

**AMITY INSTITUTE OF EDUCATION AND TRