Documentation Committee.** Responsible for registration (both advance as well as on the spot) and maintenance of other documents related to the event.
- (c) **Publication Committee.** Responsible for publication of the brochure, event proceedings, journals etc.
- (d) **Administrative Committee.** To be responsible for all logistics & administration to include, detailing of liaison officers, meals, hotels, accommodation, transport, decorations, mementos, bouquets, hospitality, water arrangement and security etc.
- (e) **Publicity/ Media Committee.** To be responsible for print/electronic media, press conference if required, social media publicity, facebook, twitter handle etc. Also responsible for video/audio recordings etc.
- (f) **Technical Committee.** To be responsible for selection of speakers, themes/topics and peer review of pages / abstracts and posters and decision on best papers/posters and selection of papers for oral presentation and posters to be presented during the event.

18. The Brochure. The brochure for technical event (Sample brochure of **Appendix - C**) must be prepared well in advance to include:-

- (a) Cover page with Conference Logo.
- (b) Title of the Conference.
- (c) Location (city and meeting place).
- (d) Date.
- (e) Program Highlights.
- (f) General event information including program overview, publications, social events.
- (g) Major attractions of the event to include Technical Program Matrix, Description of the Conference.
- (h) Hotels (rooms, recreational facilities, restaurants) with room rates, if available.
- (i) Conference registration form with fees.
- (j) Panel for mailing label and return address.

(k) Advisory Committees (National & International).

19. **Announcement of Event.** After getting approval from the competent authority the announcement of the events should take place:-

- (a) Online/Offline and through email.
- (b) Link of website and brochure to be sent to top notch academic Institutions, Research Organizations and Industries in the concerned field and Amity Universe.
- (c) Invitations on behalf of Hon'ble Vice Chancellor, AUMP to VCs of all universities that are members of AIU, as well as VCs of Amity Education Group.
- (d) A widespread announcement must be included on the Internet and on Social Media.
- (e) The time for announcement of the event are as follows:-
 - (i) International Event at least 08 Month prior to the event.
 - (ii) National Event at least 04 Months prior to the event.

20. **Call for Papers.** This should be a part of the main brochure and should include, themes, sub-themes, date for receipt of abstracts, date for receipt of full length papers/ posters, venue of the event, logo, contact details etc.

21. **Publicity (Local, National, International, Press Release, Internet and Social Media).**

A wide publicity of the event should be planned in consultation with the Director, Media and Public Relations / Media Co-ordinator.

- (a) **Local Publicity.** A promotional team should be sent to all the reputed institutions to promote the event. Other than this, event news in local Hindi and English Newspapers prior to the event (at least 2 times), during the event and after the event should be sent. In addition to that, a local newspaper advertisement and hoardings may be used.
- (b) **International and National Level Publicity.** The Brochure should be sent to all institutions of repute and the event publicity encouraged through internet and social media.

22. **Registration (On-Line and Off Line, Format and Fee).**

A Registration Form should be designed that consists of relevant information. It must be available in the Online and Offline mode. A format is attached here as **Appendix - D**.

Registration Fee may be worked out on case to case basis. One model for the name is give below:-

Category	National			International		
	Early Bird (upto 30days before the events) (Rs.)	Normal Fee (29 days to 15days before the events) (Rs.)	On spot Fee (Rs.)	Early Bird (upto 30days before the events) (Rs.)	Normal Fee (29 days to 15days before the events) (Rs.)	On spot Fee (Rs.)

Student/ Research Scholar	800	900	1000	2500	2800	3000
Academia	1000	1200	1500	3000	3500	4000
Industry	1500	1800	2000	4000	4500	5000

No registration fee will be charged from the students of AUMP. However, the faculty members who submit papers for publication will be required to pay the registration fee. Modes of Payment through Bank Transfer/Demand Draft.

23. **Abstract Guidelines and Format.** The maximum word count in an abstract will not be more than 300. The Abstract should include the Title of the Paper, Authors, their affiliation with email-id and maximum 8 keywords. A format is attached here as **Appendix - E**.

Name of presenting author may be underlined.

24. **Full length Paper- Guidelines and Format.** Standard IEEE/ Journal template should be used for receiving a full length paper. The same then can be used for publishing the proceedings or the selected paper may be sent to be published in a journal. In such a case, tie-up with the journal should be done in advance and approved by the authorities. A format is attached here as **Appendix - F**.

Format for full length may be according to the Journal in which the selected full length papers will be published.

25. **Camera Ready Paper- Format and Guidelines.** A Camera ready Template should be designed and sent to all the authors whose papers have been accepted for publication in the proceedings.

A mail should be sent to the selected paper's authors in which last date, and mode (Word or PDF File) should be clearly mentioned.

26. **Publication of Souvenir, Proceedings and Book - Guidelines, Standard Format, Tie-up with Journal/Publisher, Getting ISBN/ISSN.** The proceedings should be organized according to a functional plan. Papers should be grouped sequentially according to the sessions in which they are presented so that the papers on similar topics are together and individuals can quickly locate the papers corresponding to presentations by numeric cross-referencing.

Alternatively, papers can be grouped by topic and then alphabetically by the last name of the first author.

The conference proceeding, an archival document that provides a record of the conference presentations typically consists of the following:-

- Title Page
- Copyright and ISBN Number
- Disclaimers
- Preface
- Table of Contents
- Message from President or Chairperson of the Society
- Message from Conference Chairperson
- Welcome from Mayor of city or other distinguished persons

- (i) Information about Society
- (j) Information about Conference (general)
- (k) List of Society Officers
- (l) Technical Program Matrix
- (m) Invited and contributed papers or extended abstracts

27. **Minute to Minute Program of the Event.** A Minute to Minute (M2M) program must be prepared in advance which gives details of the whole event. This should be placed in the Registration Kit and circulated amongst the guests. A sample M2M Programme is attached herewith as **Appendix - G.**
28. **Chief Guest, Guest of Honour and List of Invitees.** A guest list including the Chief Guest and Guest of Honour will be finalised after consultation with the Chairman, Directorate, Research and Publication and Technical Committee.
29. **Invitation Letter format for Chief Guest, Guest of Honour, Invitee, Key Note Speakers.** A standard format for Invitation Letters to all invitee is attached here as **Appendix - H.** Composition of the organising committee may be included on the left hand side of the letter.
30. **Keynote Speaker (Number, Affiliation, Domain, TA, DA and Hospitality, Committee for selecting the Key Note Speakers and Chairman).** The Technical Program Committee in consultation with the Chairman, Directorate of Research and Publication will decide the Keynote Speakers. The decision of the Chairman, Directorate of Research and Publication will be final in this matter.
31. **Paper Acceptance Notification and Format.** After identifying that the papers are under permissible plagiarism limit and modified as per the reviewer comments, a Paper Acceptance Notification must be sent to all the selected authors.

A sample is attached here as **Appendix - I.**
32. **Inauguration Ceremony.** A graceful Inauguration Ceremony must be planned by the Organising Committee. This event will be attended by Guests, Speakers, Paper Presenters, HoIs, HoDs and Faculty Members of the organising department, research scholars, invitees and specified students from different programmes of AUMP.
33. **Technical Sessions – Key Note Speaker, No. of Presenter and Time Duration.** Technical program committee will decide different technical sessions, keynote speakers for the session, session chair, number and name of presenters and the presentation duration before issuing the M2M.
34. **Hospitality (Stay, Refreshment, Lunch, Dinner, Local Conveyance, Sight-Seeing etc.).** The Hospitality Committee will finalise the stay of the guests, Tea, Lunch and Dinner of all concerned, local conveyance, Cultural program (if any) and Sight Seeing.
35. **Mementos Template.** A mementos template is attached here as **Appendix - J** for the Chief Guest, Guest of Honour, Keynote Speaker, Session Chair.
36. **Valedictory Function (Guests, Event Report, Certificate Distribution, Feedback and Mementos).** (See **Appendix - K**) A graceful Valedictory Function will be organised on

the last day of the event for which the Chief Guest and other Guests will be finalised after consultation with the Chairman, Directorate of Research and Publication Committee.

The Convenor or the Organising Secretary will prepare the Event Report and Outcome Report, Certificates will be distributed to all concerned and mementos will be given to the guests. An event feedback form must be collected from all the participants before the valedictory function and the feedback must be included in the Event Report and the Outcome Report.

37. **Account Statement for the Event.** A complete account statement with all relevant information and bills must be submitted within seven working days of conclusion of the event.
38. **Timeline chart.** (See Appendix - L)
39. **Outcome Report.** Pre, during and post conference outcome with tangible and intangible outcome must be submitted within 15 days after the Event. (See Appendix -M)
40. **Format.** Format for backdrop, newspaper advertisement, flex, feedback form and evaluation sheet for best oral and poster presentation is attached as **Appendix – N to Q.**
41. **Check List.** Attached at Appendix - R


(Rajesh Jain) 17/02/2017
Registrar

To

1. Pro Vice Chancellor's Office, AUMP, Gwalior.
2. HoIs and HoDs (Teaching & Non Teaching), AUMP, Gwalior.
3. Accounts Department, AUMP, Gwalior.

Copy to

1. Hon'ble Vice-Chancellor's Secretariat, AUMP, Gwalior.

PROPOSAL FOR NATIONAL/INTERNATIONAL EVENT

ONTOPIC.....ON DATE: / /

1. Department/Institution (Name) is organizing a National/International Seminar titled.....Name of the Seminar (Event) on(date (s))

2. **Title: National/International Seminar**

3. **Scope of Seminar:**

NAME OF EVENT WITH DATES:
AMITY UNIVERSITY MADHYA PRADESH

Tentative Budget Proposal for the Program

Sl. No.	Budget Head	Rate	Quantity	Amount
1.	Registration kits for 150 PARTICIPANTS + Speakers			
2.	Invited Speakers (8) (a) Travel Allowances (b) Honorarium (c) Boarding and Lodging			
3.	Local Transportations (Three Cars to be hired from the travel agency) for 2 days			
4.	Lunch , Refreshment & High Tea for 2 days Lunch per plate Rs.140 High tea per person Rs.40			
5.	Mementoes			
6.	Back Drops, Hoarding & Banners			
7.	(a) Printing of Brochures (b) Certificates(150)+ Badges(150) (c) Souvenirs			
8.	Videography & Photography for 2 days			
9.	Stationery: Pens, Files, Cartridges (two), Laser Pointer (one), pins, CDs (for Abstract)			
10.	Prizes & Awards for Students/Scholars (Best Paper)			
11.	Miscellaneous Expenses (Bouquets, Flowers etc.)+ Press Conference			
	Total			

The Budget has to be planned by considering the following;

- Scientists/ Academicians/ Industry professionals/Researchers will be invited to deliver Keynote Lectures.
- Around 150 participants will be attending the seminar.

Expected Sources of Income:

- (I) Through Registration of Participants =
- (II) Sponsorships will be tried from (i) MPCST (ii) DRDO (iii) DST (iv) UGC (approx. Rs.50,000)

Total =

Amount Expected from AUMP=

National Advisory Committee
You can add names of some reputed
persons of your field

Organizing Committee
Chief Patron : Hon'ble Chancellor Amity
University, Rajasthan, Additional President
RBEF

Patron : Hon'ble Chancellor
Chairperson : Hon'ble Vice Chancellor

Co- Chairperson: Hon'ble Pro Vice
Chancellor

Chairman –Organising Committee:
Convenor

Organising Secretary

**Name of Conference
REGISTRATION FORM**

Name
Designation.....
Gender: M/F.....
Address:.....
.....
.....
Telephone No / Mobile No
Email.....
Preference: Oral/Poster.....
Accommodation Required: Yes/No.....

Particulars of Accompanying Persons (s)

1. Name/Age/Gender:
2. Name/Age/Gender:

Details of Bank Transfer/Demand Draft:

DD/Trans No:.....Date.....Amount.....

Bank Transfer Details

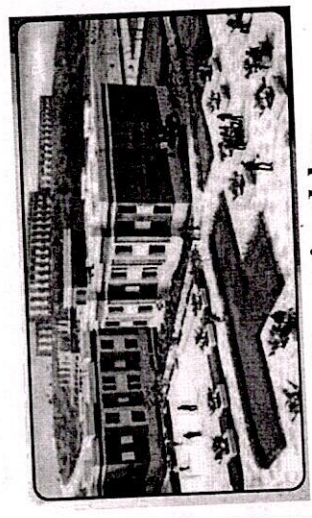
Name of the Bank.....
IFSC No.....
Account No.....
Account Name.....

Place/Date..... Signature

Please complete and return this form along
with DD towards Registration/
Accommodation fees to the Organizing
Secretary, latest by



**Name of Conference
Dates
First Circular**



Organized by

Name of the Department/Institute

Website :

Conference Details/Objectives

The University

About the Department/Institution

About Gwalior

Weather Condition

Accommodation

Limited hostel accommodation will be available (it's first come, first served basis). Participants may also opt for hotel accommodation. Hotel reservation for them can be arranged on written request and after receiving at least a day's advance payment. Approximate charges per day per tax for the hotels are outlined below:

- Low budget Rs. 750.00- 1000.00
- Medium budget Rs. 1000.00- 3000.00
- High budget Rs. 3000.00- 7500.00

Topics of the Conference

Tentative List of Speakers

Name From

Abstract Submission: Guidelines

All abstracts should include the following information:

- Background (purpose/objective/rationale of the research, relationship to other areas if any)
- Methods Preliminary results
- Preliminary conclusion
- Potential impact (if known)
- The abstract should be between 250-300 words, Arial font, 10 point with single line spacing. This does not include abstract title or abstract authors. Title should be in 12 point Arial, bold.
- Authors names, affiliation, complete address (including email) are required.
- Underline name of the presenting author.
- Abstract should be sent to the Organizing Secretary through email (.....@gwa.amity.edu).

Notifications regarding the disposition of each abstract will be sent via email. Only registered participants are permitted to present.

Poster board: The dimensions of the poster should not exceed 100cm X 100cm

Registration Details:

Category	National	Early Bird	On spot	Research Scholar	Early Bird	On spot	International
Student/	800	1000			2500		3000
Academia	1000	1500			3000		4000
Industry	1500	2000			4000		5000

The payment should be made by demand draft in favor of "....." payable at (Provide details about payment).

Important Dates:

Abstract Submission Opens:
Abstract Submission Closes:
Notification of Acceptance by:
Registration Opens:

Name of Conference:
Dates:
REGISTRATION FORM

Name

Designation.....

Gender: M/F.....

Address:.....

.....

Telephone No / Mobile No

Email.....

Preference: Oral/Poster.....

Accommodation Required: Yes/No.....

Particulars of Accompanying Person(s)

1. Name/Age/Gender:
2. Name/Age/Gender:

Details of Demand Draft:

DD No:Date.....Amount.....

Name of the Bank.....

Online Transfer Details

Name of the Bank.....	Account Name.....
IFSC No.....	E Transaction Receipt No.:
Account No.....	Date of Transaction:

Place/Date.....

Signature

Please complete and return this form along with DD/Online E Transfer Receipt towards Registration/
Accommodation fees to the Organizing Secretary, latest by dates:.....

Abstract Submission: Guidelines

All abstracts should include the following information:

- Background (purpose/objective/rationale of the research, relationship to other areas if any)
- Methods Preliminary results
- Preliminary conclusion
- Potential impact (if known)
- The abstract should be between 250-300 words, Arial font, 10 points with single line spacing. This does not include the abstract title or abstract authors. The title should be in 12 points Arial, bold.
- Authors names, affiliation, complete address (including email) are required.
- Underline name of the presenting author.
- The abstract should be sent to the Organizing Secretary through email (.....@gwa.amity.edu).

Notifications regarding the disposition of each abstract will be sent via email. Only registered participants are permitted to present.

Paper Title* (use style: *paper title*)

Subtitle as needed (*paper subtitle*)

Authors Name/s per 1st Affiliation (*Author*)
line 1 (of *Affiliation*): dept. name of organization
line 2-name of organization, acronyms acceptable
line 3-City, Country
line 4-e-mail address if desired

Authors Name/s per 2nd Affiliation (*Author*)
line 1 (of *Affiliation*): dept. name of organization
line 2-name of organization, acronyms acceptable
line 3-City, Country
line 4-e-mail address if desired

Abstract—This electronic document is a “live” template and already defines the components of your paper [title, text, heads, etc.] in its style sheet. ***CRITICAL: Do Not Use Symbols, Special Characters, or Math in Paper Title or Abstract.** (*Abstract*)

Keywords—component; formatting; style; styling; insert (*key words*)

I. INTRODUCTION (HEADING 1)

This template, modified in MS Word 2007 and saved as a “Word 97-2003 Document” for the PC, provides authors with most of the formatting specifications needed for preparing electronic versions of their papers. All standard paper components have been specified for three reasons: (1) ease of use when formatting individual papers, (2) automatic compliance to electronic requirements that facilitate the concurrent or later production of electronic products, and (3) conformity of style throughout a conference proceedings. Margins, column widths, line spacing, and type styles are built-in; examples of the type styles are provided throughout this document and are identified in italic type, within parentheses, following the example. Some components, such as multi-leveled equations, graphics, and tables are not prescribed, although the various table text styles are provided. The formatter will need to create these components, incorporating the applicable criteria that follow.

II. EASE OF USE

A. Selecting a Template (Heading 2)

First, confirm that you have the correct template for your paper size. This template has been tailored for output on the A4 paper size. If you are using US letter-sized paper, please close this file and download the file “MSW_USltr_format”.

B. Maintaining the Integrity of the Specifications

The template is used to format your paper and style the text. All margins, column widths, line spaces, and text fonts are prescribed; please do not alter them. You may note peculiarities. For example, the head margin in this template measures proportionately more than is customary. This

measurement and others are deliberate, using specifications that anticipate your paper as one part of the entire proceedings, and not as an independent document. Please do not revise any of the current designations.

PREPARE YOUR PAPER BEFORE STYLING

Before you begin to format your paper, first write and save the content as a separate text file. Keep your text and graphic files separate until after the text has been formatted and styled. Do not use hard tabs, and limit use of hard returns to only one return at the end of a paragraph. Do not add any kind of pagination anywhere in the paper. Do not number text heads—the template will do that for you.

Finally, complete content and organizational editing before formatting. Please take note of the following items when proofreading spelling and grammar:

Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Abbreviations such as IEEE, SI, MKS, CGS, sc, dc, and rms do not have to be defined. Do not use abbreviations in the title or heads unless they are unavoidable.

Units

- Use either SI (MKS) or CGS as primary units. (SI units are encouraged.) English units may be used as secondary units (in parentheses). An exception would be the use of English units as identifiers in trade, such as “3.5-inch disk drive.”
- Avoid combining SI and CGS units, such as current in amperes and magnetic field in oersteds. This often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity that you use in an equation.
- Do not mix complete spellings and abbreviations of units: “Wb/m²” or “webers per square meter,” not “webers/m².” Spell units when they appear in text: “...a few henries,” not “...a few H.”

- ## Equations

Number equations consecutively. Equation numbers, within parentheses, are to position flush right, as in (1), using a right tab stop. To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use a long dash rather than a hyphen for a minus sign. Punctuate equations with commas or periods when they are part of a sentence, as in

a b

Some Common Mistakes

- The word “data” is plural, not singular.
- The subscript for the permeability of vacuum μ_0 , and other common scientific constants, is zero with subscript formatting, not a lowercase letter “o.”
- In American English, commas, semi-/colons, periods, question and exclamation marks are located within quotation marks only when a complete thought or name is cited, such as a title or full quotation. When quotation marks are used, instead of a bold or italic typeface, to highlight a word or phrase, punctuation should appear outside of the quotation marks. A parenthetical phrase or statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.)
- A graph within a graph is an “inset,” not an “insert.” The word alternatively is preferred to the word “alternately” (unless you really mean something that alternates).
- Do not use the word “essentially” to mean “approximately” or “effectively.”
- In your paper title, if the words “that uses” can accurately replace the word using, capitalize the “u”; if not, keep using lower-cased.
- Be aware of the different meanings of the homophones “affect” and “effect,” “complement” and “compliment,” “discreet” and “discrete,” “principal”

and “principle.”

- Do not confuse “imply” and “infer.”
- The prefix “non” is not a word; it should be joined to the word it modifies, usually without a hyphen.
- There is no period after the “et” in the Latin abbreviation “et al.”
- The abbreviation “i.e.” means “that is,” and the abbreviation “e.g.” means “for example.”

An excellent style manual for science writers is [7].

Using the Template

After the text edit has been completed, the paper is ready for the template. Duplicate the template file by using the Save As command, and use the naming convention prescribed by your conference for the name of your paper. In this newly created file, highlight all of the contents and import your prepared text file. You are now ready to style your paper; use the scroll down window on the left of the MS Word Formatting toolbar.

Authors and Affiliations

The template is designed so that author affiliations are not repeated each time for multiple authors of the same affiliation. Please keep your affiliations as succinct as possible (for example, do not differentiate among departments of the same organization). This template was designed for two affiliations.

For author/s of only one affiliation (Heading 3): *To change the default, adjust the template as follows.*

Selection (Heading 4): *Highlight all author and affiliation lines.*

Change number of columns: *Select the Columns icon from the MS Word Standard toolbar and then select "1 Column" from the selection palette.*

Deletion: *Delete the author and affiliation lines for the second affiliation.*

For author/s of more than two affiliations: *To change the default, adjust the template as follows.*

Selection: *Highlight all author and affiliation lines.*

Change number of columns: Select the "Columns" icon from the MS Word Standard toolbar and then select "1 Column" from the selection palette.

Highlight author and affiliation lines of affiliation 1 and copy this selection.

Formatting: Insert one hard return immediately after the last character of the last affiliation line. Then paste down the copy of affiliation 1. Repeat as necessary for each additional affiliation.

Reassign number of columns: *Place your cursor to the right of the last character of the last affiliation line of an even numbered affiliation (e.g., if there are five affiliations, place your cursor at end of fourth affiliation). Drag the cursor up to highlight all of the above author and affiliation lines. Go to Column icon and select “2 Columns”. If you have an odd number of affiliations, the final affiliation will be centered on the page; all previous will be in two columns.*

Identify the Headings

Headings, or heads, are organizational devices that guide the reader through your paper. There are two types: component heads and text heads.

Component heads identify the different components of your paper and are not topically subordinate to each other. Examples include ACKNOWLEDGMENTS and REFERENCES, and for these, the correct style to use is "Heading 5." Use "figure caption" for your Figure captions, and "table head" for your table title. Run-in heads, such as "Abstract," will require you to apply a style (in this case, italic) in addition to the style provided by the drop down menu to differentiate the head from the text.

Text heads organize the topics on a relational, hierarchical basis. For example, the paper title is the primary text head because all subsequent material relates and elaborates on this one topic. If there are two or more sub-topics, the next level head (uppercase Roman numerals) should be used and, conversely, if there are not at least two sub-topics, then no subheads should be introduced. Styles named "Heading 1," "Heading 2," "Heading 3," and "Heading 4" are prescribed.

Figures and Tables

Positioning Figures and Tables: Place figures and tables at the top and bottom of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns. Figure captions should be below the figures; table heads should appear above the tables. Insert figures and tables after they are cited in the text. Use the abbreviation "Fig. 1," even at the beginning of a sentence.

TABLE I. TABLE STYLES

Table Head	Table Column Head		
	Table column subhead	Subhead	Subhead
copy	More table copy ^a		

^a Sample of a Table footnote. (Table footnote)

We suggest that you use a text box to insert a graphic (which is ideally a 300 dpi resolution TIFF or EPS file with all fonts embedded) because this method is somewhat more stable than directly inserting a picture.

To have non-visible rules on your frame, use the MSWord "Format" pull-down menu, select Text Box > Colors and Lines to choose No Fill and No Line.

Fig. 1. Example of a figure caption. (figure caption)

Figure Labels: Use 8 point Times New Roman for Figure labels. Use words rather than symbols or abbreviations when writing Figure axis labels to avoid confusing the reader. As an example, write the quantity "Magnetization," or "Magnetization, M," not just "M." If including units in the label, present them within parentheses. Do not label axes only

with units. In the example, write "Magnetization (A/m)" or "Magnetization (A (m1)," not just "A/m." Do not label axes with a ratio of quantities and units. For example, write "Temperature (K)," not "Temperature/K."

Acknowledgment (HEADING 5)

The preferred spelling of the word "acknowledgment" in America is without an "e" after the "g." Avoid the stilted expression "one of us (R. B. G.) thanks ...". Instead, try "R. B. G. thanks...". Put sponsor acknowledgments in the unnumbered footnote on the first page.

References

The template will number citations consecutively within brackets [1]. The sentence punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]—do not use "Ref. [3]" or "reference [3]" except at the beginning of a sentence: "Reference [3] was the first ..."

Number footnotes separately in superscripts. Place the actual footnote at the bottom of the column in which it was cited. Do not put footnotes in the reference list. Use letters for table footnotes.

Unless there are six authors or more give all authors' names; do not use "et al." Papers that have not been published, even if they have been submitted for publication, should be cited as "unpublished" [4]. Papers that have been accepted for publication should be cited as "in press" [5]. Capitalize only the first word in a paper title, except for proper nouns and element symbols.

For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [6].

- [1] G. Eason, B. Noble, and I.N. Sneddon, "On certain integrals of Lipschitz-Hankel type involving products of Bessel functions," Phil. Trans. Roy. Soc. London, vol. A247, pp. 529-551, April 1955. (references)
- [2] J. Clerk Maxwell, A Treatise on Electricity and Magnetism, 3rd ed., vol. 2. Oxford: Clarendon, 1892, pp.68-73.
- [3] I.S. Jacobs and C.P. Bean, "Fine particles, thin films and exchange anisotropy," in Magnetism, vol. III, G.T. Rado and H. Suhl, Eds. New York: Academic, 1963, pp. 271-350.
- [4] K. Elissa, "Title of paper if known," unpublished.
- [5] R. Nicole, "Title of paper with only first word capitalized," J. Name Stand. Abbrev., in press.
- [6] Y. Yorozu, M. Hirano, K. Oka, and Y. Tagawa, "Electron spectroscopy studies on magneto-optical media and plastic substrate interface," IEEE Transl. J. Magn. Japan, vol. 2, pp. 740-741, August 1987 [Digests 9th Annual Conf. Magnetics Japan, p. 301, 1982].
- [7] M. Young, The Technical Writer's Handbook. Mill Valley, CA: University Science, 1989.



Amity University Madhya Pradesh

Name of Conference:

Dates:

Minute - to - Minute Program

INAUGURAL SESSION : AUDITORIUM - BLOCK - B

0930-1000 hrs.:	Registration & Tea
1000-1010 hrs.:	Lighting of Lamp and Saraswati Vandana
1010-1015 hrs.:	Felicitation of Guests
1015-1030 hrs.:	Opening Remarks by Hon'ble Vice Chancellor, Amity University Madhya Pradesh, Gwalior
1030-1145 hrs.:	Key Note Address 1: by

1145-1155 : RELEASE BOOK OF ABSTRACT

1155-1300 hrs.:	Key Note Address 2:
1300-1400 hrs.:	Lunch Break

TECHNICAL SESSION – BLOCK - B

1400-1600 hrs.:

VALEDICTORY FUNCTION – AUDITORIUM - BLOCK - B

1600-1650 hrs.:	Valedictory Address by
1650-1700 hrs.:	Concluding Remarks by Hon'ble Vice Chancellor, Amity University Madhya Pradesh, Gwalior
1700-1710 hrs.:	Distribution of Prizes for Best Paper and Best Poster Presentation
1710-1715 hrs.:	Vote of Thanks by



Amity University Madhya Pradesh

Invitation Letter

Dear Sir,

We, Amity University Madhya Pradesh, Gwalior are organizing a one day National Conference on “.....” at our university campus. Object of this Conference is to enlighten the students, faculty members, researchers on recent research in the above mentioned subject. This is scheduled on

It will be a privilege for faculty to have an opportunity to listen and interact with a personality of your stature and standing. May I request you to spare your valuable time and be our esteemed guest of honor on at and deliver a keynote address on the above mentioned topic .

You are requested to kindly confirm the proposed date and inform the topic for the aforesaid programme and oblige.

Looking forward to a positive response from you for strengthening our university system & help us achieve academic excellence.

Yours sincerely



Amity University Madhya Pradesh

Conference Name

Dates

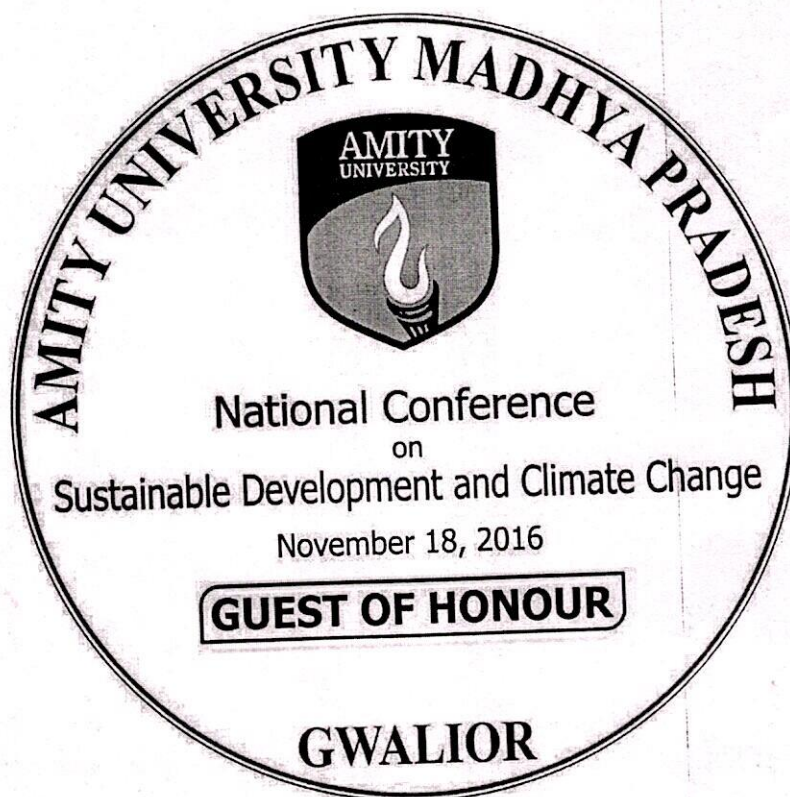
Acceptance letter

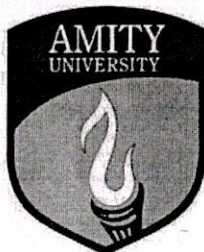
Dear *Dr./Prof./Mr./Ms./Mrs....*

(Designation.....)

We are pleased to inform you that your paper titled “.....” has been accepted by the Review Panel for **Oral/Poster** presentation. You are requested to be present in **Auditorium, Block-B** Amity University Madhya Pradesh by sharp **9:15AM on Date.....** The ‘Minute to Minute Programme’ will be mailed shortly is attached. You are also requested to pay the registration fee (if not paid) by appropriate means as mentioned in conference brochure.

With best regards





AMITY UNIVERSITY

MADHYA PRADESH, GWALIOR

NATIONAL CONFERENCE
ON
SUSTAINABLE DEVELOPMENT AND CLIMATE CHANGE

NOVEMBER 18, 2016

CERTIFICATE OF PARTICIPATION/PRESENTATION



This is to certify that Prof./ Dr./ Mr./Ms.....
of.....has participated/presented
paper titledin
'National Conference on Sustainable Development and Climate Change' organized by Department of
Environmental Science, Amity University Madhya Pradesh, Gwalior, India on November 18, 2016.

Organizing Secretary

Pro-Vice Chancellor

Vice Chancellor

Timeline for Organizers based on Conference dates in the beginning of month 'A'

Timeline for Organizers based on Conference dates in the 2023																								
Task	N' Months before Conference																		Conference Month					
	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	I Week	II Week	III Week	IV Week	day before conference	

- 1 Select a conference committee.
Consider creating two subgroups – one for logistics (room setups and catering), and a separate group for programming (proposal review and selection, speaker management). Assign an associate chair to each committee that works with the conference chair.
- 2 Determine the process for documenting decisions made and information shared with the venue, suppliers, and committee members
- 3 Create a list of three to five potential conference sites.
- 4 Select preferred and alternate dates for the conference
- 5 Submit Request for Proposal to each of the potential meeting sites
- 6 Review proposals from potential sites and select one
- 7 Negotiate terms and sign contract with the venue
- 8 Set registration fees and determine if honoraria will be provided to keynote speakers
- 9 Choose a registration platform
- 10 Create a conference website or update an existing one with details about the

dates and location. Choose a mass email provider or update an existing relationship

- 11 Determine the format for promoting session information

- 12 Prepare a realistic budget based on the signed venue contract and fees for registration, website, and email services

- 13 Set the conference theme and write the call for proposals.

- 14 Prepare proposal submission form on paper or digitally through Google Forms (or a similar platform)

- 15 Distribute a paper version of the call for proposals at the current conference

- 16 Create a list of potential keynote speakers and begin sending invitations

- 17 Deadline for proposals to be received by review committee

- 18 Determine review process and criteria for scoring proposals

- 19 Review proposals and select sessions. Consider soliciting sessions for under-represented topics

- 20 Send accept and decline letters to all proposers

- 21 Begin promoting the conference theme, location, and registration rates

- 22 Open registration and housing reservations to attendees

- 23 Continue promoting the conference through email and a conference website

- 24 Determine after-hours activities

(receptions, off-site events, tours). Hire entertainment or plan for tickets or reservations.

