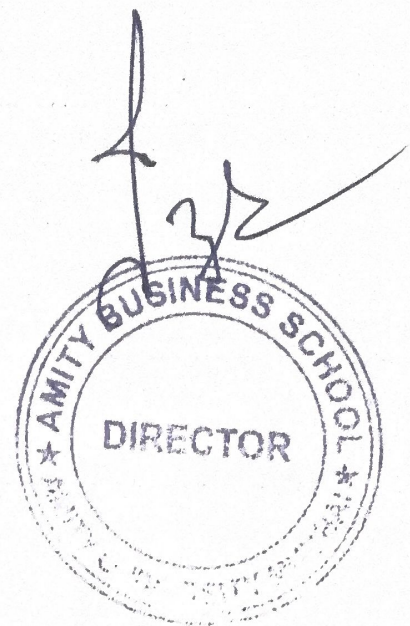




AMITY BUSINESS SCHOOL

Academic Audit & Action Taken During Period of Assessment

Sr. No.	Year	Semester	Date
1	Academic Year- 2024-25	Even	April-2025
		Odd	November 2024
2	Academic Year- 2023-24	Even	April-2024
		Odd	November 2023
3	Academic Year- 2022-23	Even	April-2023
		Odd	November 2022





Amity Business School

Academic Audit Action Taken Report

Even Semester- 2024-25

- Based on parent's feedback, additional grooming sessions were conducted. Sessions focused on communication skills, resume writing, interview techniques, and confidence-building.
- The Career Resource Cell (CRC) invites companies from sectors such as IT, Manufacturing, Finance and Consulting. Recruitment efforts emphasized domain-specific alignment with academic streams.
- CRC was directed to expedite issuing offer letters to placed students for transparency and morale.
- All faculty conducted lectures aligned with their allotted subjects. Each subject featured a minimum of two domain-specific sessions. Faculty will continue delivering multiple lectures per subject to enrich student understanding.
- Each faculty member uploaded at least two module-based quizzes to the Learning Management System. These quizzes are designed to evaluate student understanding and module-specific proficiency.
- Quiz uploads will continue regularly to support ongoing assessment and progress tracking.
- All examinations will be conducted strictly as per the dates given in the Academic Calendar. This maintains consistency in planning and supports student readiness.
- In response to concerns regarding study material availability, a verification process was established.
- The LMS Coordinator confirms subject-wise study material uploads prior to exams. This ensures students have complete access to essential preparation resources.





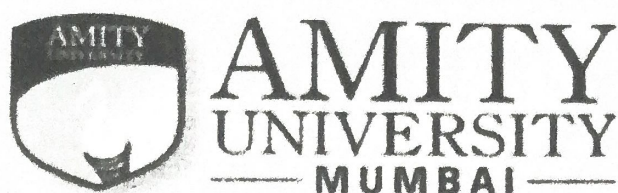
AMITY BUSINESS SCHOOL

Academic Audit Action Taken Report

Even Semester 2024-25

Concerns / Grievances	Suggested Action Taken
Usage of Speakers & Mic in classrooms	Speakers and microphones have been provided/checked for functionality to ensure audibility for all students during lectures. Regular checks are scheduled.
Queries regarding Internship	A dedicated Internship Coordinator has been assigned. FAQs and guidance materials have been uploaded on the LMS. Doubt-clearing sessions are conducted.
Queries regarding Final Placements & Early Joining	Career Resource Cell (CRC) has initiated regular placement briefings. Students are informed about early joining policies and company-specific procedures.
Hostel Issues	A grievance redressal committee has been formed for hostel-related issues. Regular inspections and feedback mechanisms have been introduced.
Not providing study material by some faculties	All faculty have been instructed to upload complete study materials on the LMS before mid-terms. LMS Coordinator monitors compliance.
Students not selected in final interviews due to lack of grooming/soft skills	Special grooming sessions were conducted focusing on communication skills, resume writing, interview techniques, and confidence-building to enhance employability.



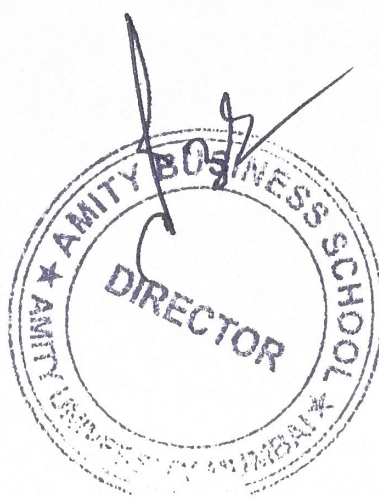


Amity Business School

Academic Audit Action Taken Report

Odd Semester- 2024-25

- Conducted an orientation session to explain the purpose and benefits of GSSC.
- The timetable was revised to avoid conflicts with core subject classes.
- Regular attendance monitoring was implemented through Amizone, Ensuring timely updates and transparency.
- The exam timetable was finalized and published well in advance in coordination with all to ensure timely communication.
- A strict internal deadline was set for paper setting and submission to avoid last minutes delays.
- Results were communicated to students by discussing and showing their mid-semester answer scripts during lectures to provide timely academic feedback.
- Recruitment is carried out in alignment with the established placement procedure.





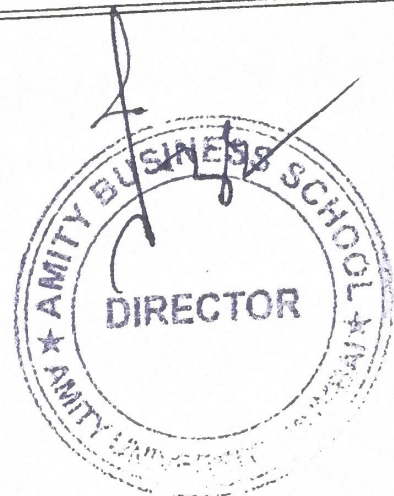
AMITY
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MUMBAI

AMITY BUSINESS SCHOOL

Academic Audit Action Taken Report

ODD Semester 2024-25

Concerns / Grievances	Suggested Action Taken
Mid-Sem Examination Pattern	Clear guidelines regarding the Mid-Sem pattern (objective/subjective, syllabus coverage, duration) have been communicated to students well in advance.
Foreign Language Classes	Schedule for foreign language classes has been revised for better student convenience. Attendance and participation are monitored for continuous improvement.
Placement Procedure adopted in AUM	Detailed placement process including eligibility, timelines, company criteria, and selection stages has been shared with students via the CRC.
Consideration of Attendance	Attendance policies have been clarified. Students with valid reasons for absence are given consideration as per university norms.



Amity Business School

Academic Audit Action Taken Report

Even Semester- 2023-24

- Faculty were instructed to upload all lecture notes, reading materials, and assignments on LSM at least 24 hours before class.
- Department coordinators now monitor compliance weekly to ensure timely uploads.
- Classrooms were re-evaluated for proper sound system functioning; faulty equipment was replaced or repaired.
- Faculty members were instructed and trained on proper usage of microphones and audio systems.
- IT support staff are now available on-call during lecture hours to address any immediate technical issues.
- A placement cell calendar was shared with all students, outlining upcoming drives, workshops, and deadlines.
- Additional training sessions (mock interviews, resume building, aptitude tests) were conducted.
- Food committee meetings were held with student representatives and catering vendors; menu and hygiene standards were reviewed and revised.
- Wi-Fi infrastructure has been upgraded to improve connectivity.
- Hostel wardens were given additional support staff for quicker issue resolution.





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AMITY BUSINESS SCHOOL

Academic Audit Action Taken Report

Even Semester 2023-24

Concern / Grievance	Action Taken
Delay or unavailability of notes & study material	All faculty have been instructed to upload study materials and class notes at least 24 hours prior to the scheduled class. Class coordinators monitor compliance.
Lack of clarity in Placement Cell Calendar	A detailed Placement Activity Calendar has been released by the Career Resource Cell (CRC), outlining timelines for pre-placement talks, tests, and interviews.
Need for additional training sessions (Mock Interviews, Resume Building, Aptitude Tests)	Additional training and grooming sessions have been introduced, including mock interviews, resume writing workshops, and regular aptitude test practice.