- 25 Make contact with the venue conference service manager (CSM) assigned to the event

- 26 Begin tracking registration and sleeping room reservations every week

- 27 Share information about registration pickup with the venue CSM
- 28 Create a registration spreadsheet, making note of total registrations sold each week
- 29 Create a housing spreadsheet, making note of total rooms sold each week
- 30 Continue promoting the conference by posting updates to the conference website and through social media. Add video or audio clips from leaders or former attendees. Post testimonials from past attendees. Consider adding pre-meeting content to the website that demonstrates the quality of education to be provided.
- 31 Track registration from speakers and send personalized messages to those who have not registered or reserved a venue room.
- 32 Begin a registration spreadsheet, making note of total registrations sold each week
- 33 Prepare a request for proposal for the audio visual provider
- 34 Share a complete conference schedule with the AV sales staff and ask them to provide the price to set each meeting room with an LCD projector and screen
- 35 Begin sending email updates to speakers, with tips for a good presentation, reminders about registration and housing, and information about room setups and AV provided
- 36 Begin preparation of the final Program. Determine a final print date if the book is being printed and shared at the conference. Set a deadline for posting it online
- 37 Design meal tickets (if necessary) and name badges
- 38 Purchase supplies (badge paper and holders, ribbons, attendee folders, etc.)
- 39 Prepare scripts and special seating diagrams for general sessions and meal functions
- 40 Make final decisions on Audio/Video needs in session rooms and general

sessions

- 41 Send preliminary menus to venue CSM and discuss any changes or special requests that may need to be arranged with the venue chef
- 42 Prepare evaluation forms for conference
- 43 Send reminders to speakers of date, time, and room assignment
- 44 Check number of sleeping rooms sold again and compare to registration numbers. Stay in contact with the venue CSM as the reservation deadline approaches (usually 3-4 weeks before the event) to be sure the group has sold the number of sleeping rooms required by the contract
- 45 Check sleeping rooms sold with the venue CSM
- 46 Prepare a preliminary catering menu. Determine total cost for the event with service charge included (see catering worksheet). Send to venue CSM
- 47 Send final email promotion for conference registration. If there will be onsite registration, share the location and hours for the registration counter
- 48 Create a list of signs to be printed. Remember to include signs directing attendees to registration and hard-to-find meeting rooms and sponsor recognition
- 49 Submit convention specifications document and event resume and share with venue CSM
- 50 Prepare a post-event survey that will be emailed to conference attendees after the conference
- 51 Confirm AV equipment for all sessions with the venue.
- 52 Check venue banquet event orders (BEO) with the convention specifications document submitted. Check each document for all room setup requirements, food and beverage requests, and audio visual notes
- 53 Prepare registration packets and print

- badges
- 54 Ship materials to the venue
 - 55 Share final catering guarantees to venue
 - 56 Prepare onsite "binder" of all contracts, BEOs, AV requests, special needs from attendees, and contact information.
 - 57 Conduct a preconference meeting with venue staff, including individuals responsible for room setup, catering, and AV. Get contact information for all of these key venue and supplier staff members. Discuss emergency procedures with the venue. Check catering menus and room sets again.
 - 58 Walk the meeting space with conference volunteers, noting locations of the restrooms, emergency exits, and telephones for contacting venue staff
 - 59 Walk the area around the venue taking note of restaurants and attractions that might be of interest to attendees
 - 60 Set directional signs and prepare registration area
 - 61 If the conference begins with a general session, check general session meeting room to be sure the seating and AV are set correctly
 - 62 Pick up cash advance from hotel staff for registration. Ask if cash receipts from registration can be applied directly to the conference master account. Retrieve keys for conference staff office

OUTCOME REPORT

Name of Conference:

Dates:
(4 pages only)

Pre – Conference Outcome

1. **Tangible Outcomes**
2. **Intangible Outcomes**

During Conference Outcome

3. **Tangible Outcomes**
4. **Non Tangible Outcomes**

Post Conference Expected Outcomes
(To be Pursued by AU MP)

5. **Tangible Outcomes (To include feedback from students)**
6. **Intangible Outcomes**



AMITY UNIVERSITY

GWALIOR

Presents

International Conference

on

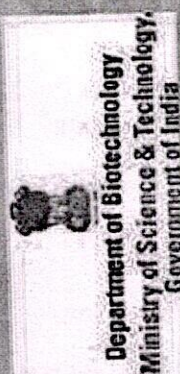
Recent Advances in Biotechnology and Nanobiotechnology (Int-BIONANO-2016)

February 10-12, 2016

Organised by:

AMITY INSTITUTE OF BIOTECHNOLOGY

Sponsored by



**INTERNATIONAL CONFERENCE
ON
RECENT ADVANCES IN BIOTECHNOLOGY AND NANOBIO TECHNOLOGY
(Int-BIONANO2016)**

February 10-12, 2016

Feedback Form

Please complete the following form and submit it to the organizers at registration counter to help us plan better for next year's conference

PART A: Please tick on the given comments

S. No.	Event Academic Program: Services and Organisation	Excellent	Very Good	Good	Moderate
1	Satisfaction with conference theme and sub-themes				
2	Research areas covered by the concurrent sessions				
3	Relevance of conference themes to you				
4	Quality of research work delivered				
5	Adherence to conference schedule				
6	Printing presentation and quality of conference abstract book				
7	Quality of publicity material				
8	Contents of website information				
9	Contents of conference brochure				
10	Quality of conference bag and stationary				
11	Quality of session rooms and logistic support and ambience of auditorium				
12	Organisation of Poster session				
13	Efficiency and convenience of the pre-registration process				
14	Overall quality of exhibition				
15	Quality of food and refreshments				
16	Quality of volunteers' work				

17	Overall Hospitality during the conference				
18	Quality of the overall conference organisation				

Part B: Please respond to the following questions:

1. How did you find out about this conference?

_ Brochure posted to my institution

_ Colleagues

_ Newspaper

_ Others: Please specify

.....
.....

2. If your institution did not receive the conference brochures and poster, please provide the institution's name and address below so we can send the publications to you next year:

.....
.....
.....

3. Do you have any suggestions for the themes of next Int-BIONANO?

.....
.....

4. If you have any further feedback, concerns or suggestions please specify below:

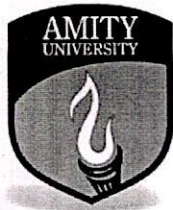
.....
.....

Voluntary Disclosure:

Signature.....

Name & designation.....

Institute/University.....



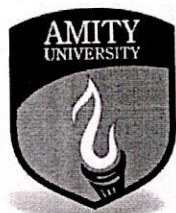
INTERNATIONAL CONFERENCE
ON
RECENT ADVANCES IN BIOTECHNOLOGY &
NANOBIOTECHNOLOGY
(Int-BIONANO – 2016)

February 10-12, 2016

EVALUATION: ORAL PRESENTATIONS

Session: Microbial and Industrial Technology (I)

S. No.	Name	Title	Presentation (40)	Content (40)	Discussions (20)	Total (100)
OP – 01	Dr. Shikha Khandelwal	<i>Antimicrobial activity of different solvent extracts of medicinal plant: Moringa oleifera</i>				
OP – 02	Dr. Arpita Shrivastav	<i>Isolation and screening of gram positive bacteria from tomato and potato rhizosphere for plant growth promotion</i>				
OP – 03	Ms. Ritika Chauhan	<i>Discovery of potent small molecular inhibitors of Botulinum neurotoxin type-F through Structure Activity Relationship</i>				
OP – 04	Dr. D. S. Rathore	<i>Effect of different leather samples on the production of enzyme protease by Aspergillus niger</i>				
OP – 05	Sapna Singh	<i>A new modified medium for recovery of Streptococcus mutans as compared with four other media</i>				



**INTERNATIONAL CONFERENCE
ON
RECENT ADVANCES IN BIOTECHNOLOGY &
NANOBIOTECHNOLOGY
(Int-BIONANO – 2016)**

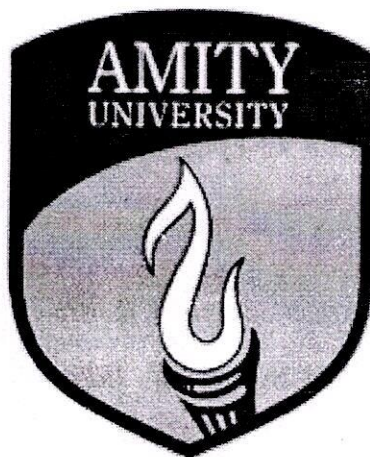
February 10-12, 2016

EVALUATION: ORAL PRESENTATIONS

Session: Microbial and Industrial Technology (II)

S. No.	Name	Title	Presentation (40)	Content (40)	Discussions (20)	Total (100)
OP – 06	Aditi Rathee	<i>Isolation and meta- analysis of peptidoglycan hydrolase from a dental isolate of Serratia marcescenes</i>				
OP – 07	Charles David	<i>Microbial Polyhydroxybutyrate (PHB) for distillery spent wash decolourization</i>				
OP – 08	Ms. Monideepa Das	<i>Characterizing novel pesticide degrading bacteria as potential nitrogen fixers and their implication as bio-fertilizer</i>				
OP – 09	Dr. Sarika Chaturvedi	<i>Application of Statistical design to evaluate nutritional requirements for xylanase production by Solid State fermentation</i>				
OP – 10	Preeti Chaurasia	<i>Isolation and characterization of microbial strains from textile industry effluent of Bhilwara, India: Analysis with Bioremediation</i>				

AMITY UNIVERSITY MADHYA PRADESH



Standard Operating Procedures (SOP) for Award of Scholarship (Total Page 15)

AMITY UNIVERSITY

MADHYA PRADESH

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

REF: AUMP/RO/SOP/Scholarship/2019/212

Date: 26 Apr 2019

Standard Operating Procedures (SOP) for Award of Scholarship

1. APPROVAL BY BOARD OF MANAGEMENT

The Board of Management in its meeting held on 26 April, 2019 has resolved to approve the following 'Regulations for Scholarship, Awards, Medals & Special Awards'. Any amendment(s) to this Regulation shall only be notified after the same has been approved by the Board of Management as per the process.

2. TITLE

These Regulations shall be called 'Regulations for Scholarship, Awards, Medals & Special Awards'.

3. APPLICABILITY

This Regulation shall come into force from the date of approval of Board of Management.

4. SCHOLARSHIPS

The scholarships will be applicable to all the students enrolled in Amity University Regular Programmes.

5. ON ADMISSION MERIT-SCHOLARSHIP

To attract talented candidates, the University will announce scholarships while inviting applications for admission from the meritorious candidates to a programme after passing 10+2, Graduation or such other qualifying examinations prescribed by the University.

(1) Grant of On Admission Merit-Scholarship

The scholarship will be granted as per the conditions notified through Admission Notification from time to time.

(2) Amount of Scholarship

The amount of scholarship will be 100%, 50% or 25% of tuition fees based on percentage of marks in qualifying examinations as decided from time to time and announced at the time of admissions.

100% Merit Scholarships will be named as 'Dr. Ashok K. Chauhan Scholarships'.

Grant of Scholarship

Grant of scholarship at the time of admissions will be governed by the rules of admission as followed by the Admission Department and as amended from time to time. These Guidelines may vary for each Academic Session and guidelines followed for grant of Scholarship during admissions for current academic year are as given below:

ON ADMISSION SCHOLARSHIP 2019										
S.no	Scholarship %	UG	PG		University Campus					
		10+ 2 %	10 + 2 %	Graduation	GGN	GWL	LKO	JAI	MUM	RPR
1	100%	93%	93%	80%	Y	Y	Y	Y	Y	Y
2	50%	88%	88%	75%	Y	Y	Y	Y	Y	Y
3	25%	80%			Y	N	N	N	N	N
		75%			N	N	Y	Y	Y	N
		70%			N	Y	N	N	N	Y
4	100% CAT/MAT/GMAT Route	MBA (All programmes) CAT/MAT - 90 Percentile & above GMAT - 650 & Above			Y	Y	Y	Y	Y	Y
5	50% CAT/MAT/GMAT Route	MBA (All programmes) CAT/MAT - 85 Percentile & above GMAT - 600 & Above			Y	Y	Y	Y	Y	Y
6	25% CAT/MAT/GMAT Route	MBA (All programmes) CAT/MAT - 80 Percentile & above GMAT - 500 & Above			Y	N	N	N	N	N
7	25% CAT/MAT/GMAT Route	MBA (All programmes) CAT/MAT - 75 Percentile & above GMAT - 450 & Above			N	Y	Y	Y	Y	Y
8		Direct admission UG@80% ; MBA @70 percentile			Y	Y	Y	Y	Y	Y
9	10%	fee Concession available in the first year to all Amity Students who have taken admission in the next Higher Class without any gap			Y	Y	Y	Y	Y	Y

Conditions to be Fulfilled in case of On Admission scholarship :

On Admission Rules and Regulations

- Aggregate of all marks in Class XII is to be taken (excluding Physical Education, Performing Arts, Fine Arts, Vocational & Non-written subjects).
- The candidate should have scored aggregate marks as per the eligibility.
- The candidate should have passed in all subjects.
- The candidate should have appeared in Class XII examinations.
- Amity University reserves the right to withdraw /cancel the scholarship awarded if the candidate is found ineligible at any time.
- The candidate should not have improved his/her marks in any subject by appearing for improvement/supplementary examination in the same/succeeding year of passing Class XII.
- For boards with non-semester system for 11th and 12th (ie., combined mark sheet for 11th & 12th), only 12th marks along with practicals shall be considered for UG scholarship.
- UG Scholarships applicable to CBSE / ISCE / State boards

Procedure for Grant of Scholarship

This scholarship shall be granted at the time of Admission. The admission department will obtain prior sanction of the competent authority for grant of Scholarship under the category as also prescribed level of Mark/ percentage of marks/ percentile/ Grades. The admission department shall then verify the mark sheets and ascertain the category under which a student falls.

Withdrawal of On Admission Merit-Scholarship

The scholarship shall be withdrawn at any time during a programme, from the date as approved by the Vice Chancellor, under the following conditions:

- a. The student is not able to secure a rank in the batch of the programme as given in the Admission Notification for the concerned batch.
- b. The student is unable to pass all the examinations in the first attempt in the normal examination scheduled for his/her programme.
- c. The student is found to have adopted unfair means in examinations or has been debarred from appearing in the examinations.
- d. During the currency of the scholarship, the Head of the Institution/Department reports that the student has been charged with misconduct, misbehavior, gross indiscipline, incident of ragging, use of drugs or narcotics etc. and such misconduct is established.
- e. The Vice Chancellor may however review such withdrawal in exceptional cases.

6. Continuation of On-Admission Merit Scholarship

At the end of each year of the programme, a student will continue to be eligible for scholarship on fulfillment of criteria mentioned in the Admission Notification.

At the end of a year, if a student is not able to maintain the required rank in the batch to be eligible for the scholarship amount granted at the time of admissions, the student will be eligible for the lower scholarship amount (if available) for the following year, subject to fulfillment of other conditions laid down under these regulations. Such student may again on improvement of the performance at the end of the subsequent year, become eligible for the original scholarship amount granted at the time of admission.

A student will however, be not eligible for a higher amount than what has been granted at the time of admissions even if the performance is better than that required for the original scholarship amount.

Rules and regulations for Grant of continuation scholarship

The Guidelines followed for grant of Continuation Scholarship for current academic year are as given below:

- If the student is in the top 5% of the programme in that batch then he/she shall be considered eligible for the 100 % scholarship subject to the condition he/she got 100% On-Admission Merit scholarship and subject to the condition that minimum CGPA is 9.3 and above
- If the student is in the top 10% of the programme in that batch then he/she shall be considered eligible for the 50 % scholarship subject to the condition he/she got 50% On-Admission Merit scholarship and subject to the condition that minimum CGPA is 8.8 and above
- If the student is in the top 15% of the programme in that batch then he/she shall be considered eligible for the 25% scholarship subject to the condition he/she got 25% On-Admission Merit scholarship and subject to the condition that minimum CGPA is 8.5 and above

But, if the batch Size is less than 20 in any programme, then only Rank 1,2,3 shall be eligible for scholarship subject to following conditions:

- Student securing 1st rank would be eligible for scholarship ie 100%, subject to a condition that CGPA score is 9.3 and above.
- Student securing 1st or 2nd rank would be eligible for scholarship ie 50%, subject to a condition that CGPA score is 8.8 and above.
- Student securing 1st rank , 2nd rank or 3rd rank would be eligible for scholarship ie 25%, subject to a condition that CGPA score is 8.5 and above.

7. MERIT-SCHOLARSHIP: DURING A PROGRAMME

In order to encourage the students to achieve higher performance during their studies in an academic programme, the University will institute Merit scholarships for them in recognition of their academic achievements in the concerned programmes of study. These scholarships will be

awarded at the end of first year on the declaration of the first year results and renewed each year thereafter on the basis of academic performance at the end of each academic year.

(1) **Grant of Merit Scholarship**

At the end of each academic year, a panel of toppers will be drawn for each programme of study containing names of toppers in descending order of their merit determined on the basis of CGPA. These Scholarships are different from the ones given at the time of admissions. The following conditions will be applicable:

- a. The student should be in top 10% of the programme in that batch for being eligible to be considered for the scholarship.
- b. The students to be considered for scholarship should have passed all the examinations in the first attempt in the normal examination scheduled for his/her programme.
- c. The number of Merit Scholarships will be as under:

S. No.	Total strength of students enrolled in a programme	Maximum No. of Merit Scholarships
1	1- 30	NIL (Only Merit Certificate)
2	31-90	One
3	91-180	Two
4	Exceeding 180	Three

(2) **Amount of Scholarship**

The amount of Merit Scholarship during the programme will be equal to 30% of the tuition fee payable by the student in the subsequent year and will be rounded off to next multiple of Rs.100/- .

(3) **Continuation of Merit Scholarship**

For continuation of the scholarship, the student should remain in top 10% of the merit list of the programme and the number of scholarships shall be as per the maximum number of scholarships to be granted for an academic year.

(4) **Procedure for Grant of Scholarship**

The Merit scholarships will be automatically granted on declaration of the results by the Controller of Examinations. The letters to this effect will be issued to all concerned by the Registrar on approval of the Vice Chancellor after declaration of results.

(5) **Withdrawal of Merit Scholarship**

The scholarship shall be withdrawn at any time during a programme, with effect from the date as approved by the Vice Chancellor, under the following conditions:

- a. The student is not in top 10% of the students in a programme.
- b. The student has been found to have adopted unfair means in examinations or has been debarred from appearing in the examinations due to any reasons.

- c. During the currency of the scholarship the Head of the Institution/Department reports that the student has been charged with misconduct, misbehaviour, gross indiscipline, incident of ragging, use of drugs or narcotics etc. and such misconduct is established.
- d. The Vice Chancellor may however review such withdrawal in exceptional cases.

8. MERIT-CUM-MEANS SCHOLARSHIP

The University will institute the Merit-Cum-Means (MCM) scholarships for deserving students who are academically good and may need financial assistance to pursue their studies in the University. These scholarships will be granted from the first year of a programme and will be reviewed each year thereafter.

(1) Grant of Merit-Cum-Means Scholarship

The scholarship shall be decided on the basis of inter-se merit determined by the admissions department for the first year and on the basis of the CGPA at the end of an academic year for subsequent years. A student will be required to apply on the prescribed form given in Annexure-I with all the required documents in support of family income to the satisfaction of the Scholarship Award Committee. The total income from all sources of the family of the student applying for Merit-Cum-Means scholarship should however not exceed Rs.3,00,000 per annum.

The scholarship will not be admissible to a student who has been granted any other scholarship by the University or the Sponsoring Body or its Institutions or any other grants, concessions, stipends ex-gratia or awards from other sources if such an amount when added to the family income, makes it more than Rs. 3,00,000.

The Criteria for Merit-cum-Means scholarships will be as under:

	Particulars	Eligibility Criteria
		Top 10% of batch
Merit Cum Means Scholarship	Eligibility to Scholarship Programme	
	Criteria for Scholarship	1-90 - 1 91-180 - 2 >180 - 3
	Scholarship Percentage	50%
	Condition for scholarship as to Family Income shall not exceed	3,00,000
	When to be granted	On completion of 1st year

(2) Amount of Scholarship

The amount of Merit-cum-Means Scholarship will be equal to 50% of the tuition fee payable for the year and will be rounded off to next multiple of Rs.100/- . Scholarship committee must ensure that an interview of such students is conducted and all the documents are submitted. Documents submitted must be authenticated.

- (3) Continuation of Merit-Cum-Means Scholarship
A student will have to apply in the prescribed form each year for continuation of the scholarship and fulfill the conditions.
- (4) Procedure for Grant of Scholarship
- The students fulfilling eligibility conditions for award of Merit-cum-Means Scholarships will apply on the prescribed form to the Dean of Students Welfare (DoSW) through the Head of the Institution (form enclosed as Annexure 1). The Head of the Institution/ Department will forward the cases to DoSW with detailed justification and recommendations for the Scholarship Award Committee.
 - The Dean of Students Welfare will make further suitable recommendations on each individual case after ensuring that there is no disciplinary case pending or contemplated against the student. He may take advice of the Concerned official, if considered necessary.
 - The Dean of Students welfare will forward all the cases to the Registrar with suitable recommendations for further processing and for seeking approval of the Vice Chancellor.
- (5) Withdrawal of Merit-Cum-Means Scholarship
The scholarship shall be withdrawn under the following conditions from the date as approved by the Vice Chancellor:
- The Head of the Institution recommends withdrawal based on poor academic performance of the student.
 - The student has been found to have adopted unfair means in examinations.
 - The student has been debarred from appearing in the examinations unless this is waived by the Vice Chancellor under some special circumstances.
 - During the currency of the scholarship it is reported by the Head of the Institution/Department that the student has been charged with misconduct, misbehaviour, gross indiscipline, incident of ragging, use of drugs or narcotics etc. and such misconduct is established.
 - The Income from all sources of the family of the student has crossed Rs.3,00,000 per annum.
 - The student has been granted any other scholarship by the University or the Sponsoring Body and its Institutions or any outside organization leading to need for scholarship not remaining.
 - The Vice Chancellor may however review such withdrawal in exceptional cases.

9. TO EX-AMITY STUDENTS OBTAINING ADMISSION

A 10% fee exemption per semester is accorded to the students who have passed out from any of the Amity Institutions.

Exceptions: In case of gap of one year or more between passing the qualifying exam & seeking admission in Amity University, this discount will not be granted.

10. SCHOLARSHIP AWARD COMMITTEE

A. The Composition of Scholarship Award Committee will be as under:

- i. Nominee of Chancellor - Chairperson
- ii. Vice-Chancellor/Pro-Vice-Chancellor
- iii. Registrar
- iv. One of the Head of Institutions nominated by the Vice-Chancellor
- v. Dean of Students Welfare
- vi. Finance Officer
- vii. The committee may invite any other faculty/officer to be a part of the committee as special invites.

Committee members' names and contact details to be displayed prominently on the notice board or any other suitable location to make sure the information is available at all times. Also the deadlines to submit the documents should be mentioned on the notice board.

- B. The tenure of members of the Scholarship Award Committee will be two years.
- C. The recommendations of the Scholarship Award Committee will be placed before the Board of Management for approval.
- D. The approval for grant /renewal of the Scholarship or otherwise will be communicated by the Registrar to the concerned Head of Institution, the student, the Finance Officer and the Controller of Examinations.

11. GENERAL CONDITIONS :

The Scholarship Award Committee shall be constituted by the Vice Chancellor.

- i. If at the time of determining the number of scholarships it is observed that more than one student has a tie (i.e. the same percentage/marks/CGPA), the scholarship amount admissible will be equally shared among all such students having same rank.
- ii. The amount of scholarship may be payable to the student or may even be adjustable against the tuition fee and other charges, if any, due and payable by him to the University.
- iii. The number of students in a programme to be considered for granting scholarship under various categories will be the number of students registered at the beginning of the year.
- iv. A student, if declared successful with moderation marks, will be eligible for Scholarship provided he fulfills all the eligibility criteria for continuation of the Scholarship.

- v. If any student is eligible/entitled for more than one scholarship/concession, he/she has to make a choice for any one only.
- vi. If a student has decided to forego the Merit scholarship, same will not be offered to next in merit.

12. Exceptions to Policy :

Any exception to the policy can be approved by competent authority only.


Rajesh Jain
(Registrar)

Copy to:

1. Hon'ble VC's Secretariat
2. Pro-VC's Office
3. All Hols
4. All HoDs (Teaching & Non-Teaching)
5. Accounts

ANNEXURE-I

APPLICATION FORM FOR MERIT-CUM-MEANS SCHOLARSHIP

1. Name of Student: _____

2. Programme _____

3. Enrolment No. _____ 4. Batch. _____

5. Mobile No. _____ 6. Email Address _____

7. Name of the Institution/Department _____

8. Father's Name _____ 9. Mother's Name _____

10. a) Structure of Family: Nuclear / Joint _____

b) Composition of Family (with age): _____

11. Occupation of: Father _____ Mother _____ Guardian _____

Brother(s) _____ Sister(s) _____

12. Permanent Address: _____

13. Present Address _____

14. Total annual income of the family Rs. _____ (Rupees _____)

(Note: Total income from all sources of the family of the student applying for Merit-Cum-Means scholarship; should not exceed Rs. 3.00 Lakh per annum. Please attach documentary evidence testifying total annual income of family members from all sources. In case of service – last month's salary slip/Salary Certificate & Copy of ITR, incase of business – copy of ITR filed by Individual & business also, in case of agricultural income – specify details of land owned & crops grown on the income certificate, in case of rental income – copy of rent deed, in case of pension – PPO & bank statement, etc)

15. Past Performance Record: (in chronological):

S. No.	Examination Passed	Percentage of marks	Year passing	%age / CGPA	Merit

Note: Enclose certified copies of Grade/Mark Sheets for all examination passed from class X till date.

16. (a) Whether MCM Scholarship Availed in the Previous Year(s)? _____

(b) Are you in receipt of any financial assistance, scholarship/award/bank loan? If so, please intimate the source/agency, the amount and other details thereof:

17. Details of special achievements, extra-curricular & co-curricular activities & contribution to Amity (enclose support document): _____

18. Justification for applying for Merit-Cum-Means Scholarship: _____

19. **DECLARATION BY STUDENT:** I declare that the information given above is true and correct. I have qualified in the examinations of this Programme in first attempt and fulfill the eligibility conditions prescribed by the University for Award of Scholarships. I will forfeit my claim if the information is proved to be incorrect.

Signature of Parent _____

Signature of Student _____

Date _____

20. Recommendations of the Head of Institutions/Department

- I have verified the details given by the student.
- The student's average attendance of the past academic session is _____%
- The student is eligible for award of _____ Scholarship/Medal
- The student may be sanctioned a scholarship of Rs. _____
- The student is not eligible for award of _____ for the reasons mentioned below:

Date _____

Signature of HOD/HOI _____

21. **Recommendations of Proctor & Dean of Student Welfare.**

- It is verified that no disciplinary case is pending or contemplated against the above student.
- Any other information _____

Date & Signature of DSW/Proctor _____

22. Recommendations of Scholarship Awards Committee (in the case of Merit-cum-Means Scholarship):

a) The Student is eligible for Merit-Cum-Means Scholarship on the following grounds(s):

b) The student is eligible for Merit-Cum-Means Scholarship. An amount of Rs. _____ is recommended for academic session _____

Member

Member

Chairman

23. Sanction by the Vice-Chancellor:

Sanctioned : _____ %age of fee as MCM Scholarship of the academic session _____

Vice-Chancellor

Finance Officer

Registrar

Date: _____

CHECK LIST : MERIT-CUM-MEANS SCHOLARSHIP APPLICATION

Name of the Institution:

Name of the Student:

Roll No.:

Prog+Semester:

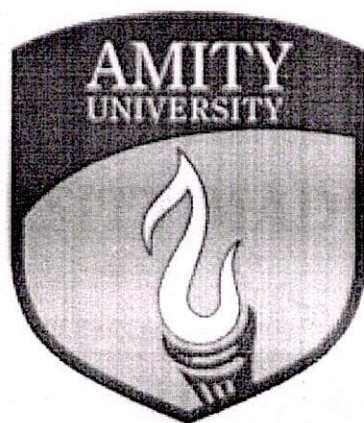
Batch:

S.No.	Points to be cross checked before sending recommendations on MCM Scholarship Applications	Yes / No	Remarks
1	Verification of the results (X, XII & UG, SGPA, CGPA) mentioned on the application (copy of school & college mark sheets must be attached)		
2	Attendance Record of the student for the previous Academic Year		
3	Verification of Discipline / Behavioral aspects and lifestyle of the student		
4	Composition of Family, qualification & profession of all family members should be checked.		
5	Occupation & Income of all family members (many a times student misunderstand it by parents income only) Siblings/Grand Parents / uncle & Aunt's income if stays together should also be included. Total Gross income should be considered instead of net income.		
6	Gross Income from other sources (Rent received, pension, part time job, Teaching/Tuitions, side business etc.) must be verified with the support documents. In case regular income is being received & no proof is available, copy of Bank Statement should be attached.		
7	Copy of latest Income Tax Return (ITR)/ Form 16 of all earning members should be attached. In case of Business, ITR filed by Company must be enclosed.		
8	In case of Agricultural income, On the back side of the income proof, details eg. 'How much land (in Bigha/Acres) & which crops are grown should be mentioned.		
9	Where the student/Family stays? (Own/PG/Hostel) Area where the family stays or has business gives an idea of financial background.		
10	In case house rent is paid by student/family, proof should be attached with details like amount / sharing basis etc.		
11	Whether family/ student has taken any loan? (Education loan/Home loan/Personal Loan) support documents (Amount & Duration of Loan) must be attached.		
12	How the student commute from home to campus?		
13	Any vehicle owned by student & family? If yes, please mention.		
14	Does the student uses cell phone? Whether other family members uses the same?		

15	If the siblings are pursuing a regular programme from any reputed university/institution, then what is the fee of that university? (If the fee is high, no bank loan is taken, how funds are being managed?)		
16	In case the earning members have expired, copy of death certificate to be closed.		
17	if any family members is having any chronic disease, then the details & proof of hospital bills should be enclosed.		
18	Income Proof documents (All Bank statements/salary certificate/income certificate) should be checked and attached.		
19	Any special achievement/ contribution by student - may be specified in the form/certificate may be attached.		

In case, any false & misleading information is given, a strict action will be taken against student and concerned officials.

AMITY UNIVERSITY MADHYA PRADESH



STANDARD OPERATING PROCEDURE (SOP) ON EVENTS/CELEBRATIONS IN AUMP HOSTELS (Total 07 pages)

AMITY UNIVERSITY

MADHYA PRADESH

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

Ref: AUMP/RO/SOP/2017/229

Date: 18.05.2017

Standing Operating Procedure in Events/Celebration in AUMP Hostels

General

1. The hostel is a home away from home for the students and thus the prevailing atmosphere in hostel plays an important role in their overall personality development and accordingly needs to be conducive towards this end.

Aim

2. The aim of this SOP is to lay down broad procedure and guide lines for smooth conduct of events/functions in hostel premises for hostellers on self help basis.

Scope

3. The scope of this SOP broadly includes the following:-

- (a) Permissible events/ functions..
- (b) Committee(s) to oversee conduct of events/ functions
- (c) Finances.
- (d) Eligibility: attendance & presence.
- (e) Planning and approval for conduct of event.
- (f) Menu: drinks, snacks and meals.
- (g) Timings.
- (h) Infrastructure & arrangement befitting the event.
- (j) Safety and security.
- (k) Conduct/ procedure.
- (l) Medical assistance.
- (m) Dispersal.

Committees

4. Following committees will be constituted:-

- (a) **Core Committee** will comprise of:-

- (i) **Chairperson** - DSW & CL/ Director Administration in case DSW & CL is not available in campus.
- (ii) **Members** -
 - Deputy DSW & CL or one Senior Lady Faculty.
 - Warden each from Old and New Boys Hostel and Girl's Hostel.
- (iii) **Role** - Core Committee will issue broad guidelines in consonance With and specific to the planned event.

(b) **Executive Committee**

- (i) **Chairperson** - Senior most warden.
- (ii) **Members** -
 - 03 x mentors from hostel premises.
 - All wardens.
 - Hostel student representatives.
 - Marshalls including security in charge as detailed by Director Administration.
 - Security staff as detailed by Director Administration.
 - Mess committee.
 - In charge fire fighting/ fire representative.
 - Resident nursing assistant.
 - Class & batch representatives, if staying in hostel.
- (iii) **Role** - Executive committee will be responsible to core committee for detailed planning and smooth conduct of the event right up to dispersal.

Permissible Events:-

5. Following events can only be celebrated on express desire of majority of hostellers:-

- (a) Holi
- (b) Diwali
- (c) New Year
- (d) Fare well to senior students (only batch immediate junior to outgoing batch to organize)
- (e) Any other event mutually agreed by hostellers and approved by DSW & CL.

Finances

- 6. The entire expenditure will be borne by the hostlers themselves on voluntary contribution basis. The events will be celebrated in simple, graceful and traditional way. Wasteful expenditure on pomp & show is prohibited.
- 7. Financial assistance, if any at the discretion of Honorable Vice Chancellor from University sources will be treated as an incentive and only factored in whenever in principle approval is accorded before the event.

Infrastructure & Arrangements

- 8. **Venue** One of the sports grounds or area opposite Mess entrance or as earmarked by DSW & CL.
- 9. No University stores/ equipment will be moved and/ or utilized.
- 10. Simple and elegant arrangements befitting the event will be made by hostellers using money from corpus created as voluntary contributions.

Participation / Attendance

- 11. Only hostlers are permitted to participate in such events. Outsiders including day boarders are prohibited. Local guardians etc are also not permitted.
- 12. The events/functions will be conducted separately for boys and girls. Mingling of the two is not permitted.

Planning and Approval

- 13. Hostel representatives (both boys and girls) will submit an application minimum 15 days in advance to DSW & CL through their respective wardens including the following details:-
 - (a) Number of hostellers who wish to organize and participate in the event.
 - (b) Contribution per head.
 - (c) Total contribution/ amount likely to be collected.
 - (d) Suggested expenditure details.
 - (e) Detailed program indicating time plan.

Menu : Drinks, Snacks and Meals

14. Hostel representatives along with their respective wardens will discuss the above with Mess contractor and obtain his willingness for:-

- (a) Special dishes he is willing to cook & serve as part of daily menu without any additional charge from hostellers.
- (b) Other snacks/juices/aerated drinks hostellers wish to consume and can be provided by Mess on payment basis.
- (c) No hard drinks i.e. alcoholic beverages including beer is permitted. If anyone is found in possession of or consuming the same, strict disciplinary action by way of suspension or termination will be initiated.

Code of Conduct

15. The event will be celebrated with bonhomie and decorum. No unruly, rude and zestful behavior will be tolerated. In this connection attention of all is invited to "Code of Conduct for Amitians" issued under the aegis of Proctorial Board.

Safety and Security

- 16. All aspects of safety & security and fire fighting will be observed strictly.
- 17. In charge fire fighting will conduct a lecture on relevant aspects for hostellers minimum three clear working days prior to the event.
- 18. Proper fire fighting equipment will be catered for at the venue under the aegis of in charge fire fighting.

Medical Assistant/ First Aid

- 19. Ambulance with proper first aid kit, driver and nursing assistant will be made available at the venue from beginning of the event right up to dispersal.
- 20. Appropriate first aid will be rendered or evacuation to nearest hospital organized based on degree of medical situation/urgency, if and when required.

Time Plan

- 21. Detailed programme indicating time plan and duration will be prepared and approval obtained from Hon'ble VC through DSW & CL.

22. No celebrations are permitted beyond 00:30h for New Year event and Diwali. For other events timings in consonance with traditional customs will be observed.

Rules for Conduct

23. No Rowdy, unruly and zestful behavior is permitted.

24. Celebrations of all events will be restricted to the venue and under no circumstances the same will spill over to hostel rooms, corridors, Mess or dormitories.

25. Defacement/ damage to University or hostel property will be treated as violation of AUMP Conduct Rules and will warrant initiation of disciplinary action.

26. No eatables/meals from outside vendors are permitted to avoid chances of food contamination/ poisoning. Only cakes if required can be procured from reputed bakeries/ outlets in market.

Check List & Triggers

- | | | | | |
|-----|-----|--|---|---|
| 27. | (a) | <u>20 Days Prior</u> | - | Number of volunteers and per head contribution. Responsibility- Hostel Representatives (HRs). |
| | (b) | <u>17 Days Prior</u> | - | Consult in charge Mess & finalize Menu. |
| | (c) | <u>15 Days Prior</u> | - | Move of application to DSW & CL with relevant data as given above by HRs. |
| | (d) | <u>10 Days Prior</u> | - | In principle approval of Honorable Vice Chancellor obtained through DSW & CL. |
| | (e) | <u>07 Days Prior</u> | - | Formulation/ nomination of committee members and intimation to all concerned through e-mail. |
| | (f) | <u>03 Days Prior</u> | - | Briefing by fire fighting in charge. |
| | (g) | Preparation/arrangements on ground to commence in consonance with the amount of work involved. | | |

Dispersal

28. All will disperse in an orderly fashion at given time. No lingering in and around the venue will be permitted.

29. Executive Committee will remain present at the venue till everyone disperses.

30. Anyone found in a boisterous mood will be detained and counseled appropriately by Executive Committee members.

31. Wardens will carry out head counting immediately after dispersal. If anyone is found missing, appropriate action as per laid down procedure will be initiated.

Conclusion

32. Observance of above instructions in letter and spirit will ensure smooth conduct of the planned event(s) wherein all concerned will be able to enjoy the festivities in a peaceful and cordial environment which is the sole purpose of such celebrations.

33. This SOP gives only the guidelines and is not exhaustive and may be suitably modified/changed from time to time and depending upon situations.

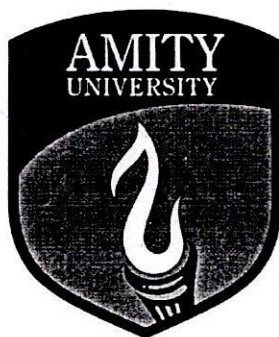
34. This bears the approval of the Hon'ble Vice Chancellor, AUMP


18/05/2017
Rajesh Jain
Registrar

Distribution:

- Hon'ble VC's Secretariat
- Pro-Vice Chancellor's Office
- Dean Student Welfare and Campus Life
- Director (Admin)
- Director (Liaison)
- All HoIs
- Dy Dean Student Welfare
- All Wardens (Boys and Girls Hostel)
- Fire Fighting Officer
- Hostel Representatives (Students)
- MI Room
- Faculty Members Staying in AUMP Hostel

AMITY UNIVERSITY MADHYA PRADESH GWALIOR



STANDING OPERATING PROCEDURE FOR ADMISSION

I. GUIDELINES & PROCEDURE FOR ADMISSION

1. **GENERAL:** Admission to various programmes offered by the University through its various Institutions shall be made in accordance with the provisions laid down in the *"Regulations for Admission and Enrollment of Students in the Ordinance.."*
2. Admission to various Full Time programmes of Amity University will be done only once in an Academic Year, through "Amity Common Admission Test" or AMCAT.
3. AMCAT includes Written Test, Language Test, Group Discussion (GD), Personal Interview (PI), etc.
4. The Admission Rules as framed by the University from time to time, shall be applicable for all admissions and all decisions taken by the University regarding this shall be final.