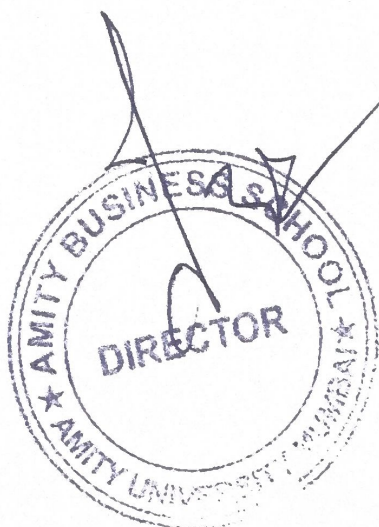


Amity Business School

Academic Audit Action Taken Report

Odd Semester- 2023-24

- The timetable was revised to avoid conflicts with core subject classes.
- Classrooms were re-evaluated for proper sound system functioning; faulty equipment was replaced or repaired.
- Faculty members were instructed and trained on proper usage of microphones and audio systems.
- IT support staff are now available on-call during lecture hours to address any immediate technical issues.
- Conducted an orientation session to explain the purpose and benefits of GSSC.
- A placement cell calendar was shared with all students, outlining upcoming drives, workshops, and deadlines.
- Additional training sessions (mock interviews, resume building, aptitude tests) were conducted.
- Food committee meetings were held with student representatives and catering vendors; menu and hygiene standards were reviewed and revised.
- Wi-Fi infrastructure has been upgraded to improve connectivity.
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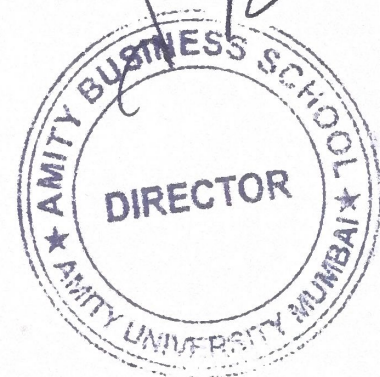


AMITY BUSINESS SCHOOL

Academic Audit Action Taken Report

ODD Semester 2023-24

Concern / Grievance	Action Taken
Timetable revisions causing conflict between core subject classes	The timetable was reevaluated and restructured to avoid class overlaps. Core subject timings were given priority to ensure smooth academic scheduling.
Improper sound system in classrooms	A proper sound system was installed. Faculty members were trained on the effective use of microphones and audio systems to ensure better audibility.
Food quality and hygiene in campus dining	Food Committee meetings were conducted to review hygiene practices. Vendors were instructed to maintain food safety standards and follow a standardized menu.
Poor Wi-Fi connectivity affecting academic and administrative activities	Wi-Fi infrastructure was upgraded across campus to improve internet speed and reliability. IT support teams were assigned to monitor and resolve issues promptly.

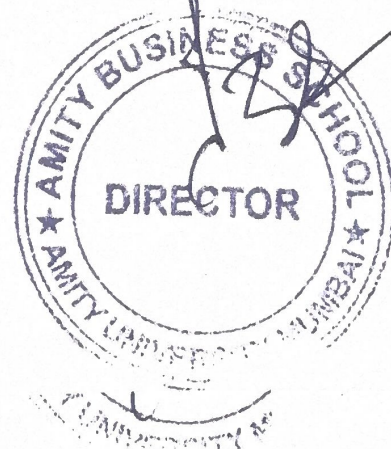


Amity Business School

Academic Audit Action Taken Report

Even Semester- 2022-23

- A new policy mandates the publication of detailed exam timetables at least 30 days in advance.
- Regarding exam schedules are now sent via both email and the student portal.
- The timetable was revised to avoid conflicts with core subject classes.
- Classrooms were re-evaluated for proper sound system functioning; faulty equipment was replaced or repaired.
- A separate timetable management system was created for visiting faculty, ensuring better alignment with the main schedule.
- All visiting faculty are now required to confirm their availability at least two weeks before their scheduled sessions.
- A dedicated coordinator was appointed to monitor attendance and punctuality for visiting faculty classes.
- A placement cell calendar was shared with all students, outlining upcoming drives, workshops, and deadlines.
- Additional training sessions (mock interviews, resume building, aptitude tests) were conducted.
- Food committee meetings were held with student representatives and catering vendors; menu and hygiene standards were reviewed and revised.
- Wi-Fi infrastructure has been upgraded to improve connectivity.
- Hostel wardens were given additional support staff for quicker issue resolution.



AMITY BUSINESS SCHOOL

Academic Audit Action Taken Report

Even Semester 2022-23

Concern / Grievance	Action Taken
Timetable not published well in advance before exams	A new policy has been implemented mandating the publication of the exam timetable at least 30 days prior to the examination date to ensure better preparation.
No separate timetable for visiting faculty	A separate timetable is now prepared and communicated in advance for visiting faculty, ensuring no overlap and clarity in scheduling for all stakeholders.
Lack of visibility on upcoming placement activities	The Placement Cell Calendar has been shared with all students, outlining upcoming company drives, workshops, deadlines, and important CRC events.

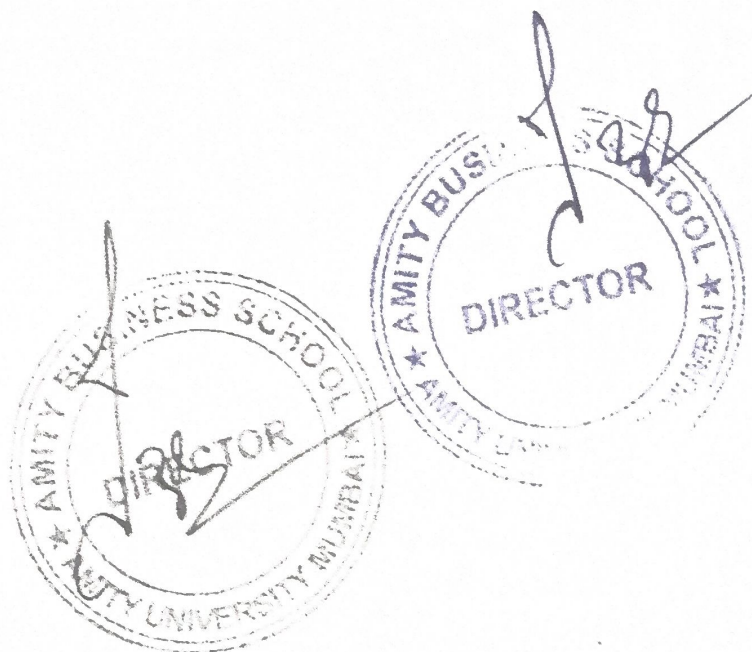


Amity Business School

Academic Audit Action Taken Report

Odd Semester- 2022-23

- The timetable was revised to avoid conflicts with core subject classes.
- Classrooms were re-evaluated for proper sound system functioning; faulty equipment was replaced or repaired.
- Faculty members were instructed and trained on proper usage of microphones and audio systems.
- IT support staff are now available on-call during lecture hours to address any immediate technical issues.
- Conducted an orientation session to explain the purpose and benefits of GSSC.
- A placement cell calendar was shared with all students, outlining upcoming drives, workshops, and deadlines.
- Additional training sessions (mock interviews, resume building, aptitude tests) were conducted.
- Food committee meetings were held with student representatives and catering vendors; menu and hygiene standards were reviewed and revised.
- Wi-Fi infrastructure has been upgraded to improve connectivity.
- Hostel wardens were given additional support staff for quicker issue resolution.



AMITY BUSINESS SCHOOL

Academic Audit Action Taken Report

ODD Semester 2022-23

Concern / Grievance	Action Taken
Classroom microphone and sound system connectivity issues	Faculty were trained on the proper use of classroom microphones and audio systems to ensure effective classroom communication and reduce technical disruptions.
Lack of grooming & placement preparation (mock interviews, resume building, aptitude)	Additional training sessions were organized including mock interviews, resume-building workshops, and aptitude test practice to enhance student employability.
Food quality and hygiene standards	Food Committee meetings were held with participation from student representatives and catering teams to ensure hygiene standards and improve meal quality.





AMITY UNIVERSITY MAHARASHTRA

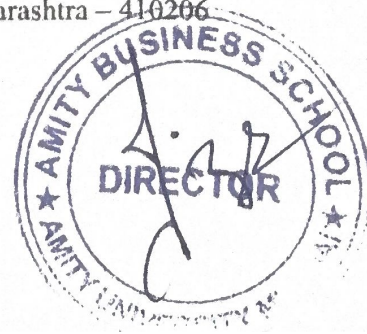
Established vide Maharashtra Act No. 13 of 2014, of Government of Maharashtra, and recognized under section 2(f) of UGC Act 1956.