II. NOTIFICATION & PUBLICITY

1. The Admission Cell, with the approval of the University will be responsible for facilitating admissions to various programmes offered by the University.
2. The Admission Cell shall-
 - (a) Notify the admission schedule / calendar for information and compliance by the University Institutions.
 - (b) Draft common prospectus and Application Form for admission to all academic programmes of the University and get adequate number of copies printed.
 - (c) Give publicity to all the academic programmes through advertisements in leading newspapers and other media of publicity.
 - (d) Supply adequate numbers of publicity material and Prospectus and Application Form to sale outlets as decided by the Admission Committee and provide access to the Prospectus and Application Form on the website of the University, to enable the candidates to download.
 - (e) Maintain proper record of printing and sale of Prospectus and Application Form in the prescribed proforma.
 - (f) Maintain proper record and proper account of sale proceeds of Prospectus and Application Forms.

(g) Circulate information about academic programmes of the University to other Institutions / Organizations for awareness and publicity.

(h) Arrange "On-Phone" enquiry handling and general counseling.

(i) Issue Press Releases and write-ups in educational columns of local dailies in regional languages.

(j) Decide on the locations for holding Amity Common Admission Test (AMCAT) in consultation with the Chairman, Admission Committee, on the basis of response received from the applicants.

(k) The date of AMCAT shall be declared/released on the University's website www.amity.edu/gwalior, along with the last date of submitting the duly filled in Admission Application Forms.

3. The Institutions may, with the approval of the University, employ other avenues for giving wider publicity to their programmes separately.

III. SUBMISSION OF APPLICATION FORM

1. A candidate desirous of applying may:

(a) Download the Admission Application Form from the University's website www.amity.edu/gwalior and submit the same with a Demand Draft for the prescribed fee drawn in favour of "Amity Form" payable at New Delhi; or

(b) Purchase and submit the Application Form online; or

(c) Purchase the Application Form from the branches of the notified bank(s); or

(d) Buy in person on payment of cash from the Admission Cell of the University.

IV. ELIGIBILITY

1. No person shall be eligible for admission to the undergraduate programmes of the University unless he / she has passed the Senior Secondary School Examination (10 + 2) conducted by the Central Board of Secondary Education or an equivalent examination recognized as equivalent to 10 + 2 conducted by any other authorized examining body.

2. "Equivalent Examination" means an examination which is conducted by:

(i) Any recognized Board of Secondary Education; or

(ii) Any Indian University incorporated by any law in force for the time being, and recognized by the University as equivalent to its corresponding examination; or

(iii) Any foreign University/Board of Examination that has been recognized by the Association of Indian Universities (AIU) as equivalent to 10+2 stage qualification or Bachelor's/Master's Degree Programme.

3. A candidate who fulfills the eligibility criteria for seeking admission to a School/ Department / Institute shall, submit the duly filled in Admission Application Form on or before the last date prescribed for the same.
4. Any student from India or abroad seeking admission in the University may contact the Admission Cell in person, through email, or through online counseling.
5. Non-Resident Indian candidates shall also be eligible for admission to various programmes, under the directives of the Amity University and the Government of Madhya Pradesh, provided they satisfy the eligibility criteria.
6. After scrutiny, if the candidate is found to meet the eligibility criteria prescribed by the University, he/she shall be called to appear for the AMCAT.
7. A candidate who has appeared in a qualifying examination and the result thereof is awaited can apply provisionally to go through the admission process at his / her own risk. Such candidates, however, must produce the previous year's mark sheet, school/college certificate as a proof of the required eligibility criteria at the time of admission.
8. If the result of qualifying examination is not declared till the last date of counseling / admission, his admission in that case will be provisional and that he will be required to submit the result of the qualifying examination on or before the last working day of the month of October, prescribed by the University. If he fails to do so for whatsoever reasons, his admission will be treated as null and void and the entire fee paid by him / her shall be forfeited.
9. A candidate who is a history sheeter according to the police records or has been convicted for an offence involving moral turpitude or who is involved in a criminal case shall not be admitted, and if, already admitted, his admission shall be cancelled at any without prior information and the fee already paid shall be forfeited.

V. RECEIPT AND SCRUTINY OF APPLICATIONS

1. The applicants will be advised through instructions in the Prospectus to send their duly filled in applications along with the required documents to the Admission Department or such other places notified by the University.
2. All the applications will be scrutinized by the Admission Department in accordance with the prescribed eligibility criteria.
3. Incomplete applications will be summarily rejected. However, if the Admission Committee has recommended for making up the deficiency within the given date, the Admission Cell will, return the deficient Application Form to the candidate, directing him / her to resubmit it within the specified date.

4. Data entry of the Application Forms of all candidates will be done at the Admission Cell only in data entry format (software) prescribed by the University.
5. Checking, editing and finalization of data of Application Forms will be done by the Admission Cell. It will be ensured that the number of records in the computer matches with the actual number of forms received.
6. The Admission Application Form may be rejected on any of the following grounds:
 - (i) If the candidate has been found not to fulfill the eligibility criteria for the particular programme he/she has applied for;
 - (ii) If the candidate has been debarred on grounds of indiscipline from any college/University/educational institution;
 - (iii) If the Admission Application Form is not accompanied by the prescribed fee or Demand Draft or Transaction ID and Receipt Number (in case of online transaction);
 - (iv) If the Admission Application Form is not filled in properly and/or signed by the candidate;
 - (v) In case the supporting documents (as applicable) are not enclosed;
 - (vi) If there is a criminal law suit pending against him/her in a Court of Law.
7. The candidates may download the Admit Card for the AMCAT from their microsite on the website of the University using the Application Form Number and Password available on their Admission Application Form.
8. The Admission Cell will draw date-wise / program-wise merit list and finalise the admissions. Status of selection / rejection of the candidates will be displayed on the website.
9. The Admission Cell will fix entrance examination centres keeping in view the tentative number of eligible candidates for taking Test and communicate complete details of examination centres, viz., Name and Address of Center on the Admit Card.

VI. MODES OF ADMISSION

The University shall follow the admission process as prescribed by the norms set by it depending on the programme for which AMCAT is to be conducted.

1. Admissions to various academic Programmes / Courses offered by the University through its Institutions will be made strictly on the basis of merit determined either through:
 - (a) AMCAT (Amity Common Admission Test) followed by Group Discussion and / or interview; or
 - (b) CAT, MAT or GMAT followed by Group Discussion and / or interview; or
 - (c) marks in qualifying examinations followed by Written Test and / or Group Discussion and / or interview.
2. The University may, if considered expedient, admit students on "merit- cum-first-come-first-served" basis, who satisfy the minimum eligibility criteria.

VII. CONDUCT OF AMITY COMMON ADMISSION TEST (AMCAT)

1. Amity Common Admission Test (AMCAT) for admission to academic programmes will be conducted by the University on the dates and at the places approved by the Hon'ble Vice Chancellor.
2. The syllabus of Admission Test will be decided by the Chairman, Admission Committee in consultation with the Vice Chancellor and / or Heads of concerned Institutions/ Schools.
3. The question paper of Amity Common Admission Test will be objective type with four multiple-choice answers, apart from an English Essay.
4. The candidates will give responses to questions on computerized OMR Sheets.
5. The Director/Deputy Director(Admissions) will jointly be responsible for conduct of AMCAT. They will:
 - (a) Prepare the panel of external /internal paper setters and get it approved from the Vice Chancellor.
 - (b) Prepare the format of OMR Sheets and get adequate quantity printed.
 - (c) Get the question papers set from approved paper setters.
 - (d) Get adequate quantity of question papers printed from Confidential Press approved by the Vice Chancellor.
 - (e) Finalize the list of Test Centers for the programmes for which AMCAT is applicable.
 - (f) Issue Admit Card with details of Test Centre address and AMCAT Roll No.
 - (g) Print the attendance sheets in order of examination centre codes and roll numbers allotted to the candidates.
 - (h) Finalize the list of invigilators/personal interview panel members/evaluators drawn from the faculty and senior Administrative Officers of the University or outside University/ or arrange from Test Centers.
 - (i) Prepare and dispatch instructions and guidelines for invigilators/personal interview panel members/evaluators of AMCAT.
6. The Director/Deputy Director(Admissions) shall be responsible for safe custody of confidential material, question papers, smooth conduct of the examinations and proper maintenance of records.

7. Immediately after the test concludes, the invigilators/personal interview panel members/evaluators shall forward to Director/ Deputy Director(Admissions), proper account of the test booklets and answer sheets.
8. The Director/Deputy Director(Admissions) will arrange dispatch / delivery of Test booklets and OMR sheets and other confidential material to for approval of higher authority.
9. The Director/Deputy Director-Admissions be responsible for:
 - (a) Monitoring receipt of answer books/ response sheets of the candidates from Examination Centres and maintaining a record in prescribed Proforma and check the number of answer sheets received.
 - (b) Scrutinizing the response sheets /answer books with regard to proper marking of programme name, examination centre name, signature of invigilators, etc. to help minimizing errors and smooth processing of data.
 - (c) Ensure that correct key of the multiple choice answers to the questions given in the test papers is used for scoring. For 100% accuracy of result meticulous checking, a panel of evaluators consisting of senior members nominated by the Heads of Institutions/Schools will manually check the answer sheets.
10. Cut-off percentage for admission to each programme will be decided with the approval of the Chairman, Admission Committee.
11. The result evaluation sheets are compiled at the Admission Cell by two senior staff and cross-checked by the Deputy Director and then by the Director-Admissions before sending for the signature of the Hon'ble Vice Chancellor.
12. Once the approval of the Hon'ble Vice Chancellor is secured the evaluation sheets along with the original documents (application form, personal interview/group discussion sheet, OMR sheet, NATA /MAT/CAT score card (where applicable), etc are sent for the sanction of the higher authorities.
13. Once the approval is secured from the higher authorities, the selected students are sent offer letters with fee details.
14. The fees for each course shall be decided by the Board of the Management of the University and the number of seats in each course will be as decided by the University from time to time.
15. On submission of fee and other mandatory documents, Admission Department will prepare a consolidated list Institution-wise and Programme-wise of students who are given provisional admission for specified reasons (not able to submit qualifying examination mark sheet, migration certificate, etc.) and forward the same to the respective Institution. Head of Institution will be responsible to ensure submission of required documents / information on or before the specified date.

16. A complete list of the students admitted in various programmes shall be submitted in soft/hard copies to the Madhya Pradesh Regulatory Commission, within 15 days of completion of admission procedure for the particular academic session, of the University.

17. A complete list of all students admitted to various programmes of the University shall be forwarded by the Admission Cell to the Registrar, after the last student has been admitted to the University or as per the last date declared in the academic calendar of the University, with a Certificate that all admissions have been made as per University Rules and that no exception has been made.

(a) A candidate shall be enrolled as a student of the School / Institute of the University as soon as he/she has paid the prescribed fees, registers himself/herself as a student, has submitted all academic transcripts in original and the details have been verified by the Head of the Institution/ School.

(b) A candidate seeking admission to a programme after the commencement of the session shall be required to pay tuition fee in full.

18. The Head of the Institution / School may forward the Application for Change of Branch by the student to the Director-Admissions, who may process the application further as per rules.

19. (a) A student seeking transfer of admission from one institution to another under the jurisdiction of the University, shall not be required to pay such installments of tuition fees that the student has already paid at the institution from which he/she is seeking transfer. Such student, however, shall comply with the eligibility criteria for admission to the branch / programme offered by the Institution he/she is seeking transfer to.

(b) Such admission(s) shall, however, be subject to the Admission Rules and Regulations of the University.

20. (a) A student who is enrolled in the University may apply for a change, correction or alteration in his/her own name or surname to the Registrar/ Head of the Institution / School with a fee decided by the University along with an affidavit as well as proof/certificate giving reasons for change and other relevant documents.

(b) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for change or correction of the name of the student.

(c) The application for change or correction in the name shall be made through the Head of the Institution / School where the student is studying and will be supported by an affidavit.

(d) The fee deposited by the candidate shall not be refunded in any case, even if his application is rejected.

21. Every student in the University shall at all times display good behavior, show diligence in studies, maintain decorum and dignity, take adequate interest in co-curricular activities, and observe all rules of discipline of the School and University of which he/she is a

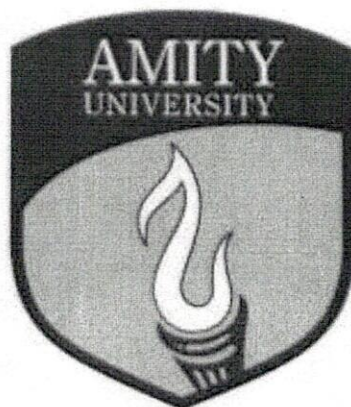
student.

22. Merit and Merit-Cum-Means scholarships shall be awarded to meritorious students as per the norms of the University.

23. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences in interpretation of clauses therein, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Directors of the Schools/Institutions/ Departments. The decision of the Vice Chancellor shall be final.



AMITY UNIVERSITY MADHYA PRADESH



Rules & Regulations for AUMP Hostel (Total pages 14)

AMITY UNIVERSITY

MADHYA PRADESH

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

Ref: AUMP/RO/Hostel/2017/284

Date: 27 June 2017

Rules & Regulations for AUMP Hostel

General

1. These rules known as, "**AUMP Hostel Rules**" will cover all the students staying in Amity Hostels at Maharajpura, Gwalior (M.P.)

Aim

2. The aim of these rules & regulations is to ensure Safety & Security and comfort of the student residents at all times with active participation & consent of their parents/ guardians

3. **Restriction on Entry in Hostel:** No one (including day scholars) except the following are permitted to enter Hostel Living Area without prior permission as laid down in the hostel rules:-

- (a) Wardens & Dean Student Welfare and Campus Life (DSW & CL) / Director - Hostels/Director – Administration.
- (b) Faculty/Staff & their family members allotted flat/accommodation in Hostel premises/residence building.
- (c) House Keeping Staff under supervision of warden or representative like attendant detailed by him/ her.
- (d) Staff from maintenance department duly escorted under aegis of warden.

4. **Scope & Interpretation:** An earnest endeavor has been made to include every aspect of rules and procedural issues as part of these rules. Aspects, if any not covered specifically shall be treated and interpreted in the spirit and aim of these rules and decision of Honorable Vice Chancellor, AUMP, Gwalior will be considered as final and binding on all concerned.

Admission to the Hostel

5. Admission of new students to hostel will be communicated to the desirous students by admission office along with their admission result after which they will be required to deposit their full hostel fees. A photocopy of the bank receipt along with hostel admission form completed in all respects will be submitted to the respective hostel office before occupying the accommodation. The duration of hostel-stay will commence from the day of admission to the last day of the academic year. On completion of the academic year, the student residents will be required to hand over their accommodation along with allocated furniture items, room and

almirah keys to the respective Hostel Offices. Over-staying in the hostel is not permitted. However, special cases may be recommended by Head of the Institution/Department to the DSW & CL / Director - Hostels.

6. Old students desiring admission in the hostel will apply to DSW & CL / Director - Hostels, who will decide about their admission or otherwise. On grant of permission they will be required to deposit full hostel fee (for the two semesters) before the due date and submit photocopy of the payment receipt to the concerned hostel office before moving into the hostel.

Accommodation

7. Twin sharing rooms are available in the hostel, which are allotted to students by respective Wardens. Each student resident is provided with a Bed, Mattress, Pillow, Bed sheets, Pillow cover, Towel, Study Table, Study Chair and an Almirah besides standard electrical fittings such as tube lights and fans. Individual student resident is responsible for any damage to the items provided to him/her and would be required to make good the loss by paying for cost of damages. In case of damages, if the defaulter is not identified, collective penalty would be imposed.

Loss of Keys

8. In case a student loses his /her room keys, the complete lock will be replaced and cost will be recovered from the student against a fine of Rs.500/- This is necessary due to security reasons. Besides the three keys that come along with the lock, no additional keys will be fabricated from the lock –smith.

Upkeep of the Rooms

9. Adequate numbers of 'Safai Karamcharies' have been employed for general cleaning of rooms and upkeep of hostel premises. Students are expected to ensure cleanliness of their rooms and help maintain general upkeep of hostel premises. All fans, tube lights & electrical appliances when not required should be switched off.

10. Pasting of posters/pictures on wall & doors, writing, wall chalking and unnecessary nailing is not allowed. Slogan of any kind or defacing the hostel in any form is strictly prohibited.

11. Any damage to the hostel property must be reported to the authorities. Student residents will be charged for all damages or loss of hostel property except when caused due to fair wear and tear.

Leave/ Out pass from Hostel

12. The students are allowed to visit their local guardian and/or market on weekends and holidays and stay overnight after obtaining due permission and out pass from respective Wardens. Before issuing out-pass to students, the Warden must inform parents about their

child's request for out-pass. The warden must ask the parents to send email / fax or alternatively a SMS from their registered mobile numbers to the Warden. Students are not permitted to leave the campus without obtaining out passes restricted to the timings given below:-

S.No	Students	Summer	Winter
(a)	Boys	Upto 09:00pm	Upto 08:00pm
(b)	Girls	Upto 07:30pm	Upto 06:00pm

13. No inward/outward movement will be permitted between 09:00pm till 06:00am on following day.

14. **Day Out-pass.** Day out passes are permitted from 9AM to 6PM on weekends /holidays only. On other working days, in case of an emergency, the student resident will first obtain permission from respective Heads of Institution / Departments. On days the students are not having any classes or on preparatory days during exam Director Hostel and/or DSW & CL may permit issue of day out pass on production of exam programme. Once the application is signed by Director Hostels, the Wardens will issue the out pass.

15. **Holiday/Break Out-pass.** Will be issued by Wardens during Amity University Holidays/ Breaks on approval as given at para 14 above by Director Hostel/DSW & CL.

16. **Procedure for Out-pass.** All out-passes will be issued one day in advance (between 8:00AM to 10:00PM). A Student requiring an out pass is to fill the out-pass slip and enter the details in the register maintained in the hostel. Prior to issuing out pass Wardens must obtain consent of parents as detailed above.

17. The students are required to show the out pass while leaving and on returning at the main security gate, to the security staff on duty. A separate register will be maintained at Main Gate for Odd & Even dates which will be put up to DSW & CL through respective Hostel Warden on daily basis. Record of Sundays/Holidays will be put up on next first working day. Name of habitual defaulters will be entered in Hostlers Conduct Register and Student Counseling Register maintained by wardens and DSW Office, respectively.

18. The student has to check out / check in, in the register maintained in the hostel and submit the out pass in the warden's office on return from out pass.

Attendance

19. Students are to be compulsorily present by 9:00PM, every day for Bio-metric attendance. All the girls should be inside their hostel premises by 9:30PM. Similarly all the boys should be in their respective Hostel complex by 10:00 PM. Bio-metric attendance can be marked by hostlers any time between 08:00pm to 09:30pm.

20. In case any student is unable to present himself/ herself for attendance due to sickness, he/ she should inform the warden in time, who will check and satisfy himself/herself about physical presence of the student resident(s) in their room(s).

21. A student coordinator (nominated on each floor) is responsible for discipline and attendance of the students.

22. Wardens accompanied by the Student Coordinator are to take random surprise (not less than 20-25% of student residents, especially habitual defaulters) checks floor wise for attendance. A report on defaulters will be submitted by the Warden to Director Hostel/ DSW & CL.

Attendance of Classes by Student residents

23. Hostel staff will conduct regular checks to identify students staying back in the hostel during working hours i.e. 9AM to 5 PM. Repeated offenders , who stay back in the hostel without any valid reasons will be first warned and subsequently asked to vacate their accommodation in the hostel. Proper entries to this effect will be made in Student residents Conduct Register.

Criteria for Re-admission to the Hostel

24. Admission to the hostel for fresh entrants guarantee re-admission to students for subsequent semesters. The University reserves the rights for re-admitting students to the hostel. Therefore Student residents have to seek readmission at the commencement of each new academic session. The criteria for re-admission is as under:-

(a) **Discipline Record**. The Hostel disciplinary committee will scrutinize the disciplinary record of each student resident during the summer break. Student residents involved in repeated cases of indiscipline will be denied accommodation.

(b) **Minimum CGPA**. Student residents have to score a minimum of 5.5 CGPA in the previous academic year. Student resident(s) with CGPA 4.6 to 5.4 may be considered for re-admission to Hostel depending upon the circumstances which affected the student's academic performance. In case the circumstances were beyond human control, admission may be permitted at the discretion of Honorable Vice Chancellor subject to favorable recommendations of the concerned Mentor, HOI/HOD and DSW & CL.

(c) **Academic Attendance**. Student residents must have a minimum of 80% attendance, in the previous academic year. Unless it was beyond human control and occurred due to any serious prolonged disease/unforeseen contingencies.

(d) **Intimation To Parents**. Parents of students who do not meet the above listed criteria, will be informed in writing during the summer break , so that they can make alternative arrangements for their wards for the coming session.

Guests/Visitors for Boys Hostel

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

Rules for Visiting Girls Hostels

28. Entry of any male member is strictly prohibited to the girl's hostel from 7 PM to 9 AM. Once staff accommodation is constructed, male members/spouses of female employee families can stay in the allotted accommodation.
29. In case of any emergent requirement, a visitor wanting to meet the inmates of hostel, he/she will obtain written permission of Director Hostels. The visitor on grant of permission will then be escorted in/out of common/waiting room in hostel lobby.
30. From 9 AM to 7 PM the visitor will meet the security guard and enter his/her names in the visitors register. The guard will take the register to the Warden. The Warden will grant the necessary permission and endorse the same in front of the entries made by the visitor in the register.
31. The visitor on grant of permission will wait for the faculty/ student to come down and meet in the hostel foyer/ cafeteria.
32. The maintenance staff like carpenter, electrician, plumber etc on grant of permission will be accompanied by the hostel staff to the flat/suite/ hostel room for repairs during working hours only.
33. On conclusion of the visit, the visitor will make relevant entry of time out in the register. Guard will ensure that the entries are made correctly.

34. Family members of the faculty staying in staff quarters will be issued permanent passes where as relatives etc can be issued temporary passes in case staying for more than one day under arrangement of Director Administration. Concerned faculty staff will be responsible to withdraw and deposit the pass to the issuing authority.

Medical facilities

35. First aid medical treatment is available within the campus. Amity clinic has resident nursing staff with Ambulance available 24X7. On falling sick the student resident will inform the warden who will arrange medical help. Should the student resident be advised hospital admission, necessary communication to this effect will be sent to the parents/local guardians by the Amity resident nursing assistant/warden.

36. Each student of Amity University is legible for medical insurance under following terms and conditions :-

(a) Cashless treatment up to Rs. 25,000/- if a student is admitted in hospital for more than 24 hours.

(b) Cashless hospitalization facility is available in empanelled hospitals which are listed below:-

- (i) Govil Hospital, Govindpuri, University Road, Thatipur, Gwalior
- (ii) Kalyan Memorial Hospital, Baradari Crossing, Morar, Gwalior
- (iii) BIMR Hospital, Surya Mandir Road, Morar, Gwalior

(c) In case of major injury the amount of insurance may be increased upto Rs. 75,000/-.

37. Since no doctor is available in AUMP, Gwalior as of now, Nursing Assistants will render quick first aid and initiate urgent evacuation drill to nearest empanelled hospital, if medical condition so dictates. No delay on any account will be acceptable. If required DSW & CL/ Director Administration will be contacted on mobile/ land line.

Laundry

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

Students Mess/Cafeteria

39. A well run students mess and café called scorpion operates to provide wholesome vegetarian meals. However Eggs are provided. The menu is regulated by a mess committee. It is obligatory for the students living in hostel to have meals from the students' mess/cafeteria.

Mess Rules

40. The Mess will remain open from 7:30 AM to 9:00 PM, and meal timings as displayed will be observed.
41. Students other than the mess committee members are strictly prohibited from entering the kitchen or store room of the mess.
42. No Student will abuse/quarrel/man handle the mess staff or enter into any arguments with mess staff. Any complaint/suggestion will be reported to the hostel warden(s).
43. Any kind of complaint regarding mess i.e. quality, quantity of food and cleanliness/hygiene etc is to be made in writing to the mess committee.
44. Sharing of buffet meals is not permitted. The defaulters will have to pay a fine of Rs. 100/- per meal in addition to laid down cost of the meal.
45. Students are not allowed to take the food, plates and cutlery out of the dining halls.
46. After meals, students are expected to deposit their plates in the designated utensil cleaning area.
47. Smoking and drinking alcohol is prohibited in the mess and campus.
48. Food is strictly not allowed in the hostel living rooms either from mess or outside. Sick students advised bed rest in writing by medical authority can only be served cooked food in hostel rooms.
49. While dining in the mess/cafeteria, student residents are to be attired in decent/presentable dress. Slippers & nightdress/skimpy dresses etc are prohibited.
50. It is reiterated that cooked food is not allowed in hostel either from Campus Mess or outside.

Options for Meals in the Hostel

51. Students can exercise any one of the following options for meals from Mess:-

(a) Eat on a monthly basis for which payment will be made in advance on the first of every month to the caterer. For this purpose the caterer will issue coupons to the students who make the payment under this option.

(b) Eat specific meals by purchasing coupons.

52. Should a student resident exercise option 51(a) he/she will give a written undertaking to this effect in the hostel registration form.

53. If a student resident wish to change from option 51(a) to 51(b) he/she will have to given a written application one month prior, to the hostel office, stating the change in option. The Director Hostels will authorize the change, from the coming month onwards. The change will come into effect in messing from next month only.

54. If a student resident exercise option at para 51(b), he/she will purchase adequate number of coupons for each type of the meal of the day to avoid any inconvenience to him/her at last minute.

55. Coupons issued against option at para 51(a) are NOT TRANSFERABLE. Any absence of a student resident for seven days or more will only warrant carry forward of balance coupons to next month.

Maintenance

56. Repair/maintenance of fixtures and facilities is an ongoing process. Requirements are to be projected by noting the details in the register kept with the respective wardens for the purpose. Undue delays in repairs are to be reported to the hostel warden and unreasonable (older than 10 days) delays brought to the notice of Director Administration and DSW & CL.

Code of Conduct

57. All the student residents are required to maintain standards of behavior expected of students of prestigious educational institutions. Thus they are expected to behave courteously and fairly with everyone inside and outside the campus.

(a) All student residents are required to carry their valid identity cards issued to them by the University/Institute all the time.

(b) Smoking, consumption of alcoholic drinks, theft/stealing, vandalism/ destruction of public property, gambling, unlawful assembly or gathering for committing acts ie illegal gossip, abusing, fighting and possession of illegal/unauthorised materials is prohibited. Offenders are liable for appropriate legal disciplinary action by the disciplinary committee, as per university regulations.

(c) Smoking weed / consuming drugs will invite immediate expulsion from the hotel.

Security

58. Student residents are responsible for the security of their cash and valuables. They are advised not to keep jewelry, expensive items and excessive cash in their rooms.

59. Student residents are strongly advised to properly secure all their valuable i.e. mobile phones, laptop, watches, ATM cards money etc at all times.

60. Student residents are not permitted to change rooms or sleep in any other room without prior permission from the hostel authorities. All students are to return to their rooms by 10:00PM. Sleeping in any other room will be treated as absence from hostel and disciplinary action as deemed necessary initiated against the defaulter.

61. Any student who finds his/her roommate missing for more than two hours, after 8PM must report to the warden immediately. This is to enable the authorities to take immediate action in case of any untoward incident. Cooperation on the part of all student residents will be very much appreciated. Lapses on this count will be treated as aiding and abetting breach of hostel rules and be liable for disciplinary action.

Ragging

62. Ragging is illegal as per the Honorable Supreme Court ruling. Display of noisy disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic institution, including teasing, abusing, playing practical jokes or causing hurt to such students, asking the student to do any act or perform something which such student will not in the ordinary course be willing to do, will amount to ragging.

63. Every Student and his/her parents/guardians at the time of admission submit an AFFIDAVIT confirming that the student will not involve him/her in ragging activities in any form. Also provisions of Anti Ragging Act/Law are available on internet. All students are advised to read the provisions in detail as ignorance of rules is not acceptable as an excuse for involvement in ragging.

64. Any violation of this by the students will be dealt with very severely by appropriate action which may even result in expulsion from the Hostel/University. Implication of any student by a court of law could lead to him/her being imprisoned upto a period of two years and/or a fine of upto Rs 10,000/-. Other Institutional punishments for participation in/or abetment of Ragging:-

- (a) Cancellation of admission.
- (b) Suspension from attending classes.
- (c) Withholding/withdrawing scholarship/fellowship and other benefits.
- (d) Debarring from appearing in any test/examination or other evaluation process.

- (e) Withholding results.
- (f) Debarring from representing the institution in any national or international meet, tournament, youth festival etc.
- (g) Suspension/expulsion from the hostel.
- (h) Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
- (h) Expulsion from the institution and consequent debarring from admission to any other institution.

Withdrawal from Hostel

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

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

Expulsion From Hostel

66. Students may be expelled from hostel by the management on disciplinary grounds.

Rules of Conduct & Regulations

67. All students staying in hostel are required to observe rules of conduct and regulation as listed below so as to ensure a conducive atmosphere for their studies and growth:-

- (a) Male and female students are not permitted to visit each other's hostels.
- (b) Possession and consumption of liquor, drugs, cigarettes and any tobacco product is strictly prohibited. Defaulters will be required to vacate the hostel and will be liable for legal action.

- (c) Students are not permitted to change their rooms without the permission of the hostel Warden. Sleeping in room other than allotted room is not allowed.
- (d) Use of electrical appliance like air-conditioners, heater, irons & kettles in the rooms is not permitted. The same, if found in the room will be confiscated as also disciplinary action initiated against the defaulter.
- (e) For annual repairs & stock taking, students are required to vacate their rooms within 48h after their annual examinations. They are advised to leave hostel premises during summer vacation only after handing over their rooms and inventory to the hostel office.
- (f) It is mandatory for every student to study during the study hours (9:30PM to 11:30PM) without any excuse.
- (g) Respective hostel Wardens have the authority to enter any room or get any room opened even in the absence of the occupant.
- (h) Students involved in any brawl/fight will invite serious disciplinary action. Such cases are to be brought to the notice of the authorities promptly.
- (i) Student residents are not permitted to allow any day scholar to visit or stay overnight with them in the hostel. However, in exceptional cases permission may be granted by the Director Hostels.
- (j) In case the identity card is lost, new card will be issued by the Register Office on payment of fine of Rs. 500/- and a copy of FIR duly received by concerned Police Station. Subsequent losses, if any will invite detailed enquiry by Disciplinary Committee which may impose monetary or any other form of penalty considering the circumstances under which the loss occurred before a new identity card is issued.
- (k) Any celebration on part of students will require written permission of hostel warden which should be taken at least two days in advance. Celebrations will be over by 11PM.
- (l) Students going out of campus during classes are required to inform their respective program Directors /Institutional Heads before seeking out pass from the hostel Warden. The application for out pass should be signed by their respective program Director /Dy. Director/ program coordinator, only then out-pass will be given by Warden.
- (m) Members of any committee are not permitted to convene any meeting of any sort anywhere in the hostel or its premises without the Warden's permission.
- (n) Shouting, reading aloud, playing loud music and other similar acts which are likely to disturb other residents should not be done at any time of the day or night.
- (o) Damaging of the hostel property including the removal of furniture, light fittings etc by the students is a major offence which will invite fine and a disciplinary action.

- (p) Cooking inside the room is strictly prohibited. Any raw items like eggs and vegetables whenever found in any student residents' room will be treated as circumstantial evidence for an attempt to cooking and invite suitable disciplinary action. As cooking in rooms is a potential fire hazard, habitual offenders are liable for expulsion from hostel.
- (q) Students are encouraged to engage themselves in sports and games after 5:15 PM in the evening. The Sports equipment will be carefully collected and returned as per the timings. Sports equipments should be taken care of and not misused.
- (r) Switch off fans and lights before leaving the room.
- (s) Write your complaints regarding light, water, Mess etc in complaint book kept in hostel office.
- (t) Don't disturb electric boards, internet equipments, TV boxes etc.
- (u) No student resident is allowed to keep a vehicle/motorcycle in the University Campus.
- (v) Summarized code of conduct for strict compliance in Hostel, Mess & University Campus is enclosed as Appendix 'A'.
- (w) Student residents are expected to follow a decent dress code and dress elegantly. Skimpy clothes and clothes with obscene messages & graphics are not allowed any where in the campus.
- (x) List of DOs and DONTs is also enclosed as Appendix 'B'. The same will be displayed at Hostel Notice Board for ready reference.

Hostel Discipline Committee

68. Hostel discipline committee constituted as under will carry out necessary investigation and recommend action to appropriate authority whenever there is breach of discipline in any hostel:-

- (a) **Chairperson** - Director Hostels
- (b) **Members** - A representative of the Institution/
Department to which the student
belongs and respective hostel warden.

69. Where necessary the cases will be referred to University Discipline Committee as nominated by Hon'ble Vice-Chancellor.

Hostel & Mess Committee

70. **Hostel Mess Committee** constituted as under will be formed to improve overall quality of food in the mess:-

- | | | | |
|-----|---------------------------|---|---|
| (a) | <u>Chairperson</u> | - | Director Hostels |
| (b) | <u>Members</u> | - | Faculty members, hostel wardens and student representative of various programs. |

71. All issues arising from the meeting and requiring action will be attended to by Administrative Branch and will be pursued by Hon'ble Vice-Chancellor.

72. Proper record of such meetings will be maintained by Administrative Branch including action taken on the points raised by students.

73. Notifications of all, important issues will be done by Registrar's office.

74. Meal timings will be as under:-

- | | | | |
|-----|-----------|---|--|
| (a) | Breakfast | - | 8:00 AM to 9.00 AM (Sundays/Holidays
from 8:00 AM to 10:00 AM |
| (b) | Lunch | - | 1:00 to 2:00PM |
| (c) | Dinner | - | 8:00PM to 9:00PM |

Miscellaneous

75. Special diet to sick student residents will be provided to the members under the advice of Nursing Assistant/Warden.

76. The faculty accommodation is out of bounds for all students unless specially invited and should be with the knowledge of Hostel Warden and Director Hostels.

Conclusion

77. The above guide lines/rules and regulations are by no means exhaustive. There is always a room for improvement necessitated mostly to keep pace with infrastructure, facilities and environment. Therefore, valuable, positive and constructive suggestions are welcome for incorporation. Not with standing this, these rules need to be revised periodically not exceeding once in three years.


(Rajesh Jain) 27/06/17
Registrar

CODE OF CONDUCT

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

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

Most Important: Violation of the code of conduct would result in disciplinary action as deemed fit by the Proctorial Board.

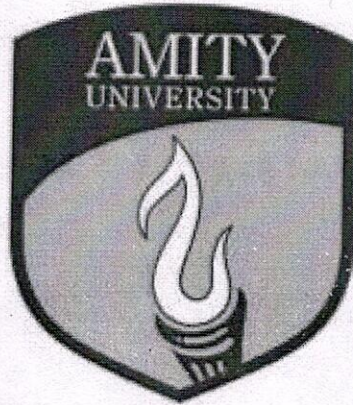
DEAN STUDENT WELFARE OFFICE**DOs FOR STUDENT RESIDENTS**

- BE COURTEOUS, RESPECTFUL GENTLE AND FRIENDLY IN DEALINGS WITH JUNIORS.
- PURSUE COMMON GOALS AND ENCOURAGE OTHERS TO DO SO.
- ALWAYS BE HONEST. OVERCOME URGE TO LIE & DECEIVE.
- ACKNOWLEDGE AND LEARN BY YOUR MISTAKES. APOLOGIZE WHENEVER REQUIRED.
- FOLLOW HIGH IDEALS AND SHOULDERS RESPONSIBILITY.
- FACE DIFFICULTIES COURAGEOUSLY.
- PLAY FAIR AND JUST UNDER ALL CIRCUMSTANCES.
- DON'T PROCRASTINATE i.e. DON'T POSTPONE THINGS FOR TOMORROW, WHAT YOU CAN DO TODAY.
- BE PUNCTUAL AND PEACE LOVING.
- STRIVE FOR EXCELLENCE.
- DEVELOP POSITIVE SELF-IMAGE.
- DEVELOP POSITIVE RELATIONSHIPS WITH OTHERS.
- TAKE RESPONSIBILITY FOR SELF.
- CONTRIBUTE TOWARDS THE DEVELOPMENT OF THE INSTITUTION.
- ACCEPT AUTHORITY & CO-OPERATE WITH STAFF.
- LEARN TO LISTEN & OBEY
- STAY IN THE UNIVERSITY BLOCK DURING UNIVERSITY HOURS.
- ALWAYS WORK FOR THE COMMON GOOD, REPUTATION OF THE INSTITUTION, FAMILY AND STATE.
- PUT THE HONOR AND GLORY OF THE MOTHERLAND BEFORE SELF.
- DON'T INDULGE IN DESTRUCTIVE BEHAVIOR. LOOK AFTER HOSTEL AND UNIVERSITY PROPERTY.
- KEEP ABREAST WITH HOSTEL RULES AND FOLLOW THEM.
- RECOGNIZE AND RESPECT THE DIGNITY OF EACH INDIVIDUAL.
- PRODUCE A MEDICAL CERTIFICATE (FROM A COMPETENT AUTHORITY) IN CASE OF ABSENCE FROM HOSTEL DUE TO ILLNESS.
- TAKE PART IN VARIOUS SPORTS ACTIVITIES OUTSIDE UNIVERSITY HOURS.
- TREAT YOUR HOSTEL LIFE AS PART OF YOUR MISSION OF LIFE, AND FULFILL IT TO THE BEST OF YOUR ABILITY.

DEAN STUDENT WELFARE OFFICE**DON'Ts FOR STUDENT RESIDENTS**

- DON'T COOK IN YOUR ROOM.
- DON'T VIOLATE HOSTEL RULES.
- DON'T KEEP OR FEED PETS IN YOUR ROOM OR CAMPUS.
- DON'T PLAY LOUD MUSIC ANY-WHERE (INCLUDING YOUR ROOM).
- DON'T CREATE A DISTURBANCE IN THE CORRIDORS.
- DON'T CONDUCT OR ATTEND PARTIES (IN YOUR ROOM OR ANYWHERE ON THE CAMPUS).
- DON'T DAMAGE UNIVERSITY PROPERTY OR ASSETS.
- DON'T SMOKE, CONSUME ALCOHOL OR INDULGE IN SUBSTANCE ABUSE.
- DON'T ACT IN A MANNER THAT OFFENDS THE LOCAL CULTURAL AND SOCIAL VALUES AND SENSIBILITIES.
- DON'T INDULGE IN RAGGING OR ANY INAPPROPRIATE CONDUCT.
- DON'T PERMIT PROXY/DUMMY ROOM-MATES IN YOUR ROOM.
- DON'T DISCLOSE YOUR PIN/SECRET CODE OF YOUR CREDIT/DEBIT CARD TO ANYBODY.
- DON'T PERMIT NON RESIDENTS TO STAY IN OR USE YOUR ROOM.
- DON'T KEEP OR PLAY TELEVISION IN YOUR ROOM.
- DON'T LIGHT LAMPS, CANDLES, CARRY CRACKERS OR BURN/BURST CRACKERS IN AND AROUND THE HOSTEL PREMISES AND / OR UNIVERSITY PREMISES.
- DON'T KEEP VALUABLES OR HEAVY CASH IN YOUR ROOM.
- DON'T WASTE WATER OR ELECTRICITY.
- DON'T GO WITHOUT OUT PASS.
- DON'T DAMAGE UNIVERSITY PROPERTY.
- DON'T WASTE FOOD AND EATABLES.

AMITY UNIVERSITY MADHYA PRADESH



Standing Operating Procedures for National Academic Depository (NAD) Program (Total pages 11)

Ref: AUMP/RO/SOP/NAD/2019/651

Dated: 4th December, 2019

STANDING OPERATING PROCEDURES : NATIONAL ACADEMIC DEPOSITORY PROGRAM
(Revised)

General

1. Please refer to SOP issued vide Registrar office letter No: AUMP/RO/SOP/ NAD/ 2017/320 dated: 17 Jul 2017.
2. **National Academic Depository (NAD)** has been established as an online store house of all Academic and Non Academic awards (degrees, diplomas, certificates, mark-sheets etc) in respect of Students / Individuals. The relevant documents of students shall be lodged by the Academic Institutions / Boards/ Eligibility Assessment Bodies in a digital format with **NAD** for safe and secure custody.

Aim

2. The aim of **NAD** is to have all details of Individuals / Students viz. Marks sheets and Degree certificates in digital form with one Central Agency. **NAD** being available on 24X7 online mode for making available all deposited documents / academic awards, shall provide safe/ secure storage, easy retrieval and help in validating their authenticity.

Methodology

3. **NAD** shall act as an online store house of Academic and Non Academic awards (Degrees, Diplomas, and Certificates, Mark-sheets etc) to be lodged by the Academic Institutions / Boards / Eligible Assessment Bodies in a digital format. **NAD** will be functional in 24X7 online mode for making available academic awards and as well as help in validating their authenticity, provide safe storage as also easy retrieval on requirement by an individual. **NAD** comprises of two interoperable digital depositories namely **NSDL Database Management Limited (NDML)** and **CDSL Ventures Limited (CVL)**. These digital depositories shall keep the academic awards in the digital format.
4. **NAD** would be of immense benefit to all Institutions. Students and Employers will be able to access Academic awards, eliminating the need for the persons to approach Educational Institutions for obtaining authenticated copies or for verification of awards as well as reduce the need for institutions to preserve records related to academic performance of students for a number of years. **NAD** will be helpful to **Academic Institutions (AIs)**, Students and Verifiers in following ways:

(a) **Academic Institutions.**

- (i) Maintain Permanent record of academic awards issued.
- (ii) No need for issuing duplicates academic awards, students can get it from **NAD**.
- (iii) Effective deterrence to fake and forged paper certificate.
- (iv) All academic awards verification needs can be addressed by **NAD**.
- (v) Reduce paper work and physical distribution of documents.
- (vi) Institutes can access data on as required bases and there is no need to maintain records separately.

(b) **Students.**

- (i) Immediate availability of academic award upon being uploaded by Academic Institution.
- (ii) Online, Permanent record of academic record.
- (iii) No risk of losing, spoiling or damaging of awards.
- (iv) Any time, convenient access to academic awards.

(c) **Verifiers (Employer, Companies, Banks etc.).**

- (i) Online, Quick and Reliable Verification of academic awards(**Possible only with prior consent of the Student/ Individual**)
- (ii) Access to Authenticated copy of academic awards.
- (iii) No risk of fake and forged certificate.
- (iv) Reduction in cost, time and efforts for verification.

Roles and Responsibilities

5. Roles and Responsibilities of stakeholder (**Als**, Student, Verifiers, **UGC** and Depositories (**NDML & CVL**)) are discussed in detail for implementation of **NAD**.

(a) **Roles and Responsibilities of Academic Institutions.** Entering into legally enforceable agreement between them and the selected depository for utilizing service of **NAD**. **Als** must be registered on **NAD** and create certificate templates and reports, **Als** would need following:

- (i) Data master such as list of colleges, courses, subjects.
- (ii) Templates (Sample Cancelled copies) of certificates for which data is proposed to be lodge in **NAD** system.
- (iii) Digitally signed certificate data needs to be provided for the certificates for which data is proposed to be lodge in **NAD** system.
- (iv) **Als** must advise to all students to register on **NAD** for accessing their academic awards.
- (v) Fake **Als** will not be able to enroll or upload data on **NAD**.

(b) Roles and Responsibilities of Students.

- (i) Students will have to register with NAD system. This is a simple and quick process. Student can download his / her Aadhaar record from UIDAI and use the same to register on NAD. NAD ID is issued immediately.
- (ii) Student can now log in to his account and view the mapped certificates.
- (iii) In case student is unable to register with Aadhaar, he/ she would need to fill the Registration details and his/ her Academic Institute would need to confirm the details, in order to activate the account.

(c) Roles and Responsibilities of Verifiers. Verifiers would constitute of **AIs**, Verification Agencies, Employers, Banks etc. who will be required to access **NAD** for verifying the authenticity of academic awards either for recruitment, further education or loan disbursement. The process would be as follows:

- (i) To validate the identity of the user, Verifier would need to register on **NAD** system.
- (ii) **NAD** will host the details of all the participating Academic Institutes for easy reference.
- (iii) Verification user can securely log-in to **NAD** system and place a request for verification of a certificate record. Systems will generate a unique verification request number and maintain status of the same.
- (iv) Verification charges, as applicable will be collected.
- (v) System will inform about the availability of Certificate record for verification.
- (vi) System will notify the concerned Certificate holder that a verification request has been lodged and he / she may review the same and authorize sharing of requisite details.
- (vii) Certificate data will be provided after authorization.
- (viii) Facility will be provided for registered users to seek bulk verification for various certificates such as University seeking confirmation for admission applicants.

(d) Roles and Responsibilities of UGC. UGC to enter into a tripartite agreement on behalf of all **AIs** with the wholly owned subsidiaries of the depositories, namely **NSDL Database Management Limited (NDML)** and **CDSL Ventures Limited (CVL)** initially for a period of three year for the purposes of establishment of **NAD** comprising of two interoperable digital depositories. Facilitate signing of the **Service Level Agreement (SLA)** between **AIs** and the depository.

(e) Roles and Responsibilities of Depositories. **NAD** comprises of two inter-operable digital depositories namely **NSDL Database Management Limited (NDML)** and **CDSL Ventures Limited (CVL)**. These depositories shall.

- (i) Register Academic Institutions.
- (ii) Provide access to **AIs** to its digital depository in **NAD**.
- (iii) Facilitate **AIs** to efficiently lodge, in its digital depository in **NAD**, the details of Academic awards awarded by it.

- (iv) Provide an authenticated copy of academic award in its digital depository in **NAD** when so requested by the student or an entity authorized by the student (**Only with prior consent of Individual concerned**).
- (v) Map academic records to concerned student on the basis of Aadhaar **ID** or the verified NAD-id seeded in the Award data.
- (vi) Maintain the authenticity, integrity and confidentiality of its digital depository in NAD database and block access to any unauthorized users.
- (vii) Register students in **NAD**, based on Aadhaar / NAD Registration data.
- (viii) Not to use the data for any other purpose than as define under service level agreement.

Miscellaneous

- 6. Services of depository (**NDML & CVL**) for implementing **NAD** are free up to **30 Sep 2019** after that upper cap of charges will be decided by **UGC** and **MHRD**.
- 7. **UGC** and **MHRD** have launched the portal of **NAD** on 09 Jul 2017 with web address <https://www.nad.co.in> and <https://www.nad.ndml.in/>. A grievances portal for student, **Als** and verifiers will be created and launched very soon by **NIC**.

AUMP Actions

- 8. **AUMP Exam Department.**
 - (a) **Register AUMP** with **NAD Agency (NDML)** by **25 Jul 2017**. **Registrar Office on behalf of AU MP**, will be required to sign an agreement with Depository. This agreement is a standard agreement and is reviewed and approved by **MHRD**.
 - (b) **AUMP will nominate Admin User (CoE) and Nodal Officer (Asst CoE)**. The Depository will thereafter give the **AUMP** authorised persons login ID and password. This can be used by the authorised persons to create more users, based as on requirement of **AUMP**.
 - (c) Registration on **NAD** portal as per **NAD** Instructions.
 - (d) Establish a **NAD** cell and the appointed nodal officer would liaise with Depository on as required basis and provide necessary guidance, support and review the progress of **NAD**.
 - (e) Prepare the Master Data Sheet of Student Data in prescribed format to include the name as per Matriculation certificate, Fathers Name, Mothers Name, Enrolment No, Roll No, Aadhaar No, NAD id, Coloured Photo, etc.
 - (I) Exam department to create certificate templates and reports for NAD system and would need to provide following data: Master Data Sheets such as list of Colleges, Courses, Subjects etc.
 - (II) Templates (Sample cancelled copies) of Certificates /Marks sheets etc. for which data is proposed to be uploaded in the **NAD** system.

- (III) Digitally Signed Certificates data to be provided for the Certificates which are proposed to be uploaded in **NAD** system.
- (IV) Exam Department to ensure that certificate data is thoroughly verified before uploading and only authorised persons upload the records in **NAD** under their Digital Signatures.

9. AUMP Academic Institutions / Schools.

- (a) Advise all students to register on **NAD** system for accessing their academic awards and ensure that all students are registered on **NDML** portal within 30 days of commencement of the course if not registered earlier.
- (b) Ensure the students provide the requisite data for preparation of Master Data Sheet for preparation of certificates /marks sheets etc.
- (c) Provide the Student Data sheet in prescribed format to Exam Dept. (Prescribed format to be provided by Exam Department)
- (d) Academic Institutions to provide the details of Courses, Course Subjects and their Associated Credit Units (ACU) details for uploading on **NAD** portal.
- (e) For all verification/duplicate certificate requests received by Academic Institutions (from students, employers, background checkers, other academic institutions) Academic Institutions to advise the verifier person /Institute/ Company requesting to approach **NAD** system.

10. AUMP Students.

- (a) **Students to provide requisite data to their Institute as per format specified** (Student Data in prescribed format to include the name as per Matriculation certificate, Fathers Name, Mothers Name, Enrolment No, Roll No, Aadhaar No, NAD id, Coloured Photo, etc.)
- (b) Students will have to register with NAD system by using the following methods of registration on NAD portal: -
 - (i) **Aadhaar Based Registration:** This is a simple and quick process. Student can download his / her Aadhaar record from UIDAI and use the same to register on NAD. NAD ID is issued immediately.
 - (ii) **Non Aadhaar Registration:** This requires student to declare all details on NAD portal. Acknowledgement Number is generated. Academic Institution can review and approve these details. After the Academic Institution approves the registration, NAD ID is issued.
- (c) Process of download your Aadhaar from UIDAI for registration on NDML is attached for your reference. Step by step process of registration on NAD NDML portal is also placed at Appendix.

Conclusion

11. **NAD** being an online store house of Academic awards and being functional for 24X7 in online mode for making available academic awards and as well as help in validating their authenticity by providing safe storage as also easy retrieval on requirement by an individual would be of immense benefit to all Institutions. Students and Employers who will be able to access Academic awards, eliminating the need for the persons to approach Educational Institutions for obtaining authenticated copies or for verification of awards as well as reduce the need for institutions to preserve records related to academic performance of students for a number of years.


(Rajesh Jain)
Registrar

Distribution:-

- (a) PS to Hon Vice Chancellor
- (b) Pro Vice Chancellor
- (c) All Hols
- (d) All HoDs (Teaching and Non Teaching)
- (e) Exam Department
- (f) Dean Student Welfare
- (g) Accounts

Note:-

All Hols/HoDs are requested to circulate the SOP to all Faculty/Staff Members & Student Class Coordinators.

STUDENT REGISTRATION AUTHORISATION

Student can register using Aadhaar/ NAD ID.

1. **Aadhaar Registration:** This is a simple and quick process. Student needs to upload his Aadhaar XML , fill few additional details and registration is complete. NAD ID is issued immediately
2. **NAD ID Registration:** However, for NAD ID based registration, the registration is on the basis of student declaration and requires Academic Institution to verify the registration. In this case an acknowledgement no is generated on Student Registration and on authorisation by Academic Institution (AI), NAD ID is generated.

To activate student's NAD ID registration it is mandatory for AI to verify the student's registration details.

3. NAD ID Authorisation/ Verification

- Student will be given an Acknowledgement No. on registering on NAD.
- Student to provide this Acknowledgement No. to AI
- AI User (Functional/ Operational user) to log in system, go to Student Services > Verify NAD ID
- Enter Acknowledgement No.

10.250.10.73/NAD/nadConfirmStudentRegReq.html

- Registration details will be displayed, AI has an option to confirm or reject the details.



NATIONAL ACADEMIC DEPOSITORY



Ministry of Human Resource Development



Technology, Trust & Reach

Welcome, chasopri | You last visited: 28 Jul 2016 11:00 AM | (Entity Type: Academic Institute)

Your password expires on 17 Oct 2016

Log Out

Academic Awards

Verification

Student Account Management

Verify Students

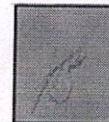
Student Registration Details

Acknowledgment Number: 10000000982
Aadhaar Number:
NAD ID: N10000000010233
Student Name: Rahul Sharma
Father's Name: Raj Sharma
Mother's Name: Priya
Date Of Birth: 20-01-1990

Photo



Signature



Gender

Male

University Details Entered By Student

Board / University Name	Course / Degree Name	Passing Year	Semester	Month	Roll Number
Central Board Secondary Education	Secondary School Examination	2008			5877

Address And Communication Details

Address Line 1: 803 Manna Society, Prabhadevi
Address Line 2: Andheri West
Address Line 3:
Pin Code: 400058
Mobile No (primary): 9909890889
Email ID (primary): rahul@rahul.com

Landmark:
City/Town/Village: Mumbai
Country:
State: Maharashtra
Mobile No (Alternate):
Email ID (Secondary):

Other Details

☒ Confirm NAD ID

☐ Mismatch in Details

Back

If accepted, NAD ID will be issued.

Download your Aadhaar from UIDAI for registration on NDML

a) Visit → <https://resident.uidai.gov.in/offlineaadhaar>

Screen 1 (Refer Screenshot below for reference):

1. Enter your 'Aadhaar Number' (available on your Aadhaar card);
2. Enter the 'Security Code' as displayed on the screen; if the code is not clear / visible, you can generate another code by clicking on "Try another"
3. Select "Send OTP". An OTP will be sent to your Mobile number registered with your Aadhaar number.

Unique Identification Authority of India
Government of India

Mera Aadhaar, Meri Polichaan
AADHAAR

THE KIOSK ENROLL & GET AADHAAR AADHAAR UPDATE AADHAAR SERVICES FAQs CONTACTS GRIEVANCE CENTER Search...

Aadhaar Paperless Offline e-KYC

☒ Note: Photo, DOB, Email, Mobile, Gender and Address will be included in the downloaded xml. To open the downloaded xml use Share Code entered at the time of download.

2

Aadhaar Paperless Offline e-KYC *Marked are mandatory Fields Reset Cancel

Aadhaar Number/VID* 123412341234
UID (123412341234) or VID (1234123412341234)

Enter Security Code* 8266 8266
(Unable to View or Read? Try Another)

Enter OTP/TOTP* [Field]

Share Code* [Field]

Send OTP or Enter TOTP

Screen 1 (Contd.)

4. Enter the OTP received on your registered mobile number;
5. Enter your desired 'Share Code (just like a Password)' to protect your record;
6. Select 'Download' button
7. The Zip file containing the digitally signed XML will be downloaded to your machine and would be available in "Downloads". Photo, DOB, Email, Mobile, Gender and Address will be included in the downloaded file. This file can now be used to perform your KYC on NDML NAD.
8. Upload your Aadhaar ZIP File in NAD and submit the "Share Code" to instantly open your NAD account.

THE KIOSK

ENROL & GET AADHAAR

AADHAAR UPDATE

AADHAAR SERVICES

FAQS

CONTACTS

GRIEVANCE CENTER

Search

Aadhaar Paperless Offline e-KYC

☒ Note: Photo, DOB, Email, Mobile, Gender and Address will be included in the downloaded xml. To open the downloaded xml use Share Code entered at the time of download.

Aadhaar Paperless Offline e-KYC

* Marked are mandatory Fields

Reset

Cancel

Aadhaar Number/VID *

UID (123412341234) or VID (1234123412341234)

Enter Security Code *

Unable to View or Read? [Try Another](#)

Enter OTP/TOTP *

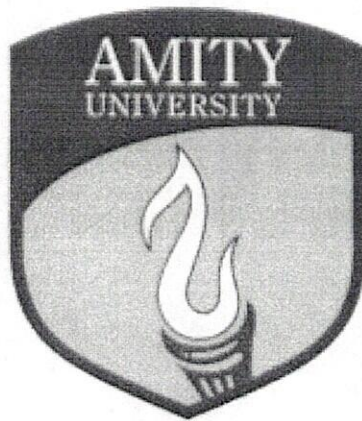
559902

Share Code *

Download

OTP sent to your Registered Mobile number. Check your mobile.

AMITY UNIVERSITY MADHYA PRADESH



Standing Operating Procedure for Prevention of Illicit Soliciting By Students (Total pages 5)

AMITY UNIVERSITY

MADHYA PRADESH

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

Ref: AUMP/RO/SOP/2017/323

Date:17.07.2017

Standing Operating Procedure for Prevention of Illicit Soliciting By Students

General

1. Illicit solicitation, though not widely talked about, is a rampant problem especially for colleges in metropolitan cities. Students interested in making some quick money without much effort, to have easy access to better phones, vehicles, drugs or clubs have been found to indulge in such activities. All transactions are conducted via mobile phones or emails listed on classified sections.

Aim

2. Aim of this paper is to increase awareness and put a system in place to detect & prevent illicit soliciting by students of AUMP.

Few Facts About Soliciting

3. AUMP is located at Gwalior which is a smaller city having conservative society and such activities are frowned upon. However, it is also, a fast developing region and once income levels of locals and influx of tourists increase, demand for such activities will rise. Therefore, there is a need to constantly monitor and put detection & preventive measures in place.

4. It is a also known fact that once such activities commence in a city, the police on numerous occasions, is able to put an end to such rackets but when one of them is stopped, another replaces it.

5. Recently, 11 professors of JNU submitted a dossier to the administration, describing how students actively indulged in illicit solicitation even in hostel mess and that some of the hostel staff and Security was involved with them too.

6. Locals such as PG operators, Dhaba owners and local youth often work as pimps and touts for soliciting university students.

7. **Measures To Deal With Illicit Solicitation by Hostellers.** Concrete measures to prevent soliciting by students are:-

- (a) Maintain confidentiality while investigating matters related to illicit soliciting, since this issue will have direct and adverse bearing on the reputation of persons involved and the University.
- (b) **Educate.** Promote awareness, specially among freshers who are vulnerable to such an activity. Arranging talks for hostellers may prove beneficial.

(c) **Restrict**

- (i) Restricting access to websites on the University's websites through the University servers (to be strictly enforced by the IT Department).
- (ii) Restrict entry of unauthorized persons to the Campus.
- (iii) Hostel evening attendance to have a zero error syndrome.

(d) **Detect**

- (i) Security staff at key locations at the Hostel and main gate to be vigilant and report any suspicious activities. Main Gate to be installed with CCTV Cameras facing outside parking area to identify regular visitors, if any dropping/picking up students specially girl students.
- (ii) Wardens and hostel supervisors must cultivate and win over the confidence of some hostellers so that students indulging in inappropriate activities are brought to their notice at a nascent stage.
- (iii) Peer Group Spies to identify members of such rackets.
- (iv) Record of hostellers (especially girls) who ask for out passes at random and at odd times to be maintained and out passes to be limited to not more than twice in a week. Such students need to be watched and put under surveillance.

(e) **Action**

- (i) Hostellers are debarred from leaving the University premises at all times. During working hours hostellers have to seek permission from their HODs to leave the Campus for any academics related work. Based on this permission the Director Hostel authorizes the issue of an out pass by the respective wardens.
- (ii) Infringements of this rule are dealt with firmly. Parents of students are informed and subsequent infringements are dealt with by suspending the student from the Hostel.
- (iii) Most of the activities associated with illicit soliciting occur at night. Therefore, Night Out Pass to be issued with due diligence and only after confirmation of urgency.
- (iv) Surprise checks should be conducted selectively, at odd times after the evening attendance. This would prevent hostellers slipping away from the hostel after the evening attendance with or without the connivance of some staff members. Suspects be checked repeatedly.

- (v) Ensure all hostel exits are made inaccessible to hostellers after 10 PM.
- (vi) Quick investigation followed by swift disciplinary action.
- (vii) Students found missing from the hostel after they have given the evening attendance to be dealt with severely.
- (viii) Depending on the severity of the case, once detected, the hostellers involved would be suspended/expelled from the hostel.

Committees/Groups

9. We already have a number of channels as given under through which students can express their grievances/difficulties. If members of all the Committees are vigilant they should be able to gather the information about any student indulging in soliciting. Whenever such information comes their way, they must report the same to Director-Hostel.

- (a) CR and Mentor-Mentee System
- (b) Single Window Clearance System through Office of DSW
- (c) Students' Council and other Student Committees
- (d) AMIZONE – Suggestion/Complaint
- (e) Counselling Committee (headed by Director – AIBAS)

10. **Staffing.** To be currently created from within the Security Staff/Marshals. Subsequently, we could build it up by hiring staff who have prior experience having worked with CBI/IB.

11. **Hostel Counselling Cell** Soliciting is considered inappropriate and totally unacceptable in our society. Therefore, there are chances that students coming from conservative/traditional background might feel disturbed and report the same. In view of this, a Hostel Counselling cell must be set up as under:-

- (a) To be set up in the Hostel Premises (Under the aegis of Director Hostel).
- (b) The cell will function from the office of Director Hostel, located in the hostel itself.
- (c) If required, a member from AIBAS may be incorporated to counsel the students under the aegis of Director AIBAS.
- (d) To win over the trust of hostellers, total confidentiality of counseling sessions to be maintained.

- (e) Serious cases to be brought to the notice of University Counselling Cell at the earliest.

12. **Immediate Response By Hostel Staff/Peer Group.** Such information whenever brought to notice will immediately be reported to Director-Hostel. Full confidentiality of the matter will be maintained.

13. **Counselling.** Counselling and following actions as deemed appropriate will be initiated by Director- Hostel on approval of Hon'ble Vice Chancellor:-

- (a) Parents to be immediately informed.
- (b) Parents on arrival should be encouraged to discuss the issue with the counseling cell.
- (c) Persuade parents to remove the student from the hostel.

Conclusion

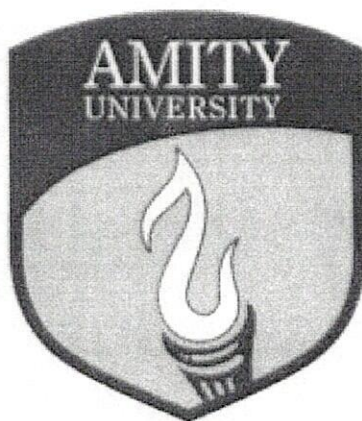
It is fathomable that with time, illicit soliciting by students will raise its ugly head at AUMP too. However, if and when that happens, we must ensure that adequate mechanism to deal with such menace is in place. Therefore, there is an urgent need to develop a system to educate all, detect and prevent such activities. Vigilance on the part of all concerned will pay rich dividends and accordingly all are exhorted to do so.


(Rajesh Jain)
Registrar
17/07/2017

Distribution:-

- PS to Hon'ble Vice Chancellor
- Pro Vice Chancellor
- All HoIs
- All HoDs (Teaching and Non Teaching)
- Dean Student Welfare
- Chief Proctor & Director Hostel
- All Hostel Wardens (Boys and Girls Hostel)

AMITY UNIVERSITY MADHYA PRADESH



Standing Operating Procedure for Prevention of Suicide among University Students & Hostellers (Total pages 8)

Ref: AUMP/RO/SOP/2017/322

Date: 17.07.2017

Standing Operating Procedure (SOP): Prevention of Suicide among University Students and Hostellers

General

1. Suicide is the second most leading cause of death closely followed by road accidents among young people between 18 to 24 years of age. The youth of today is under pressure of enhanced expectation from parents, teachers and peer. Therefore, an organization to understand the struggle of youth should exist in campus. Also parents must spare adequate time to provide emotional and spiritual support since they know their children better than anybody else.
2. **Educate Youth to Take Care of Themselves.** The youth needs to be encouraged and motivated not to be afraid of sharing their pressures, fears, heart break and such conditions/situations with their friends, family, teachers, mentors and especially with Counselling Committee/ DSW & CL/CRs/Mentors/Director- Hostels.
3. **Remember That this Feeling Can be Overcome.** Suicide may seem to be a permanent solution to a temporary problem like sour relationship, grades, sexual identity, rejection by partner in a love relationship and pressure of high expectations of parents. One needs to remember that suicide by a loved one leaves a permanent scar and a void among family members. Almost all the problems can be resolved by counselling and right advice and worst of the wounds heal with time. Therefore, awareness of this aspect assumes greater importance as a preventive measure.
4. **Evaluate Relationships in Life.** Love and relationships are about respect. Toxic and/or unhealthy relationships only affect people negatively. So people indulging in such acts can not be considered one's well wishers in the first place. Therefore, severing relations with such people proves better in the long run.

Ideation of Suicide & Suicide Attempts

5. It is well established that more people die by suicide than homicide or road accidents and a large number of people/ population had/has thoughts suicide at some time or the other. Also significantly large number of people actually succeed in committing suicide.

Suicide on College Campuses

6. The rate of suicide has been put around one to approx seven per 1,00,000 among college students, by various studies on the subject.

7. Groups which are particularly at a greater risk for ideation and actual attempt are males hailing from lower middle class section of the society and those under the age of 21 years.

Depression and Suicide

8. Depression is a common mental health disorder with increasing number of Indian students now suffering every year due to sour family relations, peer pressure, problems related to work environment and perceived overload of studies. In addition to being common, depression is a risk factor for suicide.

9. It has also been revealed through various studies that almost 2/3rd of people who commit suicides were depressed at the time of their death. Among those that have major depression, the risk of death by suicide is almost 20 times greater than those who are not depressed.

10. All concerned should know, acknowledge and act on the fact that treatment for depression is very effective. However, the fact remains that only less than 25% cases are detected and remaining 75% do not get adequate care or are not noticed/ detected.

11. Unwillingness due to social stigma to seek help for depression is another hurdle in early detection and treatment.

Depression: Symptoms & Detection/Diagnosis

12. Depression may occur at anytime during life, and usually people have multiple episodes. During the episodes symptoms as given under occur every day and/or throughout the day:-

- (a) Feeling of sadness, tearfulness, emptiness or helplessness.
- (b) Angry out bursts, irritability or frustration even over small matters.
- (c) Loss of interest or pleasure in most or all normal activities, hobbies/interest, sports etc.
- (d) Sleep disturbance including insomnia or sleeping too much.
- (e) Tiredness and lack of energy. So even small tasks take extra effort.
- (f) Change in appetite – often reduced appetite and weight loss or conversely increased cravings for food and weight gain in some students.
- (g) Anxiety, agitation or restlessness.
- (h) Slowed thinking, speaking or body movements.

- (j) Feeling of worthlessness or guilt, fixating on past failures or blaming oneself for things those are not ones responsibility/ under one's control.
- (k) Trouble in thinking, concentrating, making decisions and remembering things.
- (l) Frequent & recurring thought of death, suicidal thoughts & suicide attempts.

Common Symptoms Among Teens/Young People

13. The symptoms are similar to those among adults as given above. But there can be some differences such as :-

- (a) May include sadness, irritability, clinginess, worry, aches and pains.
- (b) Feeling of negativity & worthlessness, anger, poor performance, poor attendance, feeling misunderstood and being extremely sensitive, using drugs or alcohol, eating or sleeping too much, self harm, loss of interest in normal activities and avoidance of social interaction.

Detection

14. Mentors, wardens, class/course representatives, roommates, teachers, HoDs, Hols, friends & colleagues once aware of the above tell tale signs/symptoms of depression play a great role in early detection, reporting and treatment. Thus loss of precious life through suicide can be effectively prevented.

15. DSW & CL should arrange to organize minimum one workshop/central lecture for all in each semester.

16. Also all concerned as given at para 14 above, whenever suspicious of someone suffering from depression, should encourage the individual to talk about his/her feelings. Depressed people tend to withdraw from others and isolate themselves and hence requirement of showing/expressing one's concern and willingness to listen over and over again.

General Risk Factors For Suicide

17. These are as under:-

- (a) Depression.
- (b) Hopelessness.
- (c) Anxiety.
- (d) Isolation & Lack of Social Support.
- (e) Alcohol and/or drug abuse.
- (f) Loss (in relationship, socially, financially or work related).
- (g) Previous failed suicide attempts.
- (h) Family history of suicide.

- (j) Family history of child mistreatment.
- (k) History of mental disorder.
- (l) Access to lethal means.
- (m) Unwillingness to seek help.

Risk Factors Specific to College Students

18.
 - (a) New environment including hostel stay, if for the first time.
 - (b) Loss of social net work due to change in location.
 - (c) Loss of feeling of safety net prevailing at home.
 - (d) Pressure: Peer, social or academic.
 - (e) Isolation & alienation among new colleagues.
 - (f) Lack of coping skills acquired in past.
 - (g) Difficulty in adjusting to new demands of college life and especially hostel routine.
 - (h) Decreased/poor academic performance and subsequent feeling of failure in the absence of moral support by kith & kin.
 - (j) Experimentation with drugs & alcohol.
 - (k) One sided love/infatuation with opposite sex or failed relationship(s).

Protective Measures

19. These must include a combination of the following:-
 - (a) Supportive social & family network.
 - (b) Development of problem solving and conflict resolution skills through Support Groups.
 - (c) Supportive & encouraging University groups/committees.
 - (d) Requirement to develop ability to regulate emotions.
 - (e) Requirement to develop ability to cope.
 - (f) Develop positive view of the future.
 - (g) Cultural and religious beliefs that discourage suicides.
 - (h) Access to mental health care.

How to Help Avoid Suicide

20. Some of the simple steps doable by all concerned are :-
 - (a) Take Demonstrated/Visible Symptoms Seriously. The feeling that hurting him/ herself or threatening to commit suicide is a weapon to seek attention; needs to be changed.
 - (b) Learn & Educate Others to Notice Warning Signs. Friends some time let friends know if they are thinking about suicide or dying. Other times, changes in

behaviour which are more often than not extreme/radical may show some one is struggling with life.

(c) Listen With Empathy and Provide Support. A fight or break up might not seem significant, however for a student under circumstances given at paras 17 & 18, this can feel immense. Minimizing what your colleague, friend or student is feeling/going through can increase his/her sense of frustration and hopelessness.

(d) Never Keep Talk About Suicide to Yourself. Whenever anyone, i.e. friend, colleague or member of Support Group learns about some student talking about suicide or harbouring thought of killing oneself, then must seek help from authorities as also convince the affected person that he could be helped. Never try to keep it a secret and face it alone.

ACTION PLAN AT AUMP, GWALIOR

21. Suicides amongst students besides ending in the loss of valuable lives, tarnish the image of the Institution. We therefore must take strong measures to marginalize the causes associated with suicides amongst students.

22. **Environment.** For students the Hostel should be a home away from home. A cordial and understanding environment should be created. Hostellers should have easy access to be able to air their views and confide in the supervisors and wardens.

23. **Educate.** Students through talks, debates, campus media, plays etc. must be educated about the causes leading to suicide and coping mechanisms available.

24. **Early Detection**

(a) People considering suicide display a behavioral pattern which if detected in the early stages can lead to timely intervention and suicide avoidance.

(b) Summary of warning signs that someone may be thinking about or planning to commit suicide include :-

- (i) Always talking or thinking about death.
- (ii) Clinical depression – deep sadness, loss of interest, trouble sleeping and eating – that gets worse.
- (iii) Having a “death wish”, tempting fate by taking risks that could lead to death, such as driving fast or jumping red lights.
- (iv) Losing interest in things one used to care about.
- (v) Making comments about being hopeless, helpless, or worthless.
- (vi) Saying things like “it would be better if I wasn’t here” or “I want out”.