Date: 01/07/2024

CORPORATE RESOURCE CENTRE

PLACEMENT POLICY

1. The onus of placements, is on the students and the Corporate Resource Centre is a facilitator towards that. The meaning of facilitation must be clearly understood here. In all circumstances, it does not imply that the CRC assures placement for all the eligible students, rather, it put in practices and processes in which participants have to put in tremendous efforts to prepare themselves on parametres such as technical and soft skill. Please note that 'CRC' is not a Placement Agency.
2. **Amity strictly follows "One Students One Job Policy".**
However, Students from Core branches will be given one additional job opportunity in their core domain,
(a). If the offer earlier received is not from Core domain
(b). The CTC has a differential of 2 LPA from previous offer or when all students are placed, whichever is earlier.
3. Since the eligibility criterion for most of the Companies is 60% throughout starting from 10th to Current Degree, hence the students with less than 60% throughout (10th, 12th, Graduation, Post-Graduation) would not be eligible for any placement assistance from the Institute/ University. The method of calculating CGPA into Percentage is $CGPA \times 10$. CGPA here would always mean the latest CGPA available with the CRC as on date. It is also noted that if any student having more than one 'back paper' Or does not meet criteria set by organizations, is not eligible for placement till he/she clear's all back-papers except one. The decision of participating organization is always final, as deemed.
4. All Students need to ensure that their data is correctly entered at their respective CRC office. If there are any changes then they need to contact their Placement Officer immediately.
5. The verbal/written job offer (defined vide Para 6) received first, is considered binding and accepted i.e., once selected by a company, the student would be considered as placed irrespective of the company/job profile/salary offered.
6. An offer would imply telephonic or written communication (by fax, e- mail, whatsapp group specially created for placement purpose) from Head-Placements or other members of the CRC who are looking after the final/ summer placement of the students. Here, it is very important for the student to make it known to the members of CRC by a written application, clearly stating the date when the offer was received (if received by the student directly).
7. Students must wear business formals for every recruitment process. Students wearing casuals during recruitment process will be sent back. Formals means Lounge suit/Blazer/Suit/Shirt & Trouser and Tie for gentlemen Students and Salwar Kameez/Saree/Business Suit with Necktie / scarf, for Lady Students. Gentlemen students must shave, except where not permitted by their religion.





AMITY UNIVERSITY MAHARASHTRA

Established vide Maharashtra Act No. 13 of 2014, of Government of Maharashtra, and recognized under section 2(f) of UGC Act 1956.

8. Strict discipline needs to be followed by every student during the recruitment process. Any students found misbehaving or indulging in any misconduct will be debarred for the entire placement season.
9. No students will be allowed to interact /contact the company executives directly during or after the selection process unless authorized by the CRC Office. Non- compliance will result in debarring the students for the Final/Summer Placement.
10. Students may be required to go to the company's office or venue, on their own, for the purpose of summer/final placement as decided by the company.
11. It is the student's responsibility to see the placement notice and submit his/her resume to the student coordinators as per the deadline specified in the notice. No resume will be accepted thereafter.
12. Participation of the entire batch in the placement activities is mandatory. Any student found dis-interested & negligent towards the placement activities would become in-eligible for campus placements and he/she would not be given any recruitment assistance under any circumstances. The students who skip 02 consecutive placement opportunities shared, by CRC, will be deemed as 'not interested' in placements (NIP) & debarred from further placement assistance.
13. Students who will **voluntarily disclose with proof** that he/she does not require placement assistance from the institute would be relaxed from participation in some of the placement activities, interim as approved by Head-CRC.
14. All students while interacting with the companies for placements will represent the Institute and not him/her. Students not adhering to this would be immediately debarred from Placement assistance and their academic scores for placement activities would be nullified.
15. Students are required to keep a track of the companies where they are applying and/or have applied in the past. There could be a **limit introduced** by CRC on the number of companies where a student can apply. This would be to ensure that all students get appropriate opportunities.
16. Students are expected to find out details about the companies visiting campus for placements, their profile and all other relevant details from the **website** or from **CRC** or any other source, but not from the company directly.
17. Once a student has applied for a particular company after the attending the PPT, it would be assumed that he/she is interested in the company and hence the excuse of not liking the profile of the company or the job would not be entertained.
18. It shall be mandatory for short-listed students to appear for the interview (final/summer placements). Absence from the interview shall debar a short-listed student from the placement by the Amity University and he/she will have to try on his/her own for summer/final placement.
19. Any student who has not been considered for selection by any Company even after eight attempts would be deemed to be non-serious and hence in-eligible. Such students will no get further opportunity to participate in placement activities.