- (vii) Sudden, unexpected switch from being very sad to being very calm or appearing to be happy.
- (viii) Talking about suicide or killing one self.
- (ix) Visiting or calling people to say goodbye.

Committees/Groups

25. We already have a number of channels as given under through which students can express their grievances/difficulties being faced by them. Any of the member of any of the Committee whenever notices a student having signs or symptoms of depression or intention of committing suicide must report the same to the Counselling Committee:-

- (a) CR and Mentor-Mentee System
- (b) Single Window Clearance System through Office of DSW
- (c) Students' Council and other Student Committees
- (d) AMIZONE- Suggestion/ Complaint

26. **Hostel Counselling Cell** Soliciting is considered inappropriate and totally unacceptable in our society. Therefore, there are chances that students coming from such background might feel disturbed and report the same.

- (a) To be set up in the Hostel Premises (Under the aegis of Director Hostel/DSW).
- (b) The cell will function from the office of Director Hostel/DSW, located in the hostel itself.
- (c) If required, a member from AIBAS may be incorporated to counsel the students under the aegis of Director AIBAS.
- (d) To win over the trust of hostellers, total confidentiality of counseling sessions to be maintained.
- (e) Serious cases to be brought to the notice of University Counselling Cell at the earliest.

27. **Immediate Response By Hostel Staff/Peer Group.** First, if someone you know appears to be depressed and is contemplating suicide, take that person seriously. Listen to what he or she is saying. But don't attempt to argue him or her out of committing suicide. Rather, let the person know that you care and understand and are listening. Ask if the person has sought help from a medical or mental professional, or if he is currently being treated by a mental health professional. Inform the university authorities at the earliest.

28. **Counselling.** Next stage would be to refer the person concerned to the Hostel/ University Counselling Cell.

- (a) Parents to be immediately informed.
- (b) Parents on arrival should be directed to discuss the issues concerning their ward with the counseling cell.
- (c) Talk parents into removing the person from the hostel for his/her safety and wellbeing.
- (d) The local police station will be informed through Dir/Dy Dir Admin at the recommendation and discretion of Dir Hostel/AIBAS/DSW & CL based on the gravity of the symptoms on approval of Hon'ble Vice Chancellor.

29. **In Case of Suicide.** In case an unfortunate incident occurs, immediately secure the suicide site by locking the room etc. Ensure no evidence is tampered with. Immediately inform the Hon VC, Registrar, DSW, Dir Hostel and Dir Admin who will call local police and also inform the parents of the victim. Assist the police to gather evidence of the case.

30. **Conclusion.** There can be far & wide and complex reasons those drive an individual to the point of committing suicide. Inappropriate conduct & indulgences like alcohol consumption, substance/drug abuse, sexual exploitation/abuse, harassment in any form and pressure (social, peer or academic) are but only a few reasons listed here. Also there is always a time lag between first appearances of symptoms and actual attempt to commit suicide. Therefore, there is a need to remain observant and seek immediate expert help whenever any student is noticed of having depression symptoms or contemplating suicide.

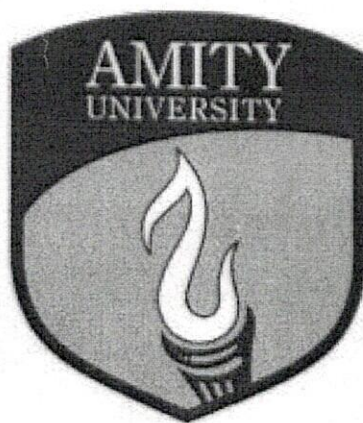

(Rajesh Jain) 17/07/2017
Registrar

Distribution:-

- PS to Hon'ble Vice Chancellor
- Pro Vice Chancellor
- All HoIs
- All HoDs (Teaching and Non Teaching)
- Dean Student Welfare
- Chief Proctor and Director Hostel
- Hostel Wardens (Boys and Girls Hostel)

15

AMITY UNIVERSITY MADHYA PRADESH



Guidelines for Provision of Compensation to Faculty Members Engaging Ph.D Classes on Non- Working Saturdays (Total pages 5)

AMITY UNIVERSITY

MADHYA PRADESH

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

Ref:AUMP/RO/SoP/522

27th November, 2017

GUIDELINES FOR PROVISION OF COMPENSATION **TO FACULTY MEMBERS ENGAGING PhD CLASSES ON NON-WORKING** **SATURDAYS**

1. Background

AUMP conducts coursework classes for its PhD students on Fridays and Saturdays. These classes are conducted during working hours on Friday (if Friday is a working day) and therefore, members of faculty engaging the said classes are not required to work overtime on Friday. However, for those classes that are conducted on Saturday, faculty members engaging the said classes are required to work on their day off, unless that Saturday is observed as a working day. Given that only a few faculty members are considered qualified to engage PhD classes, recurring assignment of PhD classes to these faculty members on their weekly off, without recourse to compensation, is likely to cause resentment/ affect motivation.

2. Aim

- (a) To define general conditions/ guidelines under which faculty members will be eligible to claim compensation for engaging PhD coursework classes on non-working Saturdays.
- (b) To lay down a procedure to be followed by faculty members to claim compensation for engaging PhD coursework classes on non-working Saturdays.

3. Guidelines

- (a) All members of faculty engaging PhD coursework classes on Saturday shall be entitled to compensation, provided that Saturday is a non-working day. No compensation shall be given for engaging the aforementioned classes on Saturdays which are observed as working days.

(b) No compensation shall be given for engaging PhD coursework classes on non-working Friday(s) or any other day(s) which would otherwise have been working day(s), and which may be designated for conduct of PhD classes.

(c) Compensation for engaging PhD coursework classes on non-working Saturdays shall be as follows:-

- (i) Compensation of Rs 500/- per class (of 55 minutes)
- (ii) *Conveyance charge of Rs 150/- per day

*Only those faculty members who live off-campus shall be entitled to receive conveyance charges. Faculty members living on-campus shall not be paid conveyance charges.

(c) No compensatory off(s) or any other concession(s) shall be given in lieu of the aforementioned compensation.

(d) In cases where no student is present in class, no compensation shall be given for that class.

(e) In case a faculty member, who has been assigned to engage a PhD class on a non-working Saturday, substitutes, or is caused to substitute, his/ her duty with another colleague, it is the substitute faculty member, and not the faculty member who was originally assigned the class, who will be entitled to compensation, as applicable, for that day.

(f) The period under consideration for making the aforementioned compensation claims shall be from and including 20th day of the previous month upto and including 19th day of the present month.

(g) The aforementioned compensation shall be disbursed as part of monthly salary. However, the same shall be excluded, along with special allowance, while computing the annual performance incentive.

(h) While the Head of Institution shall have the overall responsibility of ensuring accuracy and timely submission of claims submitted by faculty members of his/ her Institution/ School, Dean (Research) shall be responsible for auditing information received from all institutions.

4. Procedure

(a) It shall be the responsibility of PhD Coordinators to collate information w/r to compensation claims made by faculty members of their respective institutions in the format attached at **Appendix - A**.

(b) PhD coordinators shall, once all required information has been collated, put up a soft copy of the claims, in prescribed format, to their respective Heads of Institution for verification and endorsement, with a copy marked to the claimant faculty members.

(c) Once all claims have been verified and endorsed as accurate by the Head of Institution, the PhD Coordinators will forward a soft copy of claims from their respective institutions in prescribed format (MS Excel only) through e-mail to Dean (Research), with a copy marked to their Head of Institution and claimant faculty members, by the end of 21st day of every month, or the end of next working day if the 21st day of the month is a non-working day.

(d) Claims received in hard copy, after the deadline, or without complete information in prescribed format, shall not be entertained.

(e) Dean (Research) shall collate and audit all information w/r to claims received from all PhD Coordinators and forward the same in soft copy to Head of Dept. of Human Resources, with a copy endorsed to the Hon'ble Vice Chancellor, Pro Vice Chancellor and Registrar, through e-mail, in prescribed format (MS Excel only) by 1100 hrs on 23rd day of every month, or by 1100 hrs on the next working day if 23rd day of the month is a non-working day.

(f) All disputes/ discrepancies w/r to compensation claims must necessarily be redressed/ resolved by the Head of Institution/ PhD Coordinator/ claimant faculty member before the same is forwarded by Dean (Research) to Dept. of Human Resources. No disputes/ discrepancies regarding compensation claims shall be redressed ex post facto by Dept. of Human Resources.

(g) The Dept. of Human Resources shall compute the total amount of compensation (including conveyance charges) payable to claimant faculty members as per details received from Dean (Research) and forward the same to Accounts Office in soft copy (MS Excel only), with a copy endorsed to Hon'ble Vice Chancellor, Pro Vice Chancellor, Registrar and Director - Administration, within 24 hours of receipt of the aforementioned details.

(h) Accounts Office shall, while computing monthly salary, add the amounts of compensation payable, to respective claimant faculty members' monthly salary, as per

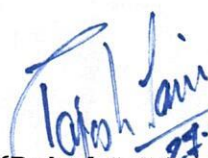
details received from Dept. of Human Resources, and ensure that the aforementioned compensation is disbursed as part of monthly salary.

(i) Strict disciplinary action shall be taken against all responsible if a claim is found to be fraudulent.

5. Conclusion

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

(b) The contents of this policy document have been perused by the Hon'ble Vice Chancellor and have his approval.


(Rajesh Jain)
27.11.2017
Registrar

Distribution:-

- Dean (Research)
- All Heads of Institutions
- Dept. of Human Resources
- All PhD Coordinators
- All members of faculty (through Hols)
- Accounts Office

CC:-

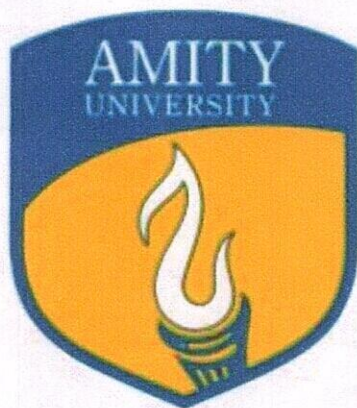
- Vice Chancellor's Sectt.
- Pro Vice Chancellor's Sectt.
- All Heads of Departments (Non-teaching)

Encl: 01 (Appendix - A)

AMITY UNIVERSITY MADHYA PRADESHFormat for Remuneration Claims for Engaging PhD Classes on Non-working Saturdays

S. No.	Employee ID	Name of Faculty Member	Institution	Date of PhD Class Conducted (dd/mm/yyyy)	Time of PhD Class Conducted (55 mins.) (From/To)	Topic of PhD Class	No. of Students Present in Class	Student Attendance Marked on AMIZONE (Yes/ No)	Living Off Campus/ On Campus	Remarks
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AMITY UNIVERSITY MADHYA PRADESH



**Standing Operating Procedure for admission of
students under Lateral Entry/Transfer Case and
credit transfer for students migrating from other
University/Institutions
(Total pages 12)**

AMITY UNIVERSITY MADHYA PRADESH

REVISED REGULATIONS FOR LATERAL ENTRY ADMISSIONS, TRANSFER CASE ADMISSIONS AND TRANSFER OF CREDITS

Ref No. AUMP/RO/2019/SoP-LE/418

Date: 02.08.2019

1. Short Title and Commencement.

- (a) These Regulations shall be called “**Regulations for admission of students under Lateral Entry/Transfer Case and credit transfer for students migrating from other University/Institutions**”
- (b) They shall come into force with effect from the date of their approval.

2. Definitions.

- (a) “**University**” means a University established or incorporated by or under a Central Act, a Provincial Act or a State Act and includes any such institution as may, in consultation with the University concerned, be recognised by the University Grants Commission (UGC) in accordance with the regulations made in this regard under the UGC Act, 1956.
- (b) “**State University**” means a university established or incorporated by a Provincial Act or by a State Act.
- (c) “**Private University**” means a university established through a State/Central Act by a sponsoring body viz. A Society registered under the Societies Registration Act 1860, or any other corresponding law for the time being in force in a State or a Public Trust or a Company registered under Section 25 of the Companies Act, 1956.
- (d) “**Institution**” means an Institution established or incorporated by a State Legislature Act.
- (e) “**Other Institute**” means an institution not falling in any of the above category but established through State/ Central Act and are empowered to award degrees through an Act of Parliament.
- (f) “**Bridge Courses**” means courses of study specifically prescribed to overcome academic deficiencies, if any, for lateral entries of candidates.
- (g) “**Equivalence Committee**” shall mean a Committee constituted by the Academic Council.

- (h) **“Lateral Entry”** shall mean admission of candidates from some other institution/ university at any time other than beginning of the course/ programme, which would involve transfer of credits from previous institution/ university.
- (i) **“Other Institution”** shall mean the Institutions other than AUMP, in India or abroad offering academic programmes in higher education meeting the norms and standard prescribed by UGC, AICTE and such other Statutory Bodies.
- (j) Definitions specified in the Act, Statutes, Ordinances and other Regulations shall also apply unless the context requires otherwise.

3. **Lateral Entry .**

- (a) The candidates who fulfill the eligibility conditions may be given opportunities for professional growth and career improvement, through lateral entry into courses of general, technical and professional education, subject to fulfillment of conditions as applicable.
- (b) The lateral entry of the candidates shall not be allowed in the first year of a course of study, except within Amity Education Group with prior approval of the Chairman/Chancellor.
- (c) Depending upon the availability of seats, admission shall be made at appropriate levels as specified in Para 5.
- (d) The sanctioned intake of a class of a course can be enhanced up to a limit of 10% to allow lateral entry within this limit.
- (e) The candidates in order to be eligible for seeking lateral entry in a Course of Study should have scored at least 60% marks in aggregate or Cumulative Grade Point Average (CGPA) of 6 on a ten point scale or its equivalent in the lateral entry qualifications for PG programmes and 55% marks in aggregate or CGPA of 5.5 on ten point scale or its equivalent in the case of UG programmes of study with no backlogs in previous semesters.
- (f) Except in the case of those candidates who possess qualifications as prescribed in Para 5 A(2) and 5 A(3), the syllabi of lateral entry level qualification should be at least 75% identical to that of this University
- (g) The score obtained by the candidates in the Course of Study for lateral entry level qualifications as recommended by the Equivalence Committee for credit transfer shall be carried over for calculating the CGPA for successful completion of the programme.
- (h) Improvement in score of a Course Unit qualified prior to lateral entry shall not be allowed.

- (i) Candidates seeking lateral entry shall have to successfully complete the bridge Course concurrently as may be prescribed by the Equivalence Committee and HOI of concerned department will be responsible to bridge the course content
- (j) If previous university of the candidate doesn't follow the system of SGPA/CGPA, then equivalence certificate/ conversion system be produced by the candidate or may be recommended by the equivalence committee, which may be accepted in consultation with COE.
- (k) Candidates seeking lateral entry shall submit the following documents at the time of their admission:
 - (i) "No objection Certificate"/ "Transfer Certificate"/ "Migration Certificate" from his parent University/Institution.
 - (ii) Authentic copy of detailed syllabus, scheme of teaching and evaluation of the course of study pursued by him/her at his/her parent University / Institution.
 - (iii) Attested copy of original mark sheets and statement of Marks/Grade Card of all previous semesters of the courses completed.
 - (iv) Attested copies of testimonials relating to basic qualifications and experience etc, which were pre-requisite for admission in his parent University/Institution.

4. **Equivalence Committee.**

- (a) On the recommendations of the Vice Chancellor, the Academic Council shall constitute an Equivalence Committee at the University level. The composition of the Committee shall be as under:

i.	Pro-Vice Chancellor	Chairperson
ii.	Controller of Examination	Member
iii.	Respective Head of Institute/School	Member
iv.	Two senior faculty members of concern discipline co-opted by Head of Institute/School.	Member
v.	Director Admissions	Member Secretary

- (b) Director Admission will send the lateral entry cases to the equivalence committee to the respective Head of Institute/School. The Head of Institute/School shall put up the case before the equivalence committee and obtain the approval of the Chairman of the committee for lateral entry admission.
- (c) After getting the approval, the Member Secretary shall process the lateral entry admission on the note sheet and submit to the Hon'ble Vice Chancellor through the Registrar for final approval. After getting the approval of Hon'ble.
- (d) Functions of the Equivalence Committee and Course mapping format are attached as **Appendix – I** and **Appendix – II** respectively.

5. ELIGIBILITY OF CANDIDATES FOR LATERAL ENTRY

(A) Lateral entry in II Year / Third Semester

- (1) Candidates seeking admission in the second year / third semester of all academic programmes (except B.Tech and MCA Programmes) should have successfully completed the first year of the study from any other university / institution in the same discipline.
- (2) Candidates who have acquired a Diploma in Engineering with not less than 60 per cent marks in aggregate or CGPA of 6 on a ten point scale or its equivalent, in relevant branch through minimum of three years of institutional study, after 10+2 (Secondary School Leaving Certificate Examination), shall be eligible for admission in the second year / third semester of B.Tech.
- (3) Candidates who have successfully completed B.Sc. or equivalent with Physics, Chemistry and Mathematics shall be eligible for admission in the second year / third semester of B.Tech.
- (4) Candidates who have already successfully completed a programme in other University / Institution and are desirous of and academically capable of pursuing another programme in an allied subject shall be eligible for admission in the second year / third semester.
- (5) Candidates who have bachelor's degree in any discipline with mathematics at 10+2 level and possess any one of the following qualifications with not less than 60% marks in aggregate shall be eligible for admission in the second year / third semester of Master of Computer Applications.
 - (i) Successful completion of PGDCA or its equivalent course of not less than one year duration from a recognized University / Deemed – to – be University.

(ii) Successful completion of 'A' level examination of DOE / MIT after graduation. The completion of 'A' level include successful completion of project work also.

(iii) Successful completion of Bachelor's degree in Computer Applications (BCA) or a Bachelors degree with Computer Science as a major subject in each of the three years of a degree programme.

(B) Lateral Entry in the III Year / Fifth Semester of a course of study with Four or More Years Duration

Candidates who have successfully completed the first and second year of Course of study from another university / institution with not less than 60% marks in aggregate or a CGPA of 6 on a ten point scale or equivalent from a University / Institution shall be eligible for lateral entry in the third year / fifth semester of a course of study with four or more years duration.

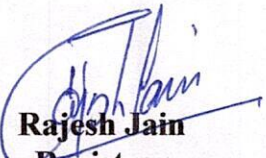
6. Integration/Take-Over of Institutions of Foundation and Enrolment of Their Students.

- (a) All Institutions of the Foundation with their programmes as given in **Appendix-III** shall be integrated and shall be deemed to be the Constituent Units of the University. Such Institutions shall run their ongoing programmes in accordance with the Act, Statutes, Ordinances, Regulations and Guidelines of the University.
- (b) All the students of the integrated Institutions of the Foundation shall be deemed to be the students of the University and shall be governed by the provisions of the Act, Statutes, Ordinances, Regulations and Guidelines of the University.
- (c) The students of integrated Institutions shall pay the course fee and such other fee / charges as prescribed by the University.
- (d) If any student of an Institution of Foundation has been failed in one or more course units or has been detained from appearing in an examination before integration of the Institution, he/she shall be allowed provisional lateral entry subject to his/her passing the course unit in which he/she has been failed. He/she shall be eligible to take examination as per the syllabus prescribed by the University.

7. Transfer Cases. All rules & regulations will be same as Lateral entry apart from semester constraints.

8. Residual Clause.

The Vice Chancellor on the recommendation of Equivalence Committee may on merits of an individual case may allow lateral entry to a candidate in relaxation of any conditions prescribed for lateral entry. Action taken by the Vice Chancellor in this regard shall be put up in the Academic Council for approval.


Rajesh Jain
Registrar

Distribution:-

- 1. Hon'ble VC's Secretariat**
- 2. Pro VC's Office**
- 3. CoE**
- 4. Director (Admissions)**
- 5. All HoIs**

APPENDIX – I

(Refer to Para No. 4.d)

FUNCTIONS OF EQUIVALENCE COMMITTEE

1. To determine the equivalence of Degree & Diploma/Certificate or other academic distinctions of other Universities/other Institutions on the basis of its Course Curricula and its examinations.
2. To consider and determine the eligibility of candidates from other Universities/other Institutions for admission under lateral entry scheme.
3. To map the course units already completed by the candidates in other University/other Institution, in the most appropriate Course of Study of the University and determine the equivalent Grade point average on a ten point scale and credits, which could be transferred for the courses completed earlier. For this purpose, system of grading as prescribed by the University in the Regulations relating to Conduct of Examinations and Evaluation of Students for a class of 30 or less students shall be followed.
4. To determine the equivalence of score obtained by the candidate in a programme pursued in other University /other Institution prior to lateral entry with reference to the evaluation methodology of the similar programme of Amity University Madhya Pradesh and recommend to the Examination Committee the grades on a ten point scale for credit transfer.
5. To consider and determine eligibility of persons, who are not the members of the University but have successfully completed the requirements of academic programmes of the Institutions of the Foundation for award of degrees, diplomas, certificates and other distinctions.
6. To prescribe bridge courses, if any, required to be pursued and cleared by the candidates to be admitted under lateral entry scheme.

APPENDIX - II
(Refer to Para No. 4.d)

COURSE MAPPING FORMAT			
Amity Lateral Entry Form No.			
Name of Candidate			
Contact Number			
Course Applied For			
Lateral Entry in Sem			
Current Institution			
Current University			
Qualification: (in percentage)			
Class X			
Class XII			
Graduation/PG Percentage/Grade			
Sem I			
Sem II			
Year 1			
Sem III			
Sem IV			
Year 2			
Courses in Sem I at Amity	Credit/Unit	Courses completed at previous University/ Institution	Credit/Unit
Courses in Sem II at Amity	Credit/Unit	Courses completed at previous University/Institution	Credit/Unit
Courses in Sem III at Amity	Credit/Unit	Courses completed at previous University/Institution	Credit/Unit
Courses in Sem IV at Amity	Credit/Unit	Courses completed at previous University/Institution	Credit/Unit

Course matched		☐ <75%	☐ >75%
Recommended for Lateral Entry		☐ Yes	☐ No

Remarks in details:

Course Mapping done by:		
Name of Faculty:		
Date:	Signature:	
Name & Signature of HoI		
Seal:		Date:

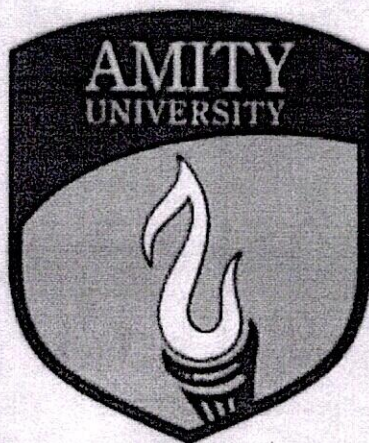
APPENDIX - III

Refer to Para No. 6(a)

AMITY UNIVERSITY MADHYA PRADESH				
Lateral Admisison Eligibility for UG Courses				
Program Level	Program	Eligibility	Entry Sem	Fee
U.G.	B.Com. (Hons)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	BBA	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	B.A.(H)Economics	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	B. Des(Fashion Design)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	BA(H) History	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	BA(H) Philosophy	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	BA(H) Political Science	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	BA(H) Applied Psychology	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	BA LLB(H)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	B.Com,LLB(H)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	BBA,LLB(H)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	B. Interior Design	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	B.Sc(H) - Biotechnology	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	B.Tech(Biotechnology)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	BCA	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	B.Sc(IT)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	B.Tech(CSE)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	B.Tech (ECE)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	B.Tech(IT)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	B.Tech(MAE)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.

U.G.	B.Tech(Civil)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
U.G.	B.A(Journalism & Mass Communication)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester -	As Applicable at the time of admission.
P.G.	M.Sc(Applied Chemistry)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester	As Applicable at the time of admission.
P.G.	M.Sc(Applied Physics)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester	As Applicable at the time of admission.
P.G.	M.Sc(Applied Mathematics)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester	As Applicable at the time of admission.
P.G.	Master of Statistics	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester	As Applicable at the time of admission.
P.G.	M.Sc(Biotechnology)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester	As Applicable at the time of admission.
P.G.	M.Tech(Biotechnology)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester	As Applicable at the time of admission.
P.G.	M.Sc(Food & Nutrition)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester	As Applicable at the time of admission.
P.G.	M.Sc(Environmental Science)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester	As Applicable at the time of admission.
P.G.	M.Tech(CSE)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester	As Applicable at the time of admission.
P.G.	M.Tech(ECE)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester	As Applicable at the time of admission.
P.G.	M.Tech(ME)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester	As Applicable at the time of admission.
P.G.	M.Tech(Civil)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester	As Applicable at the time of admission.
P.G.	MCA	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester	As Applicable at the time of admission.
P.G.	M.Sc(IT)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester	As Applicable at the time of admission.
P.G.	M.A.(Journalism & Mass Communication)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester	As Applicable at the time of admission.
P.G.	M.A.(English)	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester	As Applicable at the time of admission.
P.G.	M.Com	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester	As Applicable at the time of admission.
P.G.	MBA (HR/M&S)/IB	As per rules at time of Lateral Entry	Non Sponsored Fee (INR) 3 rd Semester	As Applicable at the time of admission.

AMITY UNIVERSITY MADHYA PRADESH



Policy for Ban of Single use of Plastic (Total 4 pages)

A handwritten signature in black ink, appearing to read 'Dipak Kumar', is written over the printed name of the Registrar.

Registrar
Amity University Madhya Pradesh
Gwalior



Ref. No. AUMP/RO/2018/403 (a)

Date: 24.08.2018

Policy for Ban of Single Use of Plastic

Introduction:

In view of the UN sustainable development goals (SDG), Amity University, Madhya Pradesh acknowledges the detrimental impact of single-use plastic on the environment, human health, and ecosystems. In alignment with its commitment to sustainability and environmental stewardship, the university hereby establishes a policy to ban the use of single-use plastic on campus. This policy aims to promote responsible consumption, reduce plastic waste generation, and encourage the adoption of sustainable alternatives.

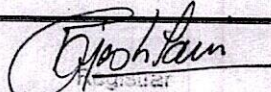
Scope:

This policy applies to all members of the university community, including students, faculty, staff, visitors, and vendors. It encompasses all single-use plastic items, including but not limited to plastic bags, straws, cutlery, cups, water bottles, food packaging, and any other disposable plastic items.

Objectives:

The objectives of this policy are as follows:

- **Reduce Plastic Waste:** By banning single-use plastic, the university aims to significantly reduce the amount of plastic waste generated on campus, thereby mitigating its environmental impact, and promoting sustainable waste management practices.
- **Encourage Sustainable Alternatives:** The policy aims to foster a culture of responsible consumption by encouraging the use of sustainable alternatives to single-use plastic. This includes promoting the use of reusable items, biodegradable materials, and environmentally friendly packaging options.
- **Raise Awareness and Education:** The university will conduct awareness campaigns, educational programs, and workshops to inform and educate the university community about the negative consequences of single-use plastic and the benefits of adopting sustainable alternatives.
- **Support Sustainable Practices:** The policy will support and collaborate with local suppliers, vendors, and businesses that provide sustainable alternatives to single-use plastic, thereby contributing to the development of a sustainable market.


Registrar
Amity University Madhya Pradesh
Gwalior

Types of Plastic Banned:

All types of single-use plastic items are banned on campus. This includes plastic bags, straws, cutlery, cups, water bottles, and food packaging. The use of biodegradable plastic is also discouraged, as it is not a sustainable solution and can contribute to environmental pollution.

Alternative Materials:

The university encourages the use of sustainable alternatives to plastic, such as paper bags, cloth bags, metal or glass bottles, and utensils made of bamboo, wood, or other sustainable materials. Retail outlets and canteens on campus are required to comply with this policy by using alternative materials and ensuring that single use plastic items are not provided to customers. The university will provide training and awareness programs to encourage all members of the university community to reduce their single use of plastic and adopt sustainable alternatives.

Implementation Plan:

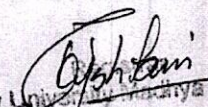
To effectively implement the Ban of Single-Use Plastic policy, the following measures will be undertaken:

- **Communication and Education:** The policy will be communicated to all members of the university community through various channels, including the university website, email, social media, posters, and information sessions. Educational campaigns will be conducted regularly to promote understanding and awareness.
- **Compliance and Enforcement:** All individuals and entities on campus, including retail outlets, canteens, and vendors, must comply with the policy. Regular inspections will be conducted to ensure compliance, and non-compliant parties will be provided with guidance and support to transition to sustainable alternatives.
- **Availability of Sustainable Alternatives:** The university will facilitate access to sustainable alternatives by partnering with suppliers and vendors who offer eco-friendly options. This may involve establishing partnerships, providing resources and information, and incentivizing the use of sustainable alternatives.
- **Waste Management:** Proper waste management practices will be implemented to ensure the segregation, recycling, or safe disposal of any residual plastic waste generated on campus. Collaborations with waste management agencies will be established to optimize waste management systems.

Monitoring and Evaluation:

The university will establish a monitoring and evaluation framework to assess the effectiveness of the policy. This includes:

- Regular assessments of plastic waste generation, reduction, and diversion rates on

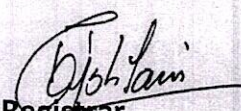

Amity University, Noida
Quality

campus.

- Feedback mechanisms to gather input and suggestions from the university community.
- Performance indicators to measure the adoption of sustainable alternatives and compliance with the policy.
- Annual reporting on the progress and outcomes of the policy to stakeholders and the university administration.

Conclusion:

The Ban of Single-Use Plastic policy reflects the university commitment to environmental sustainability and responsible practices. By eliminating single-use plastic, the university aims to create a cleaner, healthier, and more sustainable campus environment. Through collaboration and awareness, the policy encourages the adoption of sustainable alternatives and fosters a culture of environmental responsibility among the university community. The policy will be reviewed periodically to ensure its effectiveness and alignment with emerging best practices and technologies in plastic waste management.


Registrar
Registrar

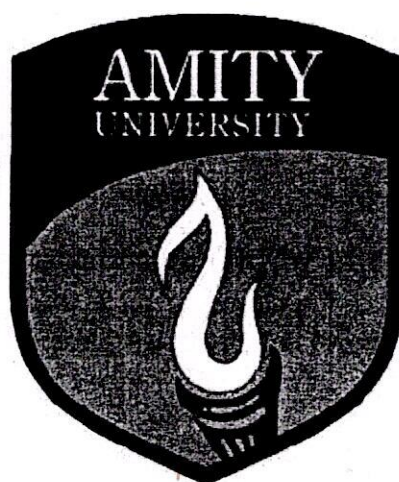
Amity University Madhya Pradesh
Gwalior

Copy to :

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

AMITY UNIVERSITY MADHYA PRADESH

Reconstituted



Policy Guidelines for Promotion of Academic Integrity and Prevention of Plagiarism

(Total 08 Pages)

Policy Guidelines for Promotion of Academic Integrity and Prevention of Plagiarism

Date: 27.09.2022

1. Preamble.

Amity University Madhya Pradesh (AUMP) believes in very high standard of research and innovation and there will be a zero tolerance for plagiarism.

The University Grants Commission in-order to maintain the academic Integrity and Originality in various relevant processes adopted by Higher Educational Institutions (HEIs) has notified a regulation called the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulation, 2018 vide notification number F.1-18/2010 (CPP-II) dated 23rd July, 2018.

2. Title, application and Commencement.

(a) AUMP shall adopt the regulation notified by UGC vide notification number F.1-18/2010 (CPP-II) dated 23rd July, 2018 for promotion of Academic Integrity and Prevention of Plagiarism by adopting a POLICY GUIDELINES for Promotion of Academic Integrity and Prevention of Plagiarism.

(b) This POLICY GUIDELINES shall apply to the students, faculty, researchers and staff of Amity University Madhya Pradesh.

(c) The POLICY GUIDELINES shall come into force from the date of issue and shall be amended as and when required to maintain the standards of Academic Integrity and Prevention of Plagiarism.

3. Awareness Programs and Trainings.

(a) It shall be the responsibility of Head of the respective Institutes through the respective research mentors and guides to create awareness amongst the students, faculty, researcher and staff regarding proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.

(b) It shall be the primary responsibility of Dean (Research) to conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.

(c) The University shall:

- (i) Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/ Postgraduate (PG)/ Master's degree etc. as a compulsory course work/module.
- (ii) Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.
- (iii) Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of AUMP.
- (iv) Train students, faculty members, researchers and staff for using plagiarism detection tools and reference management tools.
- (v) Establish facility equipped with modern technologies for detection of plagiarism.
- (vi) Encourage students, faculty members, researchers and staff to register on international researcher's Registry systems.

3. Curbing Plagiarism.

- (a) The respective Institutes in consultation with the Dean (Research) shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- (b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including students, faculty members, researchers and staff etc.
- (c) Every student submitting a thesis, dissertation, or any other such documents to the University shall submit an undertaking indicating that the document has been prepared by him/her and that the document is his/her original work and free of any plagiarism.
- (d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the respective Institute.
- (e) Each Research Mentor / Guide / Supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- (f) The respective HoIs shall submit soft copies of all Masters, Research program's dissertations and thesis to the University Library. The University Librarian shall ensure the submitted document shall be submitted to INFLIBNET within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".

(g) The University shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

4. Similarity checks for EXCLUSION from Plagiarism.

(a) The similarity checks for plagiarism shall exclude the following:

- (i) All quoted work reproduced with all necessary permission and/or attribution.
- (ii) All references, bibliography, table of contents, preface and acknowledgements.
- (iii) All generic terms, laws, standard symbols and standards equations.

(b) The Research Guide/Supervisor shall ensure that the research work carried out by a student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

5. Levels of Plagiarism.

(a) Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- (i) Level 0: Similarities upto 10% - Minor similarities, no penalty
- (ii) Level 1: Similarities above 10% to 40%
- (iii) Level 2: Similarities above 40% to 60%
- (iv) Level 3: Similarities above 60%

6. Detection/Reporting/Handling of Plagiarism.

(a) If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP).

(b) Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of AUMP.

(c) The authorities of AUMP can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by AUMP on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

7. Constitution of Departmental Academic Integrity Panel (DAIP).

(a) The respective Department / Institute / School will be required to constitute DAIP as per the composition given below:-

(I) Chairman – Head of the Institute of respective Department/Institute/School

(II) Member – Senior academician from outside the Department nominated by Hon'ble Vice Chancellor

(III) Member – A person well versed with anti plagiarism tools, to be nominated by Head of the respective Department / Institute / School.

(b) The tenure of members in respect of point (ii) and (iii) shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

(c) The external members of faculty for DAIP will be nominated by the Hon'ble Vice Chancellor from the different Departments / Institutes / School for a period of two years.

(d) The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.

(e) The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.

(f) The DAIP after investigation shall submit its report with recommendation on penalty(ies) to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of proceedings.

(g) All Hols / HoDs will have to notify Departmental Academic Integrity Panel (DAIP) immediately with the approval of Hon'ble VC and intimation to Pro VC, Registrar, Dean Academics & Dean Research.

8. Penalties.

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the AUMP only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

8.1 Penalties in case of plagiarism in submission of thesis and dissertations.

(i) Level 0: Similarities upto 10% - Minor Similarities, No Penalty.

(ii) Level 1: Similarities above 10% to 40% - Shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

(iii) Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.

(iv) Level 3: Similarities above 60% - Such student registration for that programme shall be cancelled.

Note 1. Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2. Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.

8.2 Penalties in case of plagiarism in academic and research publications

- (i) **Level 0: Similarities up to 10% - Minor similarities, No Penalty.**
- (ii) **Level 1: Similarities above 10% to 40% - Shall be asked to withdraw manuscript.**
- (iii) **Level 2: Similarities above 40% to 60% -**
 - (a) Shall be asked to withdraw manuscript.
 - (b) Shall be denied a right to one annual increment.
 - (c) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
- (iv) **Level 3: Similarities above 60%**
 - (a) Shall be asked to withdraw manuscript.
 - (b) Shall be denied a right to two successive annual increments.
 - (c) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1. Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by AUMP.

Note 2. Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Head of the Institution.

Note 3. AUMP shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the AUMP is checked for plagiarism at the time of forwarding/submission.

Note 4. If there is any complaint of plagiarism against the Head of the Institute, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of AUMP.

Note 5. If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

Note 6. If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

9 Constitution of Institutional Academic Integrity Panel (IAIP).

(a) The constitution of Institutional Academic Integrity Panel (IAIP) of AUMP for the period of 03 years from the date of issue of this POLICY GUIDELINES is as under:

- | | |
|------------|--|
| Chairman - | Prof (Dr) M.P. Kaushik, Pro VC, AUMP |
| Member - | Prof (Dr) R.S. Tomar, Dean Academic, AUMP |
| Member - | Prof (Dr) Mukul Tailang, Professor of Pharmacy, Jiwaji University, Gwalior |
| Member - | Prof (Dr) Sumit Narula - Deputy Dean Research (Publications and Citations) Director, Amity School of Communication & Public Relations AUMP |

(b) The quorum for the meetings shall be 3 out of 4 members (including Chairman).

(c) The IAIP shall consider the recommendation of DAIP.

(d) The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

(e) The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.

(f) The DAIP shall have the power to review the recommendation of DAIP including penalty(ies) with due justification.

(f) The IAIP shall send the report after investigation and the recommendation on penalty(ies) to be imposed to Hon'ble VC within a period of 45 days from the date of receipt of recommendation of DAIP/complaint / initiation of proceedings.

The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

10 The functionaries of the IAIP and DAIP will be responsible for promotion of Academic Integrity and prevention of plagiarism at AUMP.

All the research paper prior to sending for publication must be passed through DAIP / HoI to check for any plagiarism. The DAIP/HoI will clear the paper within 7 days, and if the DAIP/HoI does not clear the paper within 7 days, the paper will automatically be deemed to have been cleared and the author shall have the rights to publish. However, prime responsibility of plagiarism will be of Author and Co-author only.

11 Hon'ble Vice Cancellor reserves the right to terminate the services of an individual found guilty of academic integrity to safe guard the honour and reputation of the organization.

12 AUMP reserves the right to remove difficulty/difficulties in the course of implementation of these POLICY GUIDELINES with the approval of Hon'ble VC.

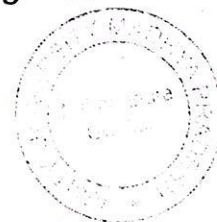

(Rajesh Jain) 27/09/22
Registrar

To

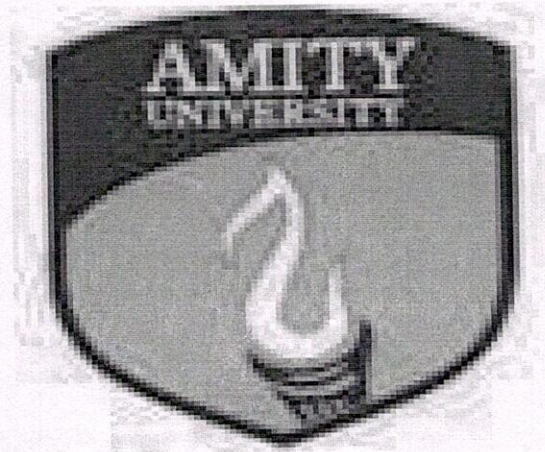
- 1. Pro-Vice Chancellor, AUMP**
- 2. Dean Academics, AUMP**
- 2. Dean Research, AUMP**
- 3. Hols and HoD (Teaching & Non Teaching), AUMP**

Copy to

- 1. P.S. to Hon'ble VC, AUMP**



AMITY UNIVERSITY MADHYA PRADESH



POLICY FOR REFUND OF FEE

POLICY FOR REFUND OF FEE

AUMP/RO/SOP/FRP/2018/544

Date:- 13.11.2018

1. If a student withdraws his/her admission up to 15 days before the commencement of the academic session, the student will receive a refund of 100% of the deposited fees and the Security Deposit. However, **an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs.5000.00** shall be deducted as processing charges.
2. If a student withdraws his/her admission less than 15 days before, the commencement of the respective programme, the student will receive a refund of 90% of the deposited fees and the Security Deposit.
3. If a student withdraws his/her admission 15 days or less after, the commencement of the respective programme, the student will receive a refund of 80% of the deposited fees and the Security Deposit.
4. If a student withdraws his/her admission between 16-30 days post the commencement of the academic session, the student will receive a refund of 50% of the deposited fees and the Security Deposit.
5. If a student withdraws his/her admission post 30 days of commencement of the academic session, none of the deposited fees will be refunded except for the Security Deposit.
6. (i) If the candidate applied for the programme for which he/she is eventually not eligible, the full fee will be refunded after deducting Rs. 1000/- on account of the processing charges.
(ii) If the candidate does not join the particular programme by the stipulated date even though the fee has been deposited, the admission stands cancelled and the fee deposited will be refunded after carrying out deductions.
(iii) If after getting registered for the Programme, candidate fails to produce documentary proof of minimum educational qualification by stipulated date given by the University or discrepancy is found between academic details furnished in the application form and the original documents submitted by the candidate, the admission shall be cancelled and the fee deposited will be forfeited except the Security Deposit.

(iv) If any of the document(s) submitted by candidate to the University is found to be forged, fabricated or false during the period of his/her study or any instance of donation/unfair means is found after admission, the admission shall be cancelled immediately, fees shall be forfeited and legal proceeding may also be initiated.

7. Scholarship for programmes where intake is defined by the Statutory bodies, will be declared separately at a later stage and will be refunded at the end of academic session on completion of both the semesters and If a student withdraws from such course, scholarship will lapse and refund will be processed as per the conditions applied for the normal course. University has right to forfeit the amount of security if the amount is not recovered from the student.

8. In case of scholarship, for non-statutory bodies programmes, Security Deposit will be forfeited on the account of processing fee incase a student withdraws after getting registered for the programme.

9. If a programme is called off due to any reason (s), full fee deposited by the student shall be refunded.


(Rajesh Jain)
Registrar





University Grants Commission

Notification

on

Refund of Fees and Non-Retention of Original Certificates

October, 2018

1. Introduction:

The Commission has notified University Grants Commission (Grievance Redressal) Regulations, 2012 on redressal of multifarious grievances of students. But given the sheer volume of the complaints regarding non-refund of fees and retention of original certificates by Higher Educational Institutions (HEI), the Commission felt the need to notify elaborate instructions so as to curb such malpractices and decided to issue appropriate instructions in the form of this Notification to all universities and other HEIs under the purview of the UGC.

2. Objective:

To prohibit coercive and profiteering institutional practices in the matters related to refund of fees in case of withdrawal from the programme and retention of original certificates at the time of and / or after admission.

In exercise of powers conferred by Section 12 (d) read with Section 12(j) of the UGC Act, 1956, the UGC issues this Notification for adoption of standard operating procedures in the matters related to refund of fees in the event of student's withdrawal from the program and non-retention of certificates at the time of admission.

3. Application and Enforcement

3.1. The instructions contained in this Notification shall be in supersession to its earlier Public Notice dated 23.04.2007 and its Notification dated 16th December, 2016. It shall be applicable to Undergraduate, Postgraduate and Research Programs run by universities included under Section 2 (f) of UGC Act, together with all colleges under their affiliating domain and institutions declared as deemed to be universities under Section 3 of the UGC Act.

3.2 The provisions contained in this Notification shall come into force with immediate effect and shall have regulatory force on extant as well as future grievances over issues and matters covered herein.

4. Specific provisions for Mandatory compliance by HEIs:

The Commission herewith lays down specific provisions and consequent mandatory compliance on the issues related to:

- (1) Refund of fees by the institution concerned in the event of the withdrawal from the programme by a student; and
- (2) Verification and non-retention of academic and personal certificates of student;

For any complaint in respect of (1) & (2) above, the grievance redressal mechanism as prescribed under UGC (Grievance Redressal) Regulations, 2012, shall be followed.

4.1 Refund of Fees

4.1.1 No HEI shall make it mandatory for applicants to purchase the institutional prospectus at any time during the course of the programme of study. Purchasing prospectus shall be the personal choice of the applicant and he/she shall have rights to decide against it in case he/she wishes to access the information from the institutional website. As laid down in the Right to Information Act, 2005, and reiterated in the UGC Guidelines on Students' Entitlement, all HEIs shall disclose on their website and prospectus information regarding the status of the institution, its affiliation, accreditation

NOTE : *

4.1.4 In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

4.1.5 Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

4.2 Verification and Non-retention of Students' Academic and Personal certificates

4.2.1 No HEI shall insist upon a student to submit the original academic and personal certificates, like, mark-sheets, school leaving certificates and other such documents, at the time of submitting admission form, but the submission of self-attested copies thereof shall be mandatory.

4.2.2 HEIs shall physically verify the originals at the time of admission of the student in his/her presence and return them immediately after satisfying themselves about their authenticity, keeping the attested copies for their record.

4.2.3 The self-attested certificates of students shall be held valid and authentic by institution concerned and/or the affiliating university for all purposes and administrative requirements and should there be a need for physical verification at any time during the course of the programme of study, such verification shall be undertaken and the original certificates thus used for verification shall be returned immediately to the student concerned.

4.2.4 Taking the certificates into institutional custody under any circumstance or pretext is strictly prohibited.

4.2.5 In case of any suspicion over the authenticity or genuineness of a certificate, reference may be made to university or the Board which issued the certificate to the student and the admission be subjected to the authentication, but original certificate shall not be retained by the HEI under any circumstance.

4.3 Grievance Redressal Mechanism (GRM)

status, physical assets and amenities, course-wise sanctioned intake of students, various types of fees payable for different programmes, total fees payable for an entire programme, last date of admission, details of faculty, members of governing bodies and minutes of the meetings of bodies like Academic/Executive Council, sources of income, the financial situation and any other information about its functioning, necessary for an applicant to make a fully informed choice.

4.1.2 HEIs shall charge fees in advance only for the semester/year in which a student is to engage in academic activities. Collecting advance fees for the entire programme of study or for more than one semester/year in which a student is enrolled is strictly prohibited.

4.1.3 If a student chooses to withdraw from the programme of study in which he/she is enrolled, the institution concerned shall follow the following five-tier system for the refund of fees* remitted by the student.

S. No	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the HEI
(1)	100%	15 days or more before the formally-notified last date of admission
(2)	90%	Less than 15 days before the formally-notified last date of admission
(3)	80%	15 days or less after the formally-notified last date of admission
(4)	50%	30 days or less, but more than 15 days, after formally-notified last date of admission
(5)	00%	More than 30 days after formally-notified last date of admission

4.3.1 All HEIs shall mandatorily have a "Grievance Redressal Mechanism" (GRM) as mandated by UGC (Grievance Redressal) Regulations, 2012, as amended from time to time, to address and effectively resolve complaints, representations and grievances related to any of the issues mentioned in this Notification.

4.3.2 The GRM shall be available on HEI website.

4.3.3 HEIs shall ensure that all grievances received are addressed as deemed fit within 30 days.

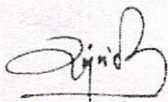
5. Punitive Actions by Commission against defaulting HEIs

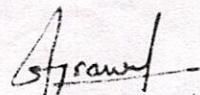
The Commission, in respect of any HEI which contravenes or fails to comply with the provisions of this Notification, shall proceed to take one or more of the following actions, namely:-

- (a) withdrawal of declaration of fitness to receive grants under Section 12B of the UGC Act, 1956;
- (b) withholding any grant allocated to the HEI;
- (c) declaring the HEI ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, about the non-compliance by the HEI concerned;
- (e) recommend to the affiliating university for withdrawal of affiliation, in case of a college / institute;
- (f) recommend to the Central Government for withdrawal of declaration as Institution deemed to be university, in case of an institution deemed to be university;
- (g) recommend to the appropriate State Government for appropriate necessary action in case of a university established or incorporated under a State Act;

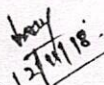
- (h) taking such other action within its powers as the Commission may deem fit.

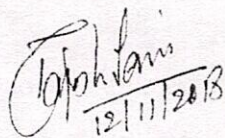
Provided that no action shall be taken by the Commission under this Notification unless the HEI has been given an adequate opportunity of being heard.


(Rajnish Jain)
Secretary

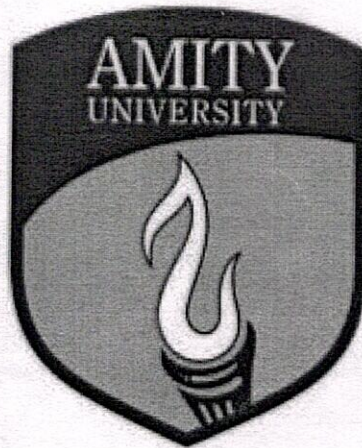

Director (Admission)

Manager A/C


12/11/18


12/11/2018

AMITY UNIVERSITY MADHYA PRADESH



**Standard Operating Procedures (SOP) for
Budgeting/Expenditure for conduct of Seminar/Workshops/
Events in AUMP
(Total Page 08 including all Appendices)**

AMITY UNIVERSITY

MADHYA PRADESH

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

Ref: AUMP/RO/SOP/2018/552

Date : 20 Nov 2018

STANDARD OPERATING PROCEDURE (SOP) FOR BUDGETING/ EXPENDITURE FOR CONDUCT OF SEMINARS/WORKSHOPS/EVENTS IN AUMP

General

1. A Number of Conference /Seminars/Workshop/events are being held through out the year in Amity University Madhya Pradesh. To ensure smooth financial management pertaining to budgeting and its expenditure , the laid down guide lines will be adhered to by all departments.

Aim

2. To lay down guide lines for smooth financial management pertaining to budgeting and its expenditure for conduct of Workshops/Seminars/Conferences/Events etc. in Amity University Madhya Pradesh Gwalior.

Procedure

3. Following procedure as given in succeeding paragraph should be adhered to conduct an event/seminar/workshop:-

(a) To conduct a particular event, a finance committee of at least 3 faculty members should be formed by respective Hols. The committee will be responsible for all the financial aspects to include budgeting, obtaining quotations, receipts, expenditures, payments and preparation of final financial statement for the event.

(b) The committee will prepare detailed budget of the event and obtain approval from the authorities. Format is attached for the same at **Appendix 'A'**

(c) Word "Excluding Taxes (As Applicable)" should be used at the time of submission of approval sheet of the budget, to avoid payment exceeding the sanction limit.

(d) Maximum efforts be made to ensure that all events are self financed or sponsored. Sanction should be taken for total expenditure, but it should be noted that Amity Contribution from the budget is equal to total expected revenue minus the total expenditure. It should be taken care of that amity contribution should not increase the approved limit.

(e) Approval of the budget would be taken at least 25-30 days in advance so as to arrange the funds easily from HO. For this, the process of obtaining approval should be initiated at least 60 days prior to the date of conduct.

4. Receipts

(a) Receipt must be mandatorily issued to all the participants for any amount received towards Participation/Registration/Meals/Accommodation etc.

(b) Accounts office will issue blank receipt books (Containing Sr No) for the event and receipts to the participants should be issued only from that receipt book issued by accounts office.

(c) The receipt book contains receipts in duplicate counterfoils. Original will be issued to participant and counterfoil carbon copy of the same would be deposited to accounts office at the end of the event to match the revenue.

(d) All amount collected will first be deposited in accounts office and then may be withdrawn for making various expenditures.

(e) All collection from participants should be done in cash/ DD in favour of Amity University Madhya Pradesh/ Bank transfer in Amity's Account only. No collection should be done on behalf of Amity, in one's individual accounts or wallets i.e. Paytm, Phonepay, mobiquick etc.

5. Expenditure

(a) All the procurements should be done through finance committee only.

(b) The committee must ensure that maximum procurements are done from the vendors already working with Amity and payment should be done through cheque only.

(c) Procurement should be done from registered vendors who provide proper invoice containing GST/PAN etc. as applicable.

(d) Proper austerity measures will be implemented to ensure the principle of minimum expenditure and value for money.

(e) No Cash payment should be done more than Rs 5000/-.

(f) For purchases more than Rs 5000/-, quotations should be invited from at least 3 vendors and order should be placed to vendor through proper purchase channel.

(g) Gate entry should be mandatorily done on each bill/challan when item enters in the AUMP campus.

(h) A stock register should be maintained, by the department concerned and all items (including consumables) should first be entered in that register and then issued for consumption/usage.

(j) Name of the event and Copy of approval/approval number should be mentioned on each proposal form attached with bunch of bills.

(k) The Committee will ensure that proper Gate entry, stock entry and verification has been done on each bill before submission.

(l) Advance can be taken for miscellaneous expenses. Format for advance is attached at **Appendix-'B'**

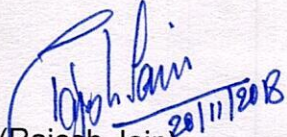
6. Final Settlement of Account

(a) At the end of the event, accounts must be settled as soon as possible, but not later than 07 working days after completion of the event.

(b) Account of the event must be settled as per formats attached at Appendices 'C' and 'D'.

Conclusion

4. The SOP gives guidelines for smooth financial management pertaining to budgeting, revenue and its expenditure for the proper accounting of funds. It may be ensured that no deviation is adopted for the expenditure of allotted budget/approved by the department.


(Rajesh Jain)
Registrar, AUMP

Distribution

1. Hon'ble VC's Sectt.
2. Pro VC's Sectt.
3. All Hols
4. All HoDs (Teaching & Non Teaching)
4. Accounts

Appendix A

FINANCIAL APPROVAL FOR PROCUREMENT OF ITEMS EXPENDITURE FOR CONDUCT OF

(.....) ON(.....)
Name of Event Date (s) of Event

1. _____ is conducting (_____) on _____
Budget of Rs(_____) may please be approved by the competent authority 2.
2. Approval may please be accorded to incur expenditure as per (example) details as given below :-

S. No	Major Head	Details of Expenditure	Amount	Remarks
a.	Printing	Printing of Brochure (100 Copies @ Rs 50/- copy)	Rs 5,000/-	For publicity
b.	Printing	Printing of Posters (100 Copies @ Rs 40/- copy)	Rs 4,000/-	For publicity
c.	Printing	Printing of Proceedings (50 Copies @ Rs 100/- copy)	Rs 5,000/-	For (release during event and distribution)
d.	Food	Lunch (100 persons @ Rs 140/- person)	Rs 14000/-	For attendees and dignities
e.	Food	Networking Tea (100 persons @ Rs 50/- person)	Rs 5,000/-	For attendees and dignities
f.	Food	High Tea (100 persons @ 50/- person)	Rs 5,000/-	For attendees and dignities
g.	Stationary	05 reams of paper @ Rs / per ream	Rs /-	For
h.	Stationary	02 Printer Cartridges @ Rs /- cartridges		For
i.	Stationary		Rs /-	For
j.	Honorarium	06 persons @ 2000/- per person	Rs 12000	
k.	Travel Expenditure		Rs /-	
l.	Hotel Booking for prsons @ /person		Rs /-	
m.			Rs /-	
		Total Expenditure		

*The above table is illustrative only Actual details may vary

3. Put up for kind approval please

ORGANISING SECRETARY

.....
Treasurer

HEAD OF INSTITUTION

PRO VICE CHANCELLOR

HON'BLE VICE CHANCELLOR

AMITY UNIVERSITY MADHYA PRADESH REQUISITION FOR ADVANCE

Date:- ____ / ____ / ____

Name: _____ Employee Code: _____

Designation: _____ Department: _____

Amount (In figure): _____

Amount (In Words): _____

Previous Imprest Outstanding as on Date: _____

Purpose: _____

Signature of Requisitioner

Name:- _____

Date: _____

Recommended By

Registrar/HOD/Director of Institute _____

Date: _____

Recommended/Not Recommended
Director-Administration

Approved/Not Approved
VC, AUMP

Event Name:-
 Conducted By:-
 Date of Event:-

INCOME AND EXPENDITURE ACCOUNT

INCOME/REVENUE			
Sr. No.	Particulars	Amount	Remarks
1-	Registration Fee		
2-	Sponsorship Income		
3-	Accommodation Charges		
4-	Meals Charges		
5-	Other Charges:-		
	TOTAL INCOME/REVENUE GENERATED		(A)

EXPENDITURE					
Sr. No.	Particulars	Amount	Name of Vendor	Bill No. and Date	Remarks
	TOTAL EXPENDITURE		(B)		

EXCESS OF EXPENDITURE OVER INCOME (AMITY CONTRIBUTION):- (B-A)		(C)
AMITY CONTRIBUTION AS PER SANCTIONED BUDGET		(D)
NETT INCOME :- (D-C)		

Appendix D

SUMMARY OF FINANCIALS

Details of Budget projected and sanctioned			
Sr No.	Particulars	Amount	Remarks
A-	Total Amount sanctioned as per Approval by Hon'ble Chairman AUMP		
B-	Total revenue estimation as per note sheet submitted at the time of approval		
C-	Amity Contribution (A-B)		

Details of actual Revenue and Expenditure			
Sr No.	Particulars	Amount	Remarks
D-	Expenditure actually Incurred		
E-	Actual Revenue Generated		
F-	Actual Amity Contribution (D-E)		

BALANCE FOR WHICH APPROVAL REQUIRED (F-C) (Approval is required if the figure is (+ve), If figure is (-ve), then its saving towards amity)	
--	--

Financial sanction of Rs. _____ (in words _____) may kindly be accorded.

(Name and
signature)
Treasurer

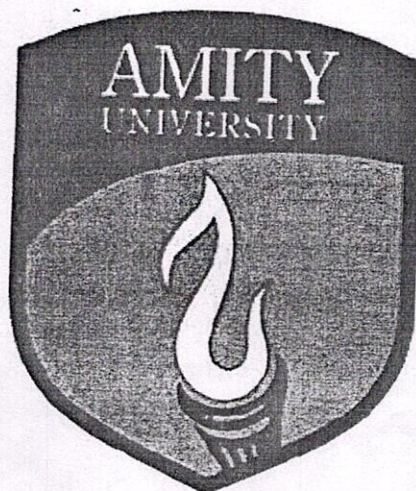
Organising Secretary

Head of Institution

Pro Vice Chancellor

Hon'ble Vice Chancellor

AMITY UNIVERSITY MADHYA PRADESH



STANDARD OPERATING PROCEDURE (SOP)

FOR

Re-Registration of Students in Subsequent
Semesters

(Total 04 Pages)

Standard Operating Procedure (SOP) for Re-Registration of Students in Subsequent Semesters

1. Preamble.

In order to create a clear, hassle free and uniform re-registration process for the students promoted to the subsequent semester and to avoid any legal implications, a SOP has been formulated herewith, which will be referred to, as SoP for Re-Registration of Students in Subsequent Semesters.

2. Title, application and Commencement.

(a) AUMP shall adopt the regulation notified for re-registration of students promoted to higher semesters by adopting a Standard Operating Procedure (SOP) for Re-Registration of Students in Subsequent Semesters.

(b) This SOP shall apply to the students of Amity University Madhya Pradesh who have been allowed to be promoted to the subsequent semesters.

(c) The SOP shall come into force from the date of issue and shall be amended as and when required.

3. Procedure for Re-registration.

(a) Students who have promoted to subsequent semesters will have to be Re-registered on AMIZONE for the semester they are promoted.

(b) It shall be the Primary responsibility of Head of the Institutes (HoI) to timely re-register the students on AMIZONE for the subsequent semesters as per the dates specified in the notified Academic Calendar for that year.

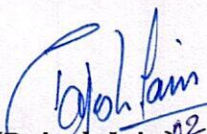
(c) No students will be allowed to sit in the classes who have failed or not re-registered themselves for the subsequent semesters by the HoIs.

(d) Before approving the re-registering the students for the subsequent semester on AMIZONE, the HoI should verify the following:

- (i) that, the student to be re-registered has appeared for the end semester examination and is eligible for promotion to the higher semester as per university rules.
- (ii) that, the students has cleared his fee dues (present and previous, if any including fines as applicable) for the semester he is promoted.

- (iii) that, the students should fill his/her re-registration details from his/her AMIZONE id themselves.
- (e) In no case the Hols shall approve the re-registration of the student having fee dues for the subsequent semester, unless and until application of re-registration of such students have been approved by Hon'ble VC.
- (f) Hon'ble VC may relax the fee payment deadline for genuine cases, which are to be forwarded by Hols through Registrar. In such cases following process is to be followed by the Hol for forwarding the request of the students to extend the fee payment deadline:
- (i) Hols shall only forward genuine cases to Hon'ble VC through Registrar. Hon'ble VC may approve the request keeping in view the merits of the case. Extension upto 30 day for fee payment may be approved by Hon'ble VC to such students. In special case the extension of deadline for fee payment may be increased by Hon'ble VC.
 - (ii) Application for extension of the deadline by the students should be forwarded to Hon'ble VC before the last date of fee payment without fine. In case the application is forwarded to Hon'ble VC after deadline of fee payment without fine, then the applicable fine will be imposed on the student along with the fees.
 - (iii) On receiving the approval of extension of the fee payment, an affidavit duly signed by the Parent and Student abiding to pay the fee dues within the approved period shall be collected by the respective Hol.
 - (iv) Such students will not be registered until their fee dues are cleared however, they may be allowed to sit in the classes and their manual attendance be recorded. On clearing the fee dues, the registration may be approved and their manual attendance be entered in the AMIZONE.
 - (v) A check on whether the required fee dues payment by the students has been done must be carried out by the respective Hol and their status must be submitted to the O/o Registrar on the last date of extension approved by Hon'ble VC, so that further course of action may be taken.
- (g) In case the students fails to pay the fee after the deadline of the fee payment/extension, Registrar will send a letter to the parents of such students that his/her admission will be cancelled if the student does not pay the fee within 15 days of receipt of the letter.
- (h) Students failing to clear their fee dues on or before the deadline of the fee payment or its extension, on the approval of Hon'ble VC, will not be allowed to attend the class from the date of expiry of the approval of extension of the deadline of fee payment.

4. The decision of Hon'ble VC will be the final decision on all such cases. AUMP reserves the right to remove difficulty(ies) in the course of implementation of these SOP with the approval of Hon'ble VC.


(Rajesh Jain) 02/05/2019
Registrar

To

1. All Hols, AUMP
2. Accounts Branch, AUMP
3. Office File

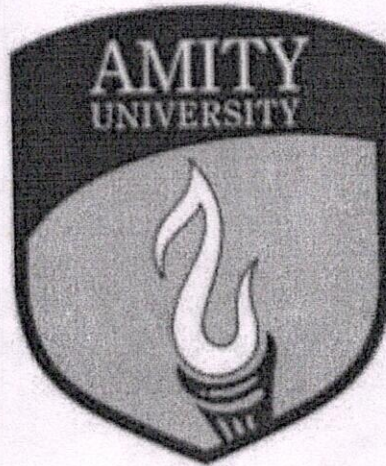
Copy to

1. P.S. to Hon'ble VC, AUMP
2. Pro-Vice Chancellor, AUMP



AMITY UNIVERSITY
MADHYA PRADESH
Established vide Government of Madhya Pradesh Act No. 27 of 2010

3



**Standard Operating Procedures (SOP) for Policy to
Protect those Reporting Discrimination
(Total 03 Pages)**



Ref. No. AUMP/RO/2019/463

Date : 30.08.2019

Policy to protect those reporting discrimination

1. Objective

Amity University Madhya Pradesh is committed to create a work environment in which all employees including faculty, staff and outsourced staff and students are treated with respect and dignity. Each person has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Amity University Madhya Pradesh expects that behaviour and conduct in University and its constituent offices will be business-like and free of explicit bias, prejudice and harassment.

2. Purpose

Amity University Madhya Pradesh has developed this policy to ensure that all its employees and students can work in an environment free from unlawful harassment, discrimination and retaliation. Amity University Madhya Pradesh will make every effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

3. Procedure

The law and the policies of Amity University Madhya Pradesh prohibit disparate treatment on the basis of gender, religion, race, colour, caste, language, disability, age, marital status or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

4. Equal employment opportunity

It is the policy of Amity University Madhya Pradesh to ensure equal employment opportunity without discrimination or harassment on the basis of gender, religion, race, colour, caste, language or any other protected characteristic, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Amity University Madhya Pradesh prohibits any such discrimination or harassment.

5. Retaliation

Amity University Madhya Pradesh encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Amity University Madhya Pradesh to thoroughly investigate such reports on immediate basis. Amity University Madhya Pradesh prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

6. Individuals and Conduct Covered

These policies apply to all students and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to Amity University Madhya Pradesh] (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

7. Reporting an Incident of Harassment, Discrimination or Retaliation

Amity University Madhya Pradesh encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, or a representative of HR team. In case the offender is the own supervisor or HR representative, the incident may be reported to Vice Chancellor's office under strict confidentiality with a copy to Employee Help Desk.

In addition, Amity University Madhya Pradesh encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behaviour is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Amity University Madhya Pradesh recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

8. Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, human resources, or any ombudsman as stated above.

Amity University Madhya Pradesh encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Amity University Madhya Pradesh will maintain confidentiality throughout the investigation.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to

disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counselling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Amity University Madhya Pradesh believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to [Name]'s Head Office at New Delhi.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

Due date for review: / /



Registrar

Distribution:-

1. All HoIs
2. All HoDs (Teaching & Non-Teaching)

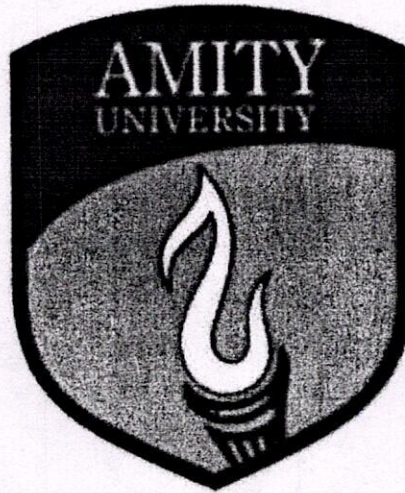
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2. Pro-VC's Office



AMITY UNIVERSITY
MADHYA PRADESH
Established vide Government of Madhya Pradesh Act No. 27 of 2010

10



Standard Operating Procedures (SOP) for Policy For
Non-Discrimination against Women
(Total 03 Pages)

Opshini



Ref. No. AUMP/RO/2019/477

Date :06.09.2019

1. Policy for Non discrimination against women-

Equality between women and men in the world of work has seen some encouraging improvements, but progress on closing gender gaps has not yet been significant. The University is committed to promoting gender equity and avoiding all forms of discrimination based on race, gender, class, caste, or religious or ethnic affiliation in all of its activities. Gender is to be understood in an intersectional manner throughout this policy.

2. Objectives

- (a) To avoid and prevent the presence in any of the university Institute's activities, programmes and decisions, of any form of discrimination or inequity based on gender, sexual orientation, race, ethnicity, class or religious affiliation
- (b) To promote equal participation of women and men in all the activities of the university as decision-makers in shaping the sustainable development of all the levels.
- (c) To support the full realization of the human potential of all those involved in or affected by the activities of the university.
- (d) To engage, when appropriate, in programmes and initiatives to reduce gender inequities in access to and control over the resources of the Institute and the benefits of its activities.
- (e) To show the public face of the Institute in a way that reflects the previous four objectives.

3. Principles

- (a) Discrimination or inequity based on gender, sex, race, ethnicity, class, caste, or religious affiliation is never acceptable within any of the activities, policies, and initiatives of the Institute.
- (b) The promotion of gender equity is an integral part of all AUMP policies, programmes and projects.
- (c) Achieving gender equity requires the recognition that every policy, programme and project may affect individuals and communities differently.

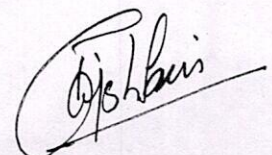
- (d) Achieving gender equity often requires specific measures designed to eliminate gender inequities.
- (e) Sexual or gender-based violence or harassment of any kind will not be tolerated.

4. **Implementation**

- (a) Gender equity will be implemented explicitly in all decisions concerning the University programmes, awards, and other initiatives, as well as in the construction of all committees and panels.
- (b) Training in gender equity and non-discrimination will be made available to all staff and volunteers of the university.
- (c) Any complaint of discrimination based on gender, race, ethnicity, class, caste, or religious affiliation should be addressed to the **Chairperson, Committee against Sexual Harassment(CASH)**. If there is a compelling reason why the complaint cannot be addressed to either of those persons, then the complaint should be addressed to **Registrar or Pro VC**.
- (d) Language use will be gender-neutral and respectful, both in word choice and in discourse interaction.
- (e) The **Chairperson, CASH** will comment in her Annual Report on the state of gender equity in the University, reporting on successes and where appropriate on shortcomings and plans to address those shortcomings. The **Chairperson, CASH** will also constitute an ad hoc committee to review, and if necessary recommend any updates to, this Gender Equity and Anti-Discrimination Policy at least every 3 years.

5. **ACTION PLAN for Gender equality in the university-**

- (i) **To uphold human rights and be inclusive, just and fair:** It is really as simple as that. Gender equality to be implemented in letter and spirit in the workplace, for Sustainable Development. It is good for society, it is good for the economy, and it benefits everyone.
- (ii) **To improve performance:** Women's equal participation at every level of the university – from the university floor to the various committees and Boards – leads to better global exposure, Social, and financial performance.
- (iii) **To attract and retain talent:** with fair HR systems that respond to both women's and men's needs leading to inclusive recruitment practices, improved retention rates, and an unbiased promotion system, which should be based on merit alone
- (iv) **To attract students and Recruiters:** Recruiters know that universities which promote gender equality are more productive, more profitable and maintain a positive reputation.



- (v) **To increase innovation capacity:** A diverse workforce fosters diverse ideas and generates dynamics that encourage creativity and lead to innovation among the workforce.

Distribution:-

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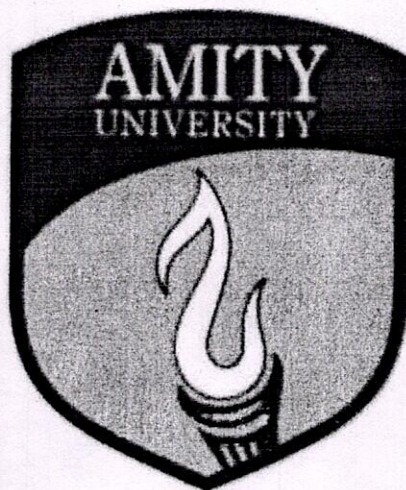
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06/09/2019



AMITY UNIVERSITY

MADHYA PRADESH

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



Standard Operating Procedures (SOP) for
Smoke Free Policy
(Total 02 pages)



AMITY UNIVERSITY

MADHYA PRADESH

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

Ref. No.: AUMP/RO/2019/476

Date: 06.09.2019

1. Relevant to:

To all Students, employees, contracted service employees, vendors, and visitors.

2. Purpose of SOP:

As Amity University Madhya Pradesh is a smoke-free site. The decision to become smoke-free has been taken because smoking has a significant negative impact on people's health – both those people who smoke and who are passive smokers. Becoming smoke-free means a better environment for all users of the site—Students, employees, contracted service employees, vendors and visitors.

3. Overview:

Under the policy, smoking is prohibited everywhere in the University campus. There is plenty of information and support available for everyone. However, blatant or continuous non-compliance with this policy may lead to Students, employees, contracted service employees, vendors and visitors being asked to leave the premises. Amity University Madhya Pradesh is committed to foster the good health and well being of all members of its University community. We also aim to reduce pollution and hazardous air pollutants through this prohibition. Medical research confirms the many health risks of smoking and tobacco usage as well as the negative effects of second-hand smoke.

4. Where is smoking prohibited:

The policy covers all property and vehicles owned, leased, rented, or operated by Amity University Madhya Pradesh and includes cigarettes, cigars, pipes, e-cigarettes, dipping tobaccos, snuff, other smokeless tobacco, hookah, marijuana, cannabis and related electronic and other products.

This policy means that smokers are allowed to smoke only in public areas outside the limits of the campus. The policy pertains to everyone associated with the University community including students, employees, contracted service employees, vendors and visitors.

5. Communication:

The policy is published widely through various University outlets and will be included in the *Student Handbook* and *website*. Signage indicating that the University is smoke-free and tobacco-free are posted on campus. Existing policies, regulations and penalties governing smoking and tobacco usage inside university property will remain in effect as promulgated.