AMITY UNIVERSITY MAHARASHTRA

Established vide Maharashtra Act No. 13 of 2014, of Government of Maharashtra, and recognized under section 2(f) of UGC Act 1956.

Annexure- 1

UNDERTAKING BY STUDENTS

(To be submitted by the students to CRC during Registration/ Re-registration vide 'hard Copy' / 'E-mail')

I have read and understood the Final Placement Policy of Amity University Maharashtra and undertake to abide by the same.

Name : Enrollment No.:

Mobile No : Email ID :

Program: Batch (i.e. 2022-25):

Year of graduating:

Date: Place:

Signature :

(Delivery of CRC policy on Placement / Internship, via 'e-mail' is deemed as acceptance by Students, unless intimated, otherwise, to 'CRC' within 24 hours)





AMITY UNIVERSITY MAHARASHTRA

Established vide Maharashtra Act No. 13 of 2014, of Government of Maharashtra, and recognized under section 2(f) of UGC Act 1956.

20. Students are expected to behave professionally with all employees of Amity. Any misconduct, misbehavior, non-maintenance of decorum, vide written/ verbal/ non-verbal, would be dealt with severely and could lead to disqualification from all placement related assistance from the Institute/University.
21. A student can apply in multiple companies of choice as permitted by CRC, till the time he/she is placed, but with the frame of mind that he/she has to put in his/her best and not apply with a casual approach.
22. If desired by the company or if there is a need felt by the CRC Board, a primary short listing may be carried out by the CRC Boards and the decision in this regard would be final and binding.
20. It is compulsory for all the final year students from all streams to attend the Pre- Placement talks. In case a student is absent in more than 2 PPTs, he/she would be de-barred from further placement assistance from the University.
21. Campus placement in most cases leads to first job for a student. Considering the importance of learning in first job it is prudent that the students primarily reads job profile thoroughly. Other benefits including salary are secondary.
22. Once placed, the students should continue with the same company for a period of minimum one year to give their learning a shape and maintain a healthy relationship between the University and the Company. In case of unavoidable circumstances, the students must contact and seek necessary advice from CRC before communicating their decision to leave the company.

Sd/
(Head- CRC)
Amity University Maharashtra

Distribution:

1. All Students, who have opted for placement & graduating in 2025
2. Faculty- coordinator of each School, as applicable



AMITY UNIVERSITY MAHARASHTRA

Established under Maharashtra Act No. 12 of 2004, of Government of Maharashtra, and registered under section 20(1) of BGC Act 1956

Date: 13/07/2025

EARLY JOINING POLICY

1. Purpose of Early Joining

Early joining is permitted to help placed students join their respective organisations before the academic session ends, subject to strict compliance with academic and institutional requirements. It is allowed only in exceptional cases and requires approvals from HOD, CRC, and designated authorities.

2. Eligibility for Early Joining

A student may apply for Early joining only if:

1. They have secured a final placement offer (On-Campus or Off-Campus).
2. The company has issued a formal joining date that falls before course completion.
3. They agree to complete all academic requirements through assignments, guided self-study, and end-semester examinations.
4. The HOD certifies that the student has:
 - o A satisfactory CGPA at the beginning of the last semester.
 - o Fulfilled pre-requisites for dissertation, projects, class assignments, etc.

3. Documents Required for Early Joining Approval

As per the template instructions, a complete Early joining request must include:

1. Application for Early joining (student).
2. Early joining Undertaking (student).
3. Assignment Schedule provided by concerned faculty.
4. Copies of completed assignments (as applicable).
5. Offer Letter issued by the company.
6. Undertaking from Company confirming:
 - o Permission for the student to take 3 weeks leave for final exams.
7. Permission from HOD relieving the student from regular classes.
8. Affidavit on Stamp Paper (Rs. 100/ Rs. 500) affirming compliance with academic requirements.