Information leaflets about the Trust smoke-free policy and to Stop Smoking Service are provided via the concierge situated at the front desk.

6. Support for smokers:

The University will continue to sponsor programs and events that increase awareness of the negative effects and health risks of smoking and tobacco usage. The Counselling office (managed by AIBAS) and the Health Services office will offer supportive services and information for those who wish to quit smoking and tobacco usage.

7. Protecting our staff:

If you are abusive to our staff, you will be asked to leave the premises and grounds and an incident form will be completed. We will start to follow our Violence and Aggression Policy and Procedures. This may result in you only being able to receive emergency treatment.

Blatant or continuous non-compliance of this policy may lead to Provision of financial punishment. The cooperation of all members of university is needed in order to ensure a healthy environment for everyone.

Due date for review: / /


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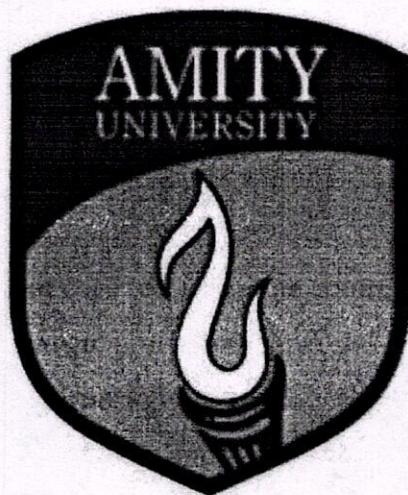
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2. Pro-VC's Office



AMITY UNIVERSITY

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Standard Operating Procedures (SOP) for Non-Discrimination Policies for Transgenders
(Total 04 pages)



Ref. No. AUMP/RO/2019/601

Date: 07.11.2019

NON-DISCRIMINATION POLICY FOR TRANSGENDERS(TGs)

1. Objective

Our society by and large does not care to realize the trauma and pain which the members of Transgender community undergo, nor appreciates the innate feelings of the members of the Transgender community, especially of those whose mind and body disown their biological sex. Our society often ridicules and abuses the Transgender community and in public places like railway stations, bus stands, schools, workplaces, malls, theatres, hospitals etc. They are sidelined and treated as untouchables, forgetting the fact that the moral failure lies in the society's unwillingness to contain or embrace different gender identities and expressions, a mindset which we have to change.

(Judgement of the Hon'ble Supreme Court of India on 15 April 2014)

This historic judgment of the Hon'ble Supreme Court of India on 15 April 2014 upheld the Constitutional rights of Transgenders (TGs) by emphasizing the fact that they ought to be treated as equal citizens in every sense of the term. The judgment has also directed the Central and State governments to extend all help to the Transgenders by considering them as OBCs for the purposes of education and employment in order to lead a life with dignity in society.

Who is a Transgender?

A person, who does not identify with the gender assigned to them at birth. Transgender include trans-men & trans-women (whether or not they have undergone sex reassignment surgery or hormonal treatment or laser therapy, etc.), gender queers, and a number of socio cultural identities, such as kinnars, aravanis, jogtas, etc.

2. Policy

It is high time that society considers seriously the problems faced by Transgenders such as fear, shame, social discrimination, and social stigma. Almost all social institutions have a role to play in helping the Transgender community to be part of the mainstream through various measures. The education system has a seminal role not only in empowering them by providing a congenial atmosphere for continuing their education, but also in sensitizing the society that the persons belonging to the Transgender community need our care and consideration.

As a consequence, AUMP has formulated a policy to help students & Staff belonging to the Transgender community to pursue their education without any social discrimination.

3. Objectives of the Policy

- (a) Identify Transgender students in educational institutions under Amity University Madhya Pradesh.
- (b) Protect the identity and self-respect of Trans gender students.
- (c) Provide Transgender students with proper educational ambience and thus help them to gain confidence, acceptance, and acknowledgement in society.
- (d) Provide them with support systems to bring them into the mainstream societal framework and to provide adequate platforms for their overall development.
- (e) Provide ample opportunities for their education and employment.
- (f) Sensitize the teaching, non-teaching staff and student community in all educational institutions so that there is no discrimination and that the TGs are treated as normal citizens with self-respect and dignity.
- (g) Ensure the removal of impediments existing in the society against Transgender from pursuing higher education.
- (h) Ensure penal action against persons who discriminate, harass, deny or violate the special rights given to the TGs.
- (i) Establishment of proper mechanism and its effective implementation to address the issues of violence and harassment faced by Transgender students.

4. Steps to be implemented to address the problems of Transgender students:

I. Identification of Transgender Students:

- a) All institutions in the AUMP Campus to take steps to identify TG students in their institution
- b) While dealing with the TG students, the institution should be extremely careful in managing their special needs and create an academic ambience congenial to them.
- c) Appoint a Contact Person, who shall keep the details of the TG students with due confidentiality.

II. Equal Opportunities

- a) Include the Transgender category in the Application Forms and in all types of Certificates for courses in all the institutions under AUMP. It should be given as -He/She/Mx. Use the pronoun TG, instead of 'He' or 'She' in certificates issued to them.
- b) Additional seats will be reserved for TG students in all courses offered by the University.

III. Safety

- (a) Implement anti-ragging laws for the protection of TG students.
- (b) Establish Counseling Centers for TG students in every institution of the university.
- (c) A Special Transgender Safety Cell at the University level should coordinate and supervise the activities of the Equal Opportunity Cell and Counseling Centers at the university level which is entrusted with the safety and security of TG students.

IV. Awareness programmes

- (a) University will take initiatives in organizing programmes to conscientise all the stakeholders on issues related to Transgenders.

5. Documents used for the preparation of the Policy

- (a) JUDGEMENT OF THE HON. SUPREME COURT OF INDIA ON TRANSGENDERS, on 14 April 2014. (Details are available in <http://supremecourtfindia.nic.in/outtoday/wc40012.pdf>)
- (b) REPORT OF THE EXPERT COMMITTEE ON THE ISSUES RELATING TO TRANSGENDER PERSONS, Ministry of Social Justice and Empowerment, Government of India, New Delhi (Details are available in <http://socialjustice.nic.in/transgenderpersons.php>)
- (c) STATE POLICY FOR TRANSGENDERS IN MADHYAPRADESH.

Due date for review : / /


Registrar

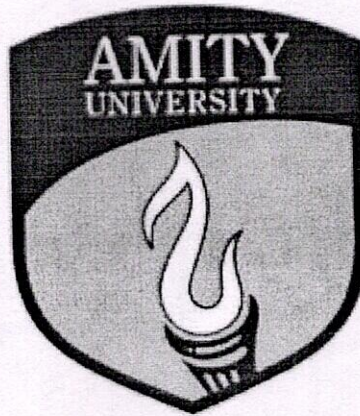
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- 2. Pro-VC's Office

AMITY UNIVERSITY MADHYA PRADESH



GUIDELINES ON CONSULTANCY (Total Pages 06)

Ref: AUMP/RO/POLICY/2019/605

Date : 08 November 2019

GUIDELINE FOR CONSULTANCY SERVICES

1. Preamble.

In the light of changing global economic scenario and the mission of the University, the University encourages and promotes faculties and scientists to take consultancy assignment in addition to the teaching and research work as this from of activity enhances external profile of the University by developing our engagement with Community, Extending the societal impact of the University expertise and creating mutually beneficial opportunities for collaborative research and consultancy services. The consultancy enriches & broadens the professional experience and knowledge of the faculty members/ scientists and thus makes them better educators. In addition it also functions as a tool for contributing to the national economic growth.

Consultancy for the purpose of this Policy means an assignment/ job basically for providing expert advice, problem solving, targeted training, testing and laboratory based experimental work, market research and survey etc. for consideration of a fee.

2. General Principle.

- (a) Consultancy work may be undertaken in the area of expertise of the Faculty members/ Scientists or a group of experts.
- (b) The Consultancy services will be undertaken only with the prior permission of the University
- (c) It should not interfere with the performance of primary duties by the individual as per contract of employment.
- (d) Consultancy Services should not be in conflict with the interest of the University.
- (e) University should not directly or indirectly get associated with activities which are likely to be perceived internally or externally as unethical or inappropriate.
- (f) Failure to disclose or obtain formal approval for consultancy as required by this policy shall be regarded as disciplinary matter.

3. Consultancy Procedure.

(a) Approval to undertake Consultancy Activities.

Consultancy proposal should be submitted giving the details in the form attached as **Appendix** to this policy to the Hols/HoDs. Hol/HoD will examine the proposal and submit it along with his/her recommendations to the Registrar. The following aspects need to be considered before recommending the proposal:

- (i) Extent to which consultancy related work will be undertaken by the faculty in addition to the normal duties and work load.
- (ii) No faculty member/ Scientists shall spend consultancy days whenever there is an Institutional commitment. They may do the consultancy work, preferably on Saturdays and Sundays. Alternatively arrangement should be made for compensating non-availability of the concerned faculty during the period of consultancy.
- (iii) The amount of expenditure needs to be estimated on account of providing Consultancy.
- (iv) The assignment is in the interest of the University in the long run and would not adversely affect the faculties' work at the university.
- (v) Contract for the consultancy work for any Indemnity Clause relating to delay in delivering the consultancy.

(b) Authorizing Officer.

The Registrar after taking approval of the Hon'ble VC will issue the approval letter. A copy of approval letter would be endorsed to the institutions concerned, HR Department and Account Department.

4. Extent of Consultancy.

The aggregate consulting commitment for faculty/researchers should not exceed 30 days in a year.

5. Distribution of Income.

- (a) The general Rule to be followed for distribution of income generated out of Consultancy is as follows:

- (i) $\frac{2}{3}$ rd of income will go to the Consultant(s). In case of group, they will share among themselves based on their number of days services
- (ii) $\frac{1}{3}$ rd of income will go to the Amity University

The income is total amount received minus the expenditure incurred in providing service.

(b) The following additional conditions would apply:

- (i) Normally no payment will be made to an individual where it would result in a deficit on the contract.
- (ii) No payment will be made to individuals where the terms and conditions of contract prohibit it.
- (iii) No payment will be made to individuals in advance of the client paying the amount.
- (iv) Any time input required to rectify unsatisfactory work will not normally be cause for additional payments unless there is additional income to cover further costs.

6. Maintenance of Consultancy Fund.

(a) A separate account for each Consultancy Assignment shall be maintained by the Accounts Department under the following heads:

- (i) The total money received
- (ii) Service Taxes
- (iii) Net contracted amount (a-b)
- (iv) Total expenditure
- (v) Balance amount (c-d)
- (vi) Faculty share – $\frac{2}{3}$ rd of (e)
- (vii) University share – $\frac{1}{3}$ rd (e)

(b) Actual expenditure should cover the following cases related to consultancy:

- (i) Consumable materials.
- (ii) Expenditure towards travel and stay in connection with consultancy work.
- (iii) Contingency expenses to cover cost of supply.

- (iv) Preparation of report
- (v) Stationary etc.
- (vi) Expenses for work to be carried out on payment basis.
- (vii) Expenses on account of use of Amity resources
- (viii) Any other costs considered appropriate.

7. Ownership of intellectual property.

Depending upon the terms of contract, IPR shall be decided. However, any intellectual property arising out of consultancy work which is conceived during the execution of consultancy by the consultant alone shall vest with Amity University

8. Interpretation.

Should a need arises for interpretation of the any clause, the decision for the same shall lie with the Vice Chancellor and his/her decision shall be the final.

9. Dispute Resolution.

The clause regarding dispute resolution should be in built in Memorandum of Understanding/Memorandum of Association to be entered with the party while undertaking Consultancy project. In case of any dispute remaining unresolved, it shall be dealt with by the Court of law located within the jurisdiction of the University.

Distribution:

1. VC's Secretariat
2. Pro VC's Office
3. All Hols
4. All HoDs (Teaching & Non Teaching)
5. Accounts


(Rajesh Jain) 08/11/2019
Registrar


CONSULTING AND PROFESSIONAL ACTIVITY APPROVAL FORM

1. Name of Organization for whom work is to
be undertaken
2. Nature of work to be undertaken
3. Probable duration of Consultancy
4. Consideration money
 - a) Total receivable
 - b) Service Tax, if any
 - c) Total Estimated expenditure
 - i) Consumables
 - ii) Travel
 - iii) Contingency
 - iv) Any other
 - d) Net receivable amount (a-b-c)
5. Value of Amity University resources involved, if any
 - a) Time of other staff
 - b) Equipment & Consumables
 - c) Other resources
6. Permission may please be accorded to undertake outside Consultancy activities as outlined above
Name of Consultant..... Designation.....Institute.....
Signature..... Dated.....
7. Recommendation of Hol/HoD

I recommend to the work outlined above being undertaken. Alternate arrangement during his/her non-availability has been made and the assignment would be in the interest of University.

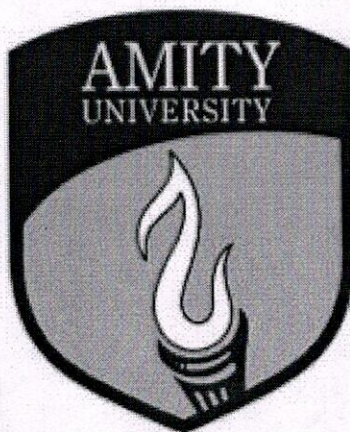
Hol/HoD

Registrar

Pro Vice Chancellor

Vice Chancellor

AMITY UNIVERSITY MADHYA PRADESH



Standard Operating Procedures (SOP) for Policy Guidelines for Intellectual Property Rights (IPR) (Total Page 19)

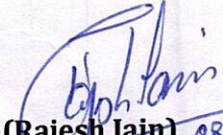
Ref: AUMP/RO/SOP/2020/06

Date: 08 January, 2020

Amity University Madhya Pradesh, Gwalior Policy Guidelines for Intellectual Property Rights (IPRs)

This SoP provides guidelines and information relating to the Intellectual property rights in India. The main purpose of these guidelines is to create awareness amongst the faculty members and researchers about Intellectual Property systems in India and to provide user friendly guidelines for obtaining and maintaining IP protection under the existing Intellectual Property Rights laws. These guidelines are supplementary to the existing legal framework governing IP protection in India and abroad and do not supplant the present legal regime. It is hoped that these guidelines will be useful to people involved in innovation and invention activities towards protecting their intellectual property rights arising out of their efforts.

Intellectual Property Rights will be governed by relevant statutory provisions. These are only the guidelines.


(Rajesh Jain) 08.01.2020
Registrar

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INTELLECTUAL PROPERTY RIGHTS

1.1 INTRODUCTION

Technological development in the 20th century have transformed the majority of wealth creating work from physically based to knowledge based – Terminology and knowledge are now the key factors of production with increased mobility of information and the global work force, knowledge and expertise can be transported instantly around the world and any advantages gained by one company can be eliminated by competitive improvements over night. The major challenge before organizations in the coming years would be to create a culture for IPRs regime, so that creative work and innovations get protected. Thus, to make economics of knowledge as the greatest strength of Indian economy, there would be need for creating an ecosystem for promotion of particularly knowledge driven entrepreneurship with major emphasis on creating an environment and a system to provide the protection to the Intellectual Properties. This can be achieved by creating a stringent IPR regime.

Intellectual Property Rights (IPRs) are rights granted to creators and owners of works that are result of human intellectual creativity. These works can be in the industrial, scientific, literary and artistic domains, which can be in the form of an invention, a manuscript, a suite of software or a business name.

The importance of Intellectual Property in India is well established at all levels – statutory, administrative and judicial. India ratified the Agreement establishing the World Trade Organization (WTO). This agreement, inter-alia, contains an Agreement on Trade Related Aspects of Intellectual Property Rights (TRIPS), which came into force from 01 Jan. 1995. It lays down minimum standards for protection and enforcement of Intellectual Property Rights in Member Countries, which are required to promote effective and adequate protection of Intellectual Property Rights with a view to reducing distortions of and improvements to international trade. The obligations under the TRIPS Agreement relate to provision of minimum standard of protection within the Member Countries' legal systems & practices.

The Agreement provides for norms & standards in respect of following areas of intellectual property:

- (a) Patents
- (b) Copyright & related rights
- (c) Trademarks
- (d) Geographical indirections
- (e) Industrial Designs
- (f) Layout designs of integrated circuits
- (g) Protective of under closed information (Trade Secrets).
- (h) Plant varieties.

1.2 LEGISLATIONS COVERING IPRS IN INDIA

- (a) Patents: The Patents Act, 1970 as amended.
- (b) Design: The Designs Act, 1911 superseded by Designs Act, 2000
- (c) Trademark: The Trade and Merchandise Marks Act, 1958. Now, Trademark Act, 1999 has been enacted superseding the earlier Act of 1958.
- (d) Copyright: The Copyright Act, 1957 as amended in 1984 and 1994, 1999 & Copyright Rules, 1958.
- (e) Layout Design of Integrated Circuits: The Semiconductor Integrated Circuit Layout Design Act, 2000
- (f) Protection of undisclosed information: no exclusive legislation exists but the matter would be covered under the Contract Act, 1872.
- (g) Geographical Indications: The Geographical Indications of Goods (Regulations and Protection) Act, 1999.

2. PATENTS

The basic philosophy of the Patent Act, 1970 is that patents are granted to encourage inventions and to ensure these inventions are worked on a commercial scale without undue delay. The word "Invention" has been defined under the Patent Act, 1970 as amended from time to time as under-

"An invention means a new product or process involving an inventive step and capable of industrial applications [Sec. 2(1)(j)] new inventions means any invention or technology which has not been anticipated by publication in any document or use in the country or elsewhere in the world before the date of filing of patent applications with complete specifications, i.e. the

subject matter has not fallen in public domain or that it does not form part of the state of the art."

A patent is an exclusive right granted by a country to the owner of an invention to make, use, and manufacture and market the inventions, provided the invention satisfies certain conditions stipulated in the law. Exclusively of right implies that no one else can make, use manufacture or market the invention without the consent of the patent holder this right is available only for a limited period of time. However, the use or exploitation of a patent may be affected by other laws of the country, that has awarded the patent. These laws may relate to health, safety, food, security etc. A patent in the law is a property right and ever can be gifted, inherited, assigned, sold or licensed. Since the right is conferred by the state, it can be revoked by the state under very special circumstances even if the patent has been sold or licensed or manufactured or marketed in the meantime. The patent right is territorial in nature and inventors/ their assignees will have to file separate patent

application in countries of their choice along with necessary fees for obtaining patents in these countries.

2.1 Conditions to be satisfied by an invention to be patentable.

An invention must satisfy the following three conditions of:

- (a) Novelty
- (b) Inventions (non - obviousness)
- (c) Usefulness

2.2 Patentable inventions under the Patents Act 1970

- (a) Act, process, method or manner of manufactures.
- (b) Machine, operations or other articles, substances produced by manufactures, which include any new useful improvements of any of them and an alleged invention.
- (c) However, inventions claiming substance intended for use, or capable of being used as food or as medicine or drug or relating to substances produced by chemical processes (including alloys, optical glasses, semiconductors and inter-metallic compounds) are not patentable.

2.3 Types of inventions which are not patentable in India:

Following inventions are not patentable:

- (a) Frivolous inventions, which claim anything obviously contrary to well established natural laws different types of perpetual motion machines.
- (b) Inventions, the primary or intended use of which would be contrary to law or morality or injurious to public health e.g. a process for the preparation of a beverage which involves use of a carcinogenic substance although the beverage may have higher nourishment value.
- (c) The mere discovery of a scientific principle or formulation of an abstract theory i.e. Raman effect.
- (d) The mere discovery of any new property or new use of known substance or the mere use of known process, machine or operation unless such a known process results in a new product or employs at least one new reactant.
- (e) A substance obtained by a mere admixture resulting only in the aggregation of the properties of the components thereof or a process for producing such substance.
- (f) A method or process of testing applicable during the process of manufacture for rendering the machine, operation or other equipment more efficient.

- (g) A method of agriculture or horticulture.
- (h) Any process for medical, surgical, curative, prophylactive or other treatment of human beings or any process for a similar treatment of animals or plants.
- (i) Inventions relating to atomic energy

2.4 ESSENTIAL PATENT DOCUMENTS TO BE SUBMITTED.

There are two types of patent documents usually known as patent specifications,

- (a) Provisional specifications
- (b) Complete specifications

A. Provisional Specifications

A provisional specification is usually filled to establish priority of an invention in case the disclosed invention is at a complete stage and a delay is expected in submitting full and specific description of the invention. This document is important to establish the earliest ownership of an invention. Complete specification must be filled within 12 months of filing the provisional specification. This period can be extended by 3 months. An application with complete specification can be filled right at the first instance without filing provisional specification.

B. Complete Specification:

Submission of complete specification is required to obtain a patent. The contents of a complete specification must include the following:

- (a) Field to which invention belongs.
- (b) Background of the inventions including prior art giving drawbacks of the known inventions practices.
- (c) Complete description of the invention along with experiment results.
- (d) Drawings etc. essential for understanding the inventions.
- (e) Claims, which are statements, related to the invention on which legal proprietorship is being sought. Therefore the claims have to be drafted carefully.

2.5 CRITERIA FOR NAMING INVENTORS IN AN APPLICATION FOR PATENT.

Quite often difficulties are faced in deciding the names of inventors. To avoid such a situation, it is essential that all scientists engaged in research should keep factual, clear and accurate record of dairy work done by them in the form of diary. The pages in the diary should be consequently numbered and the entries made should be signed both by the scientists and the concerned leader. The naming of the following should be mentioned as inventors.

- (a) All persons who contribute towards development of patentable features of an invention.
- (b) All persons who have made intellectual contribution in achieving the final results of the research work leading to a patent.
- (c) A person who has not contributed intellectually is not entitled to be included as inventor.
- (d) A person who provides ideas needed to produce the, 'germs of the invention' need not himself/herself carry out the experiments, construct the apparatus with his/her own hands or make the drawings himself/herself
- (e) A person who helps in conducting the experiment or making drawings without providing any intellectual inputs is not entitled to be named as inventors.

2.6 WHERE TO APPLY?

Application for patent are filed in the respective office having territorial jurisdiction or place of residence or where invention actually occurred/originated. Mumbai is the patent office for Madhya Pradesh.

2.7 HOW TO APPLY?

2.7.1 STEPS INVOLVED IN OBTAINING A PATENT

- (a) To file an application for patent accompanied with either a provisional or complete specification.
- (b) To fill complete specification if provisional specification was filed earlier.
- (c) Examination of this application by patent office.
- (d) Acceptance of applications and publication in the gazette of accepted applications
- (e) Responding and satisfactory overcoming the oppositions/objections, if any, to the grant of patent.
- (f) Seating of patent.

2.7.2 REGISTRATION OF PATENT (SEC 67)

Upon the grant of a patent, the controller will arrange to enter in the register of patents, the name, address & nationality of the grantee as patentee thereof, the title of the invention, the date of the patent and the date of granting thereof together with the address of service of the patent. Registration of patent can be used as evidence in the Court of Law.

2.8 REVOCATION OF PATENT

A patent can be revoked as mentioned in the Patent Act. For instances, invention claimed in the subject of prior grant patentee is not entitled to the patent, patent was wrongfully obtained by a person other than the person entitled, subject of the claim is not an invention, invention is lacking in novelty with regards to prior knowledge or prior use, invention is obvious or does not involve inventive step having regard to prior knowledge or prior use, invention is not useful, invention is not sufficiently described, patent was obtained by false suggestion or representative, non-compliance of secrecy direction etc.

2.9 PATENT OF ADDITION

When an applicant feels that he has come across an invention where there is slight modification on the invention for which he has already applied for/has patent, the applicant can go for patent of addition since the invention does not involve a substantial inventive step.

3. COPYRIGHT

Copyright is one of the main branches of IP law which protects the expression of ideas.

3.1 ENTITLEMENT TO COPYRIGHT

A work will qualify for grant of copyright if it satisfies the following conditions:

- (a) It is of a type protected by Copyright Act.
- (b) It is recorded in some form.
- (c) The work meets the requisite degree of originality. It should be original work which means that adequate skill, labour and judgment have been spent on creating it.

3.2 WORKS PROTECTED BY COPYRIGHT:

- (a) Original literary, dramatic artistic or musical.
- (b) Sound recordings, fitness or broadcasts, and
- (c) Typographical arrangements of published editions.

3.2.1 LITERARY WORKS INCLUDE:

- (a) A table or compilation other than a database
- (b) A computer program.
- (c) Preparatory design material for a computer program and
- (d) A database.

Dramatic works include a work of dance or musical works mean any work consisting of music but excludes the words and music of songs.

3.3 RIGHTS GRANTED BY COPYRIGHT:

Copyright grants certain rights that are exclusive to its owner based on these rights, the copyright owner can do the following:

- (a) Can copy the work
- (b) Issue copies of the work to the public
- (c) Rent or lend the work to the public
- (d) Perform show or play the work in public
- (e) Communicate the work to the public including broadcasting of a work and also electronic transmission and make an adaption of this work or do any of the above in relation to an adaptation

3.4 COPYRIGHT OWNERSHIP:

- (a) Copyright ownership can arise automatically or by means of transfer of ownership through an assignment or license.
- (b) Owner of copyright in a work is the person who created the work. Joint ownership could also be there.

3.5 COPYRIGHT OWNERSHIP IN COMPUTER GENERATED WORKS:

Copyright work generated during course of employment is owned by the employer unless an agreement to the contrary is in place.

3.6 OWNERSHIP OF COPYRIGHT BY STAFF:

Copyright ownership of works generated by staff is mainly dependent on as to whether the creation of the work was within the scope of his/her job specification irrespective of the fact whether the staff have used the employer's resources to produce the work or whether the work was produced during office hours of the staff. Many academicians in this institute write articles and other publications during office hours while using the equipment of the institute. In some cases, their primary job specifications may only relate to their teaching or lecturing function in such situations, the institutes by conventions expressly or impliedly waive their copyrights in materials produced by them during the course of their employment. The rational for this is that allowing the academic staff to retain copyrights in the work he or she is encouraged to produce more materials thus raising the profile of the institution and also raise the researcher profile of the staff.

3.8 COPYRIGHT OWNERSHIP BY STUDENTS:

Relationship between the students and the Institutes is based on special type of contract. In the absence of special term & conditions, copyright ownership in a work created by the students normally rests with students. The University would own copyright in certain works created by the students like database, software, and thesis publication. The university would compensate the students by means of reward and the university shall have the right to use the work i.e. to publish the work or to use it as a teaching material.

3.9 COPYRIGHT OWNERSHIP BY AUMP

- (a) AUMP shall be the owner of work created by AUMP personnel with significant use of AUMP resources.
- (b) If the University foresees a gainful return from copyrights, it may initiate steps to file and protect such copyrights and share the financial benefits with the inventor on terms and conditions of the University.
- (c) AUMP shall be the owner of copyright on all teaching material developed by AUMP personnel as part of any of the academic programmes at AUMP. The authors shall have the right to use the non-funded technical material in his/her professional capacity. If the author on behalf of the funding agency prepares the technical material, then the copyright will be equally shared between the University and the funding agency.
- (d) Any IP generated when an inventor from the University works in a university or company abroad/in India on EOL/sabbatical leave/earned leave, will be jointly owned by AUMP and the University/ Company.

3.10 DURATION OF COPYRIGHT PROTECTION:

Duration of copyright is dependent upon the type of work in question and is as given in Copyright Act.

3.11 INFRINGEMENT OF COPYRIGHT:

Copyright is said to be infringed when a party without authorization of the author exercises one of the exclusive rights of the author.

3.12 LIBRARY USES:

The making of copies from books in libraries by its users is fair dealing only if it is made for research or private study for non-commercial purposes. This would require the user to sign a copyright declaration form.

4. TRADEMARKS AND GEOGRAPHICAL INDICATIONS

4.1 TRADEMARK

Trademark means any sign or any combination of signs capable of distinguishing the goods or services of one undertaking from these of other undertakings. Such distinguishing marks constitute protectable subject matter under the provisions of the TRIPS Agreement.

4.2 GEOGRAPHICAL INDICATIONS:

A new law for the protection of Geographical Indications viz. the Geographical Indications of Goods (Registration and Protection) Act, 1999 has been passed by the Parliament and Rules made there under notified on 08.03.2002. Under this Act, parties are required to provide the legal means for interested parties to prevent the use of any means in the designation or presentation of a good that indicates or suggests that the goods in question originate in a geographical area other than the true place of origin in a manner which misleads the public as to the geographical origin of the good.

As far as the nature of the intellectual property is concerned it does not have any relevance to the academic institution.

5. INDUSTRIAL DESIGNS:

The right accruing to the right holder is the right to prevent their parties not having his consent from making, setting or importing articles being or embodying designs, which is a copy or substantially a copy of this protected design when such acts are undertaken for commercial purposes.

5.1 STEPS INVOLVED IN REGULATIONS OF DESIGNS:

- (a) Finding out whether any registration already exists.
- (b) Preparing a representation of the design
- (c) Identifying the class of design
- (d) Providing a state of novelty
- (e) Including a disclaimer
- (f) Claiming a priority date
- (g) Determine the fee to be paid
- (h) Ensuring all enclosures are attached

6. LAYOUT DESIGN OF INTEGRATED CIRCUIT:

6.1 GENERAL

Layout design of integrated circuit means three-dimensional disposition of the elements – at least one of which active and some of all the interconnections of an

integrated circuit, or such a three dimensional disposition prepared for an integrated circuit intended for manufacture. These are governed by Semiconductor Integrated Circuit Layout Design Act, 2000.

7. PLANT VARIETY

7.1 PLANT BREEDER

The person, who breeds, discovers or develops a new plant variety.

7.2 NEW PLANT VARIETY AND TRIPS ARGUMENT:

Like patent, copyright, trademark and industrial design, protection for new plant varieties is available. The Parliament has passed the Plant Variety Protection and Farmers Rights Act, 2001. India has put in a place a law to grant plant breeders rights or new varieties of seeds.

8. INTERNATIONAL PATENTING:

India's patent owner can preclude others from making, using or selling the claimed invention in India and its territories. But the Indian patent does not grant rights outside India, nor does it curtail infringing activities abroad. Protection of the invention outside India requires the applicant to file a written description of the invention, relevant drawings, support documents and required fees with the patent office in the foreign jurisdiction where protection is sought. Filing can be done directly with a national patent office or under the Patent Cooperation Treaty (PCT).

9. INTERNAL ADMINISTRATION OF IPR

9.1 RECORD KEEPING PROCEDURES

It will be the responsibility of the Heads of Institute/ Departments / Centres or persons authorized by the University to ascertain, for this policy, the resources used for the purpose of generation of intellectual property and maintain records of the course of development of intellectual property involving such resources.

All data and details generated by a creator in the course of creation of intellectual property should be systematically recorded in the concerned department as outlined below:

- (a) All laboratory record shall be entered in indelible ink in bound volumes marked "PRIVATE AND CONFIDENTIAL" with all pages serially and permanently numbered, with mutilations or insertions and authenticated with the creator's initials and date.
- (b) Precise descriptions of all actions and experiments carried out should be provided. Ideas or suggestions should be headlined as such, so as to clearly differentiate them from work actually performed.

- (c) Samples of new products or of products produced by a new method should be preserved if possible and photographs for the record. All photographs should be dated and signed by the creator on the reverse.

9.2 DISCLOSURE

When the inventors/ creators believe that they have generated patentable or commercialize-able intellectual property using University supported resources, report promptly in writing along with the relevant documents, data and information, to the University through the appropriate authority.

The information shall constitute a full and complete disclosure of the nature, and other details of intellectual property, identification of all persons who constitute the inventor / creator(s) of the property and the statement of whether the creator believes he or she owns the right to the intellectual property disclosed, or not, the reasons. In case of the sponsored and/ or collaborative work the provisions of the contract pertaining to disclosure of the creative work is applied. By disclosure the inventor / creator(s) shall assign the rights of the disclosed invention to the university.

9.3 CONFIDENTIALITY

All University personnel and non-University personnel associated with any activity of the university shall treat all it related information which has been disclosed to the IPR Cell and / or whose rights are assigned to the University, or whose rights rest with the university personnel, as confidential. Such confidentiality shall be maintained till such that as is demanded by the relevant contract, if any, between the concerned parties unless such knowledge is in the public domain or is generally available to the public. Having filled the disclosure form, inventor/ creator shall maintain confidentiality i.e. refrain from disclosing details unless authorised otherwise in writing by the Institute, the University has assessed the possibility of commercialization of intellectual property.

Subject to the right of academic freedom the University staff shall not directly, except in the proper course of their duties, either during or after a period of their appointment, disclosure to any third party or use for their own purposes or benefit or the purposes of any third party, any confidential information about the venture of the University unless that information is public knowledge or he/ she is required by law to disclose it.

The following guidelines should be followed when dealing with confidential information in the context of third parties such as commercial organisations:

- (a) The amount of information given to prospective licensees before the signing of any confidentiality or secrecy agreement should in no case exceed or fall outside the limits allowed under this policy, on case to case basis.
- (b) When a third party interested in commercialising an item of intellectual property on offer after inspecting the relevant Technology Profile, they may apply with the disposition of the required fee for transfer of the technology. They will be required to demonstrate their capacity to commercialise the technology to the concerned Institute's satisfaction. The University will then require the third party to sign contractual confidentiality of secrecy agreements undertaking to maintain the confidentiality of all information disclosed, before any further disclosure is made.
- (c) Third parties must obtain Express authorization writing from the University to commercialise/ exploit the intellectual property. Confidentiality agreements will continue in force even if the commercialisation process is aborted at any stage. However, it is recommended that no disclosure should be made if there is any doubt as to the outcome of the commercialisation process.
- (d) If running royalties are to accrue to the university and the inventor/ creator, the licensees must be bound by their contract to take adequate measures to protect that matter from becoming known to others through the licensee's practice and thereby made available to others whose activities may adversely affect royalty Returns.
- (e) Access to areas where University-owned intellectual property including confidential information is made available, seen or used and to confidential documents, record etc. is to be limited only to those who are inventors/ creators or are bound by confidentiality agreements.
- (f) Inventor/ creator and/ or Institute personnel must take care not to disclose confidential details of University-owned and intellectual property in their publications, speeches, other communicate, without prior expressed permission.

9.4 OWNERSHIP

9.4.1 IN-HOUSE RESEARCH

All rights in respect of investigations carried out at the University shall vest in and be the absolute property of the University except in respect of the activities carried out jointly with other institutions or agencies or under a sponsorship by an agency, in which case the ownership will be decided and agreed upon mutually.

9.4.2 SPONSORED RESEARCH

Intellectual Property Rights (IPRs) of inventions arising out of research projects undertaken on behalf of the sponsoring agencies shall be taken jointly in the

name of the University and sponsoring agencies; when the sponsoring agencies bear the cost of filing and maintaining of the IPR equally. If the sponsoring agencies or not forthcoming, the University at its discretion may file the application with absolute ownership and University will meet the entire cost of filing and protection of IPR.

9.4.3 COLLABORATIVE RESEARCH

All intellectual property jointly created, authored, discovered, invented, conceived or reduced to practice during the course of collaborative research undertaken jointly by University with Collaborating Institutions, shall be jointly owned; and the Collaborating Institutions will be requested to bear the cost of filing and maintenance of the IPR. In case the Collaborating Institutions are not forthcoming to bear fully the cost of filing and maintenance, if considered expedient by the University, the University will share the cost equitably with the collaborating Institutions. Where the Collaborating Institutions are not forthcoming for filing joint IPR application, the university at its discretion may file the application with absolute ownership and the University will meet the entire cost of filing and protection of IPR.

10. TECHNOLOGY TRANSFER

- (a) The Intellectual Property of the AUMP held either in the name of AUMP or jointly with other Institutions/Industry will be marketed for commercial exploitation under agreements involving technology transfer, licensing and revenue sharing models.
- (b) The IP Cell, the research interface of AUMP shall identify potential licensee(s) for the IP to which AUMP has ownership. in case of joint ownership, the Organization/Industry which has sponsored the activity, will have the first right to commercially utilize and exploit Intellectual Products emanating from the collaboration activity, whether or not the same has been formally protected by patent(s). The licensing to commercially exploit would involve technology transfer
- (c) Fee and also royalty payment from the first date of such commercial exploitation for a period that will be as mutually agreed upon.
- (d) In the event of other collaborating organization/ industry not undertaking the commercial exploitation within a reasonable period of two years from first date of development of the technology. AUMP reserves the right to transfer the said know-how to a Third Party for its commercial exploitation and use. In such instance, however, AUMP shall share the net proceeds from such commercial assignments, in equal measure with the collaborating organization/industry in the ratio 1:1.