Approval is only granted when all documents are complete.





AMITY UNIVERSITY MAHARASHTRA

Established vide Maharashtra Act No. 13 of 2014, of Government of Maharashtra, and recognized under section 2(f) of UGC Act 1956

4. Academic Requirements for Early Joining

Students approved for Early Joining must comply with the following mandatory academic conditions:

4.1 Mid-Semester Waiver & Alternative Evaluation

- Students are waived from Mid-Semester Exams.
- In lieu of the Mid-Sem exam:
 - They must submit a Special Project / Home Assignment for EACH SUBJECT, evaluated for 15 marks.

4.2 Additional Assignment Requirement

- A second assignment for each subject must be submitted for the Class Assignment (15 marks) component.

4.3 Dissertation / Project Requirements

- Students must:
 - Stay in touch with faculty guides via email.
 - Submit dissertation (hard copy/soft copy) as per University format.
 - Fulfill evaluation criteria and timelines.

Programme Coordinators and Class Coordinators will allocate dissertation guides.

4.4 End-Semester Examination

- Students must appear for End-Semester Exams as per University schedule.
- It is student's responsibility to obtain leave from the company for exams.

4.5 Guided Self Study Course (GSSC)

- Students must complete GSSC requirements for all subjects as directed by faculty.
- Must stay in continuous communication with course faculty.

5. Student Responsibilities

Students approved for Early Joining must:

- Maintain regular contact with faculty members for schedules, updates, and academic work.
- Complete and submit all assignments, project work, dissertation, and assessments on time.
- Accept full responsibility if academic performance suffers due to early joining.
- Not hold the University responsible for:
 - Academic delays
 - Incomplete assignment submissions
 - Poor performance due to employment commitments

Failure to meet academic requirements will result in zero marks and may lead to detention as per University rules.



AMITY UNIVERSITY MAHARASHTRA

Established vide Maharashtra Act No. 13 of 2014, of Government of Maharashtra, and recognized under section 2(f) of UGC Act 1956

6. Conditions of Early Joining

- The student joins the company at their own risk and interest.
- The University is not liable for any consequences arising from early joining.
- Students must avoid any act of indiscipline in the organization or University.
- Students are responsible for:
 - Personal safety
 - Conduct
 - Any damage caused to company property
 - Completing academic requirements without fail

7. Approval Process

The Early Joining request goes through the following stages:

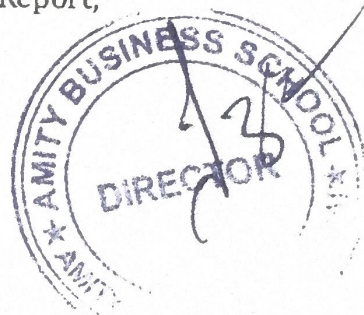
1. Student Submission
Complete documentation + undertakings + assignments + affidavit.
2. HOI Review & Recommendation
HOI checks:
 - CGPA
 - Academic readiness
 - Course load
 - Company profile, role & salary satisfaction
3. CRC Review & Forwarding
CRC evaluates offer authenticity and compliance.
4. Final Approval
Director (School) → Director CRC → Hon'ble Vice Chancellor (where applicable).

Only after approval can the student formally join early.

8. Evaluation During Early Joining

The Company Supervisor / Reviewing Officer must complete the Performance Appraisal Report, rating the student on:

- Work output
- Functional competency





AMITY UNIVERSITY MAHARASHTRA

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- Sector knowledge
- Conduct & discipline
- Attendance and punctuality

The evaluation compensates the internal marks and becomes part of the student's academic record.

9. Important Advisory to Students

If a student feels they cannot meet any of the academic requirements, it is advised:

"NOT to opt for Early Joining."

Failure to submit assignments, dissertation, or guided study tasks will lead to:

- Zero marks,
- Academic backlog, or
- Possible detention from examinations.

For Queries and Addressal or Assistance kindly reach out to

Email ID: aum-crc@amity.edu

CRC Department

Amity University Mumbai