- (e) AUMP would endeavour to exploit the IP by IP Cell and thereby bring to a favorable light the IP produced by its Inventor(s). The Inventor(s) May seek AUMP to assign the rights to them after a certain holding period.

11. REVENUE SHARING

- (a) The revenue arising out of licensing of IP and royalty would be shared in the appropriate ratio between the inventor(s) and the University. The ratio shall be decided on case to case basis, depending on nature of research and the resources utilized. The inventor being employee of University shall be bound by such decisions.
- (b) The Premium (License Fee) and the royalty amount may be decided by University on case to case basis, considering all the costs incurred by AUMP, which include filing of patents, protection, maintenance, marketing and other associated costs.

12. INFRINGEMENT, DAMAGES, LIABILITY AND INDEMNITY

- (a) As a matter of policy, AUMP shall, in any contract between the licensee and AUMP, seek indemnity from any legal proceedings including this, but not limited to manufacturing defects, production problems, design guarantee, up gradation obligation.
- (b) AUMP shall also ensure that AUMP personnel have an indemnity clause built into the agreements with licensee(s) while transferring technology or copyrighted material to licensee(s).
- (c) AUMP shall retain the right to engage in or desist from or not in any litigation concerning patent and license infringements.

13. CONFLICT OF INTEREST

The inventor(s) are required to disclose any conflict of interest or potential conflict of interest.

14. DISPUTE RESOLUTION

In case of any dispute between AUMP and the Inventor(s) regarding the implementation of the IP Policy, the inventor(s) may appeal to the University Authority. Efforts shall be made to address the concerns of the inventor(s) by developing and instituting an arbitration mechanism and arrangement. The decision in this regard would be final and binding on both University and inventor(s).

15. JURISDICTION

As a policy, all agreements to be signed by AUMP will have the jurisdiction of the Courts in Gwalior (Madhya Pradesh) and shall be governed by appropriate laws in India.

16. RELEVANT FORMS

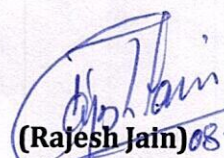
The relevant forms for applying for required patent can be accessed to/ downloaded from the website of the Office of Controller General of Patents, Designs and Trademarks i.e. www.ipindia.nic.in.

For registration of copyright the relevant forms can be accessed to/ downloaded from copyright.gov.in.

17. CONCLUSION

An IPR facilitating Cell shall be an interface between the University faculties/ students and the IP attorney. The Cell shall guide and help the faculty and students of the Amity University Madhya Pradesh in patentability assessment and to apply for Patents/ Copyright / Trademark application. The University faculty/ student desirous of filing a Patent or Copyright or Trademark application would be advised to contact IPR Cell regarding these issues. Invention Disclosure description (invention disclosure format is to be forwarded along with the duly signed approval form to the IP Cell for further action.) Invention disclosure/ Patent / Copyright/ Trademark and similar documents are to be treated as confidential and would be under special duty to maintain confidential signing of a non-disclosure agreement by personnel of the IP Cell.

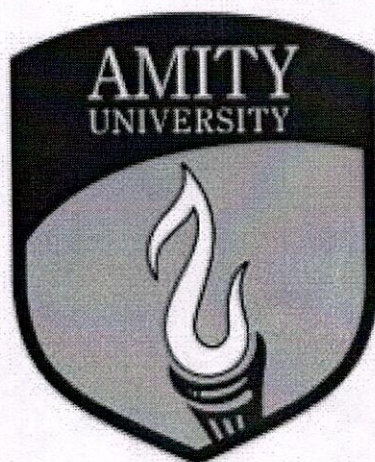
The IPR Cell shall correspond with the Attorney and the inventors on IP matters. The committee for approval for patent filing would consist of concerned HOI (Head of the Institute), Dean Research and nominee of the Vice-Chancellor.


(Rajesh Jain) 08.01.2020
Registrar

Copy to :-

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

AMITY UNIVERSITY MADHYA PRADESH



Standard Operating Procedures (SOP) for University Research Policy Guidelines (Total Page 07)

Ref: AUMP/RO/SOP/2020/05

Date: 08 January, 2020

UNIVERSITY RESEARCH POLICY GUIDELINES

Introduction

1. Scope/ Applicability of the Policy

This is a University policy which is applicable to all the existing faculty members, staff and students of AUMP engaged in any kind of research and development activity.

2. Policy Statement

Amity University is committed to be a Research and Innovation Driven University and contribute to India for becoming a global knowledge superpower through proper education, exhaustive research work and innovation. It is equally important to ensure that the end products and outputs of such research are properly disseminated to reach the widest possible target audience for the benefit of mankind at local, national and international level. To achieve this goal, it is imperative to pursue cutting-edge basic, target oriented, and applied research activities in all domains/ faculty of studies in a transparent, responsible and ethical manner for advancement of knowledge and growth and development of novel processes, technologies and products.

3. Rationale

This policy provides guidelines towards conducting research activities at all levels and is applicable to all full-time, part-time and contractual employees of the University as well as all students, whether full-time or part-time, of the University who may be engaged in any form of research activity.

4. Research Objectives

- (a) Include research as an integral part of education at the University.
- (b) Maintain and enhance the quality of research undertaken.

- (c) Enhance funding support for research through external and internal sources; create transparent, effective and efficient systems for expediting research outputs through national and international funding agencies and collaborations.
- (d) Coordinate and encourage research activities undertaken by students with the research focus of the University in alignment with the national thrust areas.
- (e) Creation and maintenance of research infrastructure to enable conduct of state-of-the-art research through funded projects.
- (f) Ensure a facilitating environment for conduct of high-quality original research by all individuals affiliated with the University and provide continued and effective support for pursuit of research activities.
- (g) Safeguard of intellectual property (IP) generated as a result of research conducted at the University.
- (h) Encourage and facilitate multi-disciplinary research collaborations within different Institutes/ Department of the University along with reputed Institutes, Universities and Research Organizations both in India and abroad.
- (i) Enhance the research profile of the University by effective dissemination of research activities and achievements of the University at all levels to maximize the impact and recognition of research done at Amity at national and international levels.

It is expected that all the existing faculty members of AUMP will undertake research activities in addition to their day to day teaching and administrative responsibilities and should seek financial assistance from various relevant funding resources for the same. All research activities should be undertaken in compliance of the University's obligations under legislation, and according to the regulatory and ethical considerations.

5 Human Resource Development & Management:

- (a) A comprehensive mapping of the core and ancillary competencies of individual faculty members should be undertaken by the Hols, along with other soft skills to identify strengths and weaknesses. This will enable identification of research potential maximizing the output from everyone. It will also facilitate designing of custom-made faculty development programs to improve their skills and help

faculty to overcome their weaknesses in order to maximize their contribution to the University.

- (b) To keep pace with the fast pace of technology change and research advancement at the National and Global level, up-grade and remain competitive, it is essential for all researchers to be continuously updated as also to enhance their knowledge and skills. While it is expected that the researchers will generate their funds for undertaking the research activities, the University may also support the research activities. The extent of support will be decided based on the potential of research outcome on peer review. It is expected from the researcher to ensure potential benefits to the University.
- (c) There are several distinguished scientists, researchers, academicians and other persons of eminence who may be associated with Amity in different capacities. Based on the relevant research expertise, the Hols may nominate a full-time faculty who may be made responsible for maintaining regular interaction with such persons. These luminaries may be invited to deliver Guest Lectures/ talks during various seminars / conferences/workshops etc.
- (d) Regular Trainings and Workshops should be conducted to develop concepts/ideas and enhance national/international research collaborations.
- (e) In order to attract brilliant, young minds to pursue research, Amity University will offer fellowships for undertaking projects for doctoral and post-doctoral studies under "Amity Research Fellowship (ARF) scheme" as detailed separately.
- (f) All faculty members are expected to guide undergraduate, postgraduate and/or doctoral students during their training/ research projects/ dissertation; as detailed under the policy "Student Research Projects" separately.

6. Generation and Utilization of Funding Resources for Research

All faculty members are expected to seek funding from external sources to support research activities. In exceptional cases, University may provide financial support/ seed money for testing feasibility of new ideas/concepts and/or potential conversion of research ideas/concepts into products/technology for economic and/or societal benefits, as detailed under the policy "University Funding for Research" separately.

In this regard the following points are to be followed:

- (a) To keep AUMP researchers updated with information regarding schemes for funding opportunities announced by different national or international government/ semi-government/ private agencies from time-to-time. The concerned Directorate for Research and Publications shall collate all such information and disseminate the same to the researchers for whom the schemes are most appropriate.
- (b) The concerned Directorate shall clearly define the objectives, purpose, deadlines and other critical information to the researchers along with a link to the website for detailed information.
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- (e) To improve the quality of research proposals Directorates shall organize training workshops for young researchers on a regular basis to sensitize them on the art of writing research proposals for improving the chances of success. These workshops will be organized on a regular basis at various locations involving experts from both within and outside the University.
- (f) Prior to submission to the funding agency, all research proposals must be submitted to concerned Directorate for review **at least 2 weeks before the proposal submission deadline. The Directorate will also ensure the quality of the proposal through peer review/ area experts.** The research proposal for funding shall be submitted through the University (Registrar).
- (g) It is the responsibility of the Principal Investigator (PI)/ Project Coordinator to ensure smooth management of research project and implementation as per the procedures laid down by the relevant funding agency. It may include, but is not limited to:
 - (i) Recruitment of manpower
 - (ii) Purchase of equipment and consumables

- (iii) Utilization of Contingency and Overhead Expenses
- (iv) Timely submission of technical and financial reports
- (h) The progress of all research projects, funded by external or internal sources, will be monitored by a Committee comprising of 3-5 experts from either within or outside the University so constituted by the directorate will monitor the progress of the funded projects on a periodic basis. The Committee will evaluate the progress of the project as per the timelines detailed in the project proposal, identify bottlenecks if any, and offer suggestions for better research outcomes.
- (i) All funds allocated in the research project will be utilized for the specific purposes for which they have been allocated (for e.g., manpower, equipment, consumables, travel, contingency, etc). All activities will be as per the rules and regulations of the University, and as per the guidelines laid down by the relevant funding agency.

7. Utilization and Dissemination of Research Outcomes:

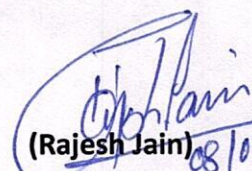
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- (b) Protection of Intellectual Property (IP) generated as an outcome of research, and conversion of the same for commercial benefit and/or societal use under the University guidelines as enumerated separately in the Policy for Intellectual Property Research.
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related fields, and forging collaborations with eminent researchers outside the University, following the guidelines as enumerated in the University Policy for Publication of Research.

- (f) Publication of Monographs/Books/Book Chapters/Newsletters for compiling advances in a specific area of research and its dissemination to specific target audiences.

8. Rules & Regulations

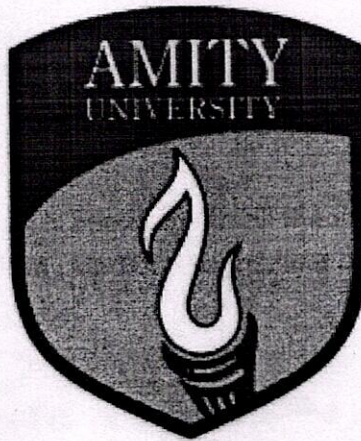
All research activities are required to be conducted according to the rules and regulations of the Amity University Madhya Pradesh in compliance with all the obligations of the University under statutory body/ University regulations and meeting any other ethical and contractual obligations.


(Rajesh Jain) 08/01/2020
Registrar

Copy to :-

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

AMITY UNIVERSITY MADHYA PRADESH



University Research Policy Guidelines (Total Page 07)

A handwritten signature in blue ink, appearing to read "Ajay Bani", is written over a horizontal line.

Registrar
Amity University Madhya Pradesh
Gwalior

Ref: AUMP/RO/SOP/2020/05

Date: 08 January, 2020

UNIVERSITY RESEARCH POLICY GUIDELINES

Introduction

1. Scope/ Applicability of the Policy

This is a University policy which is applicable to all the existing faculty members, staff and students of AUMP engaged in any kind of research and development activity.

2. Policy Statement

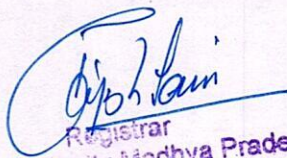
Amity University is committed to be a Research and Innovation Driven University and contribute to India for becoming a global knowledge superpower through proper education, exhaustive research work and innovation. It is equally important to ensure that the end products and outputs of such research are properly disseminated to reach the widest possible target audience for the benefit of mankind at local, national and international level. To achieve this goal, it is imperative to pursue cutting-edge basic, target oriented, and applied research activities in all domains/ faculty of studies in a transparent, responsible and ethical manner for advancement of knowledge and growth and development of novel processes, technologies and products.

3. Rationale

This policy provides guidelines towards conducting research activities at all levels and is applicable to all full-time, part-time and contractual employees of the University as well as all students, whether full-time or part-time, of the University who may be engaged in any form of research activity.

4. Research Objectives

- (a) Include research as an integral part of education at the University.
- (b) Maintain and enhance the quality of research undertaken.


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Amity University Madhya Pradesh
Gwalior

- (c) Enhance funding support for research through external and internal sources; create transparent, effective and efficient systems for expediting research outputs through national and international funding agencies and collaborations.
- (d) Coordinate and encourage research activities undertaken by students with the research focus of the University in alignment with the national thrust areas.
- (e) Creation and maintenance of research infrastructure to enable conduct of state-of-the-art research through funded projects.
- (f) Ensure a facilitating environment for conduct of high-quality original research by all individuals affiliated with the University and provide continued and effective support for pursuit of research activities.
- (g) Safeguard of intellectual property (IP) generated as a result of research conducted at the University.
- (h) Encourage and facilitate multi-disciplinary research collaborations within different Institutes/ Department of the University along with reputed Institutes, Universities and Research Organizations both in India and abroad.
- (i) Enhance the research profile of the University by effective dissemination of research activities and achievements of the University at all levels to maximize the impact and recognition of research done at Amity at national and international levels.

It is expected that all the existing faculty members of AUMP will undertake research activities in addition to their day to day teaching and administrative responsibilities and should seek financial assistance from various relevant funding resources for the same. All research activities should be undertaken in compliance of the University's obligations under legislation, and according to the regulatory and ethical considerations.

5 Human Resource Development & Management:

- (a) A comprehensive mapping of the core and ancillary competencies of individual faculty members should be undertaken by the Hols, along with other soft skills to identify strengths and weaknesses. This will enable identification of research potential maximizing the output from everyone. It will also facilitate designing of custom-made faculty development programs to improve their skills and help


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faculty to overcome their weaknesses in order to maximize their contribution to the University.

- (b) To keep pace with the fast pace of technology change and research advancement at the National and Global level, up-grade and remain competitive, it is essential for all researchers to be continuously updated as also to enhance their knowledge and skills. While it is expected that the researchers will generate their funds for undertaking the research activities, the University may also support the research activities. The extent of support will be decided based on the potential of research outcome on peer review. It is expected from the researcher to ensure potential benefits to the University.
- (c) There are several distinguished scientists, researchers, academicians and other persons of eminence who may be associated with Amity in different capacities. Based on the relevant research expertise, the Hols may nominate a full-time faculty who may be made responsible for maintaining regular interaction with such persons. These luminaries may be invited to deliver Guest Lectures/ talks during various seminars / conferences/workshops etc.
- (d) Regular Trainings and Workshops should be conducted to develop concepts/ideas and enhance national/international research collaborations.
- (e) In order to attract brilliant, young minds to pursue research, Amity University will offer fellowships for undertaking projects for doctoral and post-doctoral studies under "Amity Research Fellowship (ARF) scheme" as detailed separately.
- (f) All faculty members are expected to guide undergraduate, postgraduate and/or doctoral students during their training/ research projects/ dissertation; as detailed under the policy "Student Research Projects" separately.

6. Generation and Utilization of Funding Resources for Research

All faculty members are expected to seek funding from external sources to support research activities. In exceptional cases, University may provide financial support/ seed money for testing feasibility of new ideas/concepts and/or potential conversion of research ideas/concepts into products/technology for economic and/or societal benefits, as detailed under the policy "University Funding for Research" separately.

In this regard the following points are to be followed:


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- (a) To keep AUMP researchers updated with information regarding schemes for funding opportunities announced by different national or international government/ semi-government/ private agencies from time-to-time. The concerned Directorate for Research and Publications shall collate all such information and disseminate the same to the researchers for whom the schemes are most appropriate.
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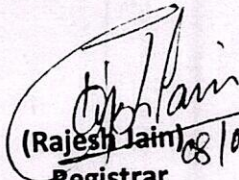

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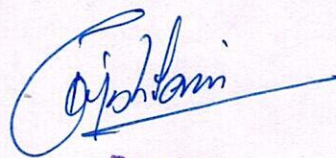
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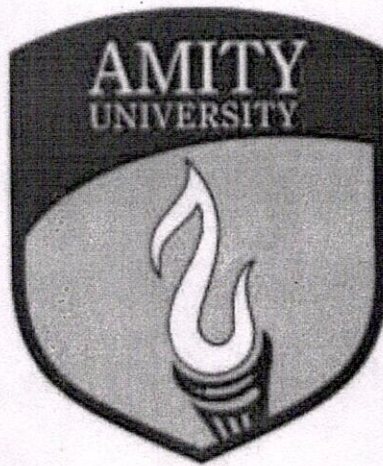

(Rajesh Jain) 08/01/2020
Registrar

Copy to :-

1. PS to Hon'ble Vice Chancellor
2. Pro-Vice Chancellor Office
3. Dy. Pro-Vice Chancellor
4. Dean (Research)
5. All HoI's
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Registrar
Amity University Madhya Pradesh
Gwalior

AMITY UNIVERSITY MADHYA PRADESH



**Standard Operating Procedures (SOP) for
PROMOTION OF INNOVATION AND START-UP
(Total 9 pages)**

AMITY UNIVERSITY

MADHYA PRADESH

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

Ref: AUMP/RO/SOP/2021/242

Date: 27 August, 2021

POLICY GUIDELINES FOR THE PROMOTION OF INNOVATION AND START-UP

1.0 Short Title, Application and Commencement

1.1 These guidelines may be called Amity University Madhya Pradesh "Policy guidelines for the promotion of innovation and start-up."

1.2 These guidelines shall apply to all Faculty members, Staff, Research fellows, Ph.D. Scholars and students of Amity University Madhya Pradesh

1.3 The Policy Guidelines shall come into force with effect from the date of approval.

2.0 Introduction

The Ministry of Human Resource Development in 2019, released the National Innovation and Startup Policy 2019 for students and faculty of Higher Education Institutions (HEIs) with an aim of building a strong ecosystem at HEI's for nurturing creativity and entrepreneurial abilities amongst the youth as well as creating a conducive environment for entrepreneurial projects. The vision behind the initiative is to facilitate engagement of student and faculty in innovation and entrepreneurship which will drive a sustainable economic growth by becoming a source of job creation.

Innovation and Entrepreneurship has emerged as one of the key points of higher education system with focus to give impetus to overall economic development for realising the vision of self-reliant India (Atmanirbhar Bharat). In the light of this, Amity University needs a policy document for reference and guidance for all stakeholders.

This Innovation and Startup policy shall also act as a catalyst in creating more campus entrepreneurs by providing awareness on taking entrepreneurship as a preferred career.

2.1 Background

In past the various Ministries of the Government of India have initiated several activities for the growth of innovation and startup ecosystem.

Over the last decade, there has been a growing realization in India that with its 65% of the population under the age group of 35 years, it is imperative that we not only explore the new avenues for their employability but also and most importantly, address their aspirations to have their own ventures. In order to provide sustainable impetus to the initiation of startups and boost innovation, it is important that the budding student entrepreneurs gets right kind of guidance and help at their campus.

2.2 Vision

Nation Building through creation of an enabling ecosystem for supporting innovation and nurturing startups amongst the campus community.

2.3 Mission

To educate students on taking entrepreneurship as a preferred career and help create a larger number of student-driven, on campus sustainable start-ups.

2.4 Objectives

The objectives of these guidelines are:

- i. To encourage student and faculty to pursue innovation and entrepreneurship.
- ii. To inspire students and faculty to align with the University's broad based goal i.e. enhance employability and entrepreneurial capability among students.
- iii. To foster an ecosystem to generate ideas across disciplines that can be transformed into successful innovative technologies, products and services
- iv. To develop mechanism for technology development and technology transfers.
- v. To provide mentorship, guidance and support to create start-ups.
- vi. To collaborate with various government departments, research organisations, industry and funding agencies to promote and support innovation, technology development and startups.
- vii. To create an institutional framework for effective implementation, monitoring and evaluation of this policy.

3.0 Definitions

- i. **Accelerators:** Startup Accelerators design programs in batches and transform promising business ideas into reality under the guidance of mentors and several other available resources.
- ii. **Angel Investors and Venture Capital Funds:** Individuals or firms financing startups
- iii. **Academic Programme:** The academic programmes in all streams consists of core courses, domain electives, open electives and value addition courses
- iv. **Academic Programme Worksheets:** As per choice-based credit system the student has a choice of courses from a basket of courses to finalize his academic programme worksheet.
- v. **Cash flow management:** Cash flow management is the process of tracking how much money is coming into and going out of your business.
- vi. **Co-Creation:** Co-creation is the act of creating together. When applied in business, it can be used as is an economic strategy to develop new business models, products and services with customers clients, trading partner or other parts of the same enterprise or venture.
- vii. **Entrepreneurship Course Curriculum:** It refers to the course contents and academics that are provided to students for entrepreneurship development and awareness. It includes courses on business opportunity identification, business idea generation, creativity and innovation, B-plan and feasibility, Government policies etc.
- viii. **Equity:** An equity share, commonly referred to as ordinary share also, represents the form of fractional or part ownership in which a shareholder, as a fractional owner, undertakes the maximum entrepreneurial risk associated with a business venture. The holders of such shares are members of the company and have voting rights.

- ix. **Incubation:** Incubation is a unique and highly flexible combination of business development processes, infrastructure and people, designed to nurture and grow new and small businesses by supporting them through the early stages of development.
- x. **Intellectual Property Rights Licensing:** A licensing is a partnership between an intellectual property rights owner and another who is authorized to use such rights (licensee) in exchange for an agreed payment (fee or royalty).
- xi. **Pedagogy:** It refers to specific methods and teaching practices (as an academic subject or theoretical concept) which would be applied for students working on start-ups.
- xii. **Pre-incubation:** It typically represents the process which works with entrepreneurs who are in the very early stages of setting up their company. Usually, entrepreneurs come into such programs with just an idea of early prototype of their product or service. Such companies can then graduate into full-fledged incubation programs.
- xiii. **Start-up:** An entity that develops a business model based on either product innovation or service innovation and makes it scalable, replicable and self-reliant.
- xiv. **Student Start-up:** A Start-up that is initiated by student(s) enrolled in any academic institution Of Amity University Madhya Pradesh.
- xv. **Technology commercialization:** Technology commercialization is the process of transitioning technologies from the research lab to the marketplace
- xvi. **Technology licensing:** Agreement whereby an owner of a technological intellectual property (the licensor) allows another party (the licensee) to use, modify, and/or resell that property in exchange for a compensation.
- xvii. **Venture Capital:** It is the most well-known form of start-up funding.

4.0 Strategies & Governance for promotion of entrepreneurship

4.1 Creation of appropriate Infrastructure: -

- 4.1.1 University to provide latest core infrastructural facility for innovation and startup activities such as ready to use infrastructure including fully furnished sitting arrangement, computers with internet connectivity, electricity, water, security and other office.
- 4.1.2 Facilities such as research labs, testing labs, design studios, Entrepreneurship development centre, Technology transfer cell, IPR cell, Technology enabling centre, to be made available.
- 4.1.3 Promotional support for incubators and startups etc. should be setup
- 4.1.4 Availability of resources for pre-incubation and development of common facilities to be made available as a part of financial strategy for prospective innovators and entrepreneurs. To work on entrepreneurial agenda budgetary provision to be made available in terms of:
 - i. Fund raising from Government funding agencies such as DST, MHRD, AICTE NRDC, Startup India, Invest India, MeitY etc., industries and other private networks
 - ii. Support from Alumni network and active engagement with corporates under CSR activities.
- 4.1.5 Promotion of Innovation and Entrepreneurship to be one of the agenda in annual planning of the University as a part of planning strategy. Proper mechanism to be introduced for monitoring and assessment to facilitate for the development goals as per annual planning
- 4.1.6 All the Advisers, Deans and Hols will be responsible for implementation of Innovation and Entrepreneurship goals for long term sustainability of the vision and mission statements along with appropriate focus on it.
- 4.1.7 Smooth processes to be developed for decision making and solving hierarchical barriers.

- 4.1.8 Wide publicity of Innovation and Entrepreneurial agenda across all domains and department of the University to be given for promoting innovation through multidisciplinary approach.
- 4.1.9 The university will participate in various activities related to innovation and startups promoted by MoE, UGC, AICTE and other government bodies, industry and academia in order to develop the spirit, skill and competencies of innovation and entrepreneurship.
- 4.1.10 AUMP to develop pedagogical Interventions like infuse design thinking into the syllabi and inclusion of Innovation and Entrepreneurship programmes in curriculum to facilitate start-up process by seamlessly integrating the incubation value chain into the academic programs to have early exposure of incubation value chain to potential student start-ups.
- 4.1.11 Encouragement of participation of Students and Faculty members in national and state level activities like seminar, conference/in-house programmes of Incubators/Accelerators, bootcamps and other similar programmes related to Innovation/Entrepreneurship/IPR/Design.
- 4.1.12 University to host regularly start-up related national level dialogues, workshops and conferences to benchmark its own progress and influence national policy makers to shape futuristic policies and action strategies to promote Innovation and Student Start-ups in affiliating- type Universities.

4.2 Enabling environment for promoting entrepreneurship and start-ups

4.2.1 Students: -

- i. Students are expected to have 100% attendance. However relaxation in attendance up to 25% can be given.
- ii. The institute would allow their students to take a semester/year break (as per recommendation of Head of the Institution) to devote time on the startup venture.
- iii. Appropriate credits to be awarded based on the recommendations of the review committee for Student entrepreneurs showing positive results in enterprise.
- iv. Conducting regular Webinars on Innovations and Startups every semester.
- v. Facilitate Start-ups by Alumni (within 3 years of graduation)

4.2.2 Faculty: -

- i. University to allow faculty to take off for a semester / year in the form of as sabbatical/ casual leave/ earned leave/ unpaid leave for working on technology transfer/startups/student startups.
- ii. The seniority and other academic benefits during such period may be preserved for such faculty.

4.3 Creating Innovation Pipeline and Pathways for Entrepreneurs

- 4.3.1 The University to facilitate creation of innovation pipeline and pathways in two stages, one for the development of innovative products and services for societal benefit encompassing the sectors for sustainable development and the second one for monetizing such innovations through start-ups/technology transfer.
- 4.3.1.1 The mechanism developed at the University to develop skills associated with entrepreneurship innovation pipeline and pathways includes curriculum and extra curriculum based programs like training programs in form of Webinars / Lectures /

Hands-on Workshops. The following programs will be offered to all students and can be organized at three levels viz., Beginners, Intermediate, and Advanced level:-

- a) Ideation, process of generating ideas, which has been formalized for solving tangible and practical problems. It can be taught to participants through Curriculum and extra curriculum-based programs like training programs in form of Webinars / Lectures / Hands-on Workshops / Curriculum on Design Thinking / Market Research etc. These programs will be offered to all students and will be organized at three levels viz., Beginners, Intermediate, and Advanced level.
 - Credit course to be offered on Idea Generation during each semester.
 - Periodic/regular competition(s) on Idea Generation for National Priority Areas to be conducted and the winners will be facilitated with recognition and help them out in implementation of the ideas and IP protection.
 - b) Implementation: It is the process of converting ideas into products and is a very mature field
 - Credit course to be offered on Product Design in each semester.
 - Tinker Labs and Specialized Technology Labs with off the Shelf Components for quick integration and testing of Idea/concept should be developed for all the key technologies like IoT / Blockchain / AI etc.
- 4.3.1.2 All Competitions at national level should be advertised and teams to be prepared for winning the competitions. There are two broad categories of participants who will be catered are as follows:
- a) AUMP
 - b) Non-AUMP

Though the primary focus will be to support and help participants mainly within the University however, appropriate mechanisms to be adopted for organizing training programs and competitions for participants from outside AUMP to extend and facilitate the necessary support selected participants on case to case basis.

4.4 Building Organizational Capacity, Human Resources, and Incentives

- 4.4.1 The existing faculty will be trained in entrepreneurship development skills through various Faculty development programmes and Entrepreneurship Development Programmes.
- 4.4.2 The concept of Innovation mentors in all departments and Institutes will help in cross disciplinary research and innovation with linkages in various areas. This will help in utilization of resources and cross- fertilization of knowledge across the university.
- 4.4.3 Faculty and staff should be encouraged to undertake courses/trainings/certification on innovations, entrepreneurship and IPR.
- 4.4.4 Experts from industry/accelerators and incubators/Entrepreneurship development Institutes to be invited for guest lectures and industry collaboration for knowledge advancement and to extend support to the existing system
- 4.4.5 In order to attract and retain right people, Amity University will review academic and non-academic incentives and reward mechanisms for all faculty and stakeholders to actively support entrepreneurship agenda and its activities.

4.5 Incentives for Faculty & Students Driven Innovations and Startups

To ensure exposure of maximum students to innovation and pre incubation activities at their early stage, setting students' academics friendly norms and guidelines for giving suitable incentives.

4.5.1 Incentivizing Students

- 4.5.1.1 AUMP will permit the students to setup social, tech and non tech startup right from the first year of their program. Students can work part time/work as an intern for the startups incubated at AUMP while studying.
- 4.5.1.2 AUMP will permit the student entrepreneurs working on a startup idea right from the first year of their program of study to convert their startup project as their final year project towards degree completion.
- 4.5.1.3 AUMP will permit student innovators/entrepreneurs to opt for startup in place of summer training.
- 4.5.1.4 The students will be encouraged to take up same discipline/inter-disciplinary or multi-disciplinary projects and such teams may consist of students from more than one branch of Engineering and Management. For such a project, there will be a faculty guide from each of the concerned departments and the guides will work together to support the project. For working on innovative prototypes/business Models students can earn credits.

4.5.2 Incentivizing Faculty for Entrepreneurship

- 4.5.2.1 Faculty/staff can take shares upto 2% in student startups, as long as they do not spend more than 10% of office time on the start-ups in advisory or consultative role and do not compromise with their existing academic, research and administrative work /duties.
- 4.5.2.2 In case the faculty/ staff holds the executive or managerial position for more than three months in a start-ups, then they will go on sabbatical/ leave without pay/ earned leave.

4.5.3 University share

- 4.5.3.1 In return of the services and facilities, University may take 2% to 9.5% equity/ stake in the start-ups/ company, based on brand used, contribution, support provided and use of institute's IPR on case to case basis.

5.0 Incubation & Pre-Incubation support

5.1 Policy defining the support to be extended to start up during Incubation and Pre Incubation period by Amity Incubation centre by

- 5.1.1 Supporting the aspiring young entrepreneurs/students in building and evolving viable business plan, pre implementation studies and support till roll out
- 5.1.2 Setting up its own fund or set up a fund with the support from multiple stakeholders (HNI's) and create Prototype Fund that will help very early-stage startups.
- 5.1.3 Supporting incubation and student projects based on merit within the availability of funds, after detailed evaluation of the Project on refundable

basis. AUMP support will solely be made at its discretion after evaluation of the ideation concept, project, plan feasibility and other due consideration of the associated factors

- 5.1.4 Setting up an Incubation Centre desk for periodical guidance, mentoring to the eligible enlisted start ups

6.0 IPR Ownership of Technologies Developed at University

- 6.1 The University IPR Coordinator to extend all support for prior art search, filing of the patent, RFE/FER Filing, facilitation of patent grant. Since the University resources like research infrastructure, manpower, enterprise structures and funds are utilized or when IPR is developed as a part of curriculum/ academic activity, all IP rights shall vest with the University and be the absolute property of the university.
- 6.2 When inventors wish to incubate a company and license the product to this company, the maximum royalty shall be 8% of the sale price or net sales. In-case of equity stake it shall be between 2% to 8%. However, in-case of a pure software product licensing, the revenue sharing will be mutually decided between the University and the incubated company.
- 6.3 When a Product/ IPR is developed by innovators not using any of the institute facilities, outside office hours (for staff and faculty) or not as a part of curriculum by student, then product/ IPR will be entirely owned by the inventors in proportion to the contributions made by them. In this case, inventors can decide to license the technology to third parties or use the technology the way they deem fit.
- 6.4 When product/IP is developed utilizing university facilities and funds then University's IPR cell/incubation center/Technology Transfer Office will be a coordinator and facilitator for providing services to faculty, staff and students. IPR coordinator will examine whether the IPR is worth patenting. The committee should consist of an internal domain expert who have experience and excelled in technology translation, one technology transfer expert and an IPR expert. However, when product/ IPR is developed by innovators not using any of the institute facilities and funds then they alone will have a say in patenting.

6.5 Committees and its Composition

6.8.1.1 Composition :-

- a. Chairperson - **Dean/HoI/Senior professor nominated by Vice Chancellor**
 - b. Member – Senior expert from outside the Institute, to be nominated by the Vice Chancellor.
 - c. Member(s) - Professors well versed aspects of Entrepreneurship to be nominated by the Dean.
 - d. Member secretary -E-Cell coordinator nominated by Dean
- i. The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 3 out of 5 members (including Chairman).
 - ii. The committee shall have the power to assess the issues and requests put forth before them and shall submit their recommendations on each case within a period of 30 days from the date of receipt of case.

7. Pedagogy & Learning Interventions for Supporting Innovations & Start-ups

AUMP will adopt and produce desirable learning outcomes as part of curricular, co-curricular and extra-curricular level. The following pedagogy and learning interventions to be adopted

- i. The Entrepreneurial Eco-System would be enhanced by promoting a conducive environment, strong inter-business partnerships for a purposeful endeavour to resolve a community problem.
- ii. To develop creative mind-set tools for students to build creativity, life-long learning orientation, identification of skill-sets of individual students- with directive, participative learning. It should be an enabling exercise to enable them to develop and own skill-based workshops, rotate experiential learning activities to activate others within the campus.
- iii. Learning to be incorporated within students by development of multi-level, multidisciplinary, heterogeneous groups. These groups may be encouraged to identify efficacious ideas, thoughts, ventures, industry cases, projects, plans, strategies applied for rebuilding people lives, livelihoods, reconstruction of local institutions and establishments
- iv. Students will be trained to prepare financial objectives, financial budget plan for the initial start-up and calculate tentative cash flow and inflows, sales volumes, assets and liabilities, essential/non-essentials items requirements and sources from where they can be procured. The student will be skilled identify the infrastructure resource plan for initiating the project start-up.
- v. Tools for start-up progress evaluation to identify any deviations from the initial idea and ensure equity, efficiency, effectiveness, adequate satisfaction, highest consumer preference(pareto-optimality), public interest and public responsiveness and sustainability in the project to be developed. The prospective student entrepreneur should conduct comprehensive evaluation of process, impact, outcomes, drawbacks, cost-benefit analysis, cost-effectiveness analysis, statistical studies, qualitative and ascertain the improvements needed for start-up impact.
- vi. Learning pedagogies will be developed for startup evaluation, developing a contingency plan. Project analysis etc

The above policy statements have been inducted keeping in mind the current student start- up initiatives/practices undertaken by the University and can be modified if required

(Rajesh Jain)
Registrar 27/8/2021


Copy to :-

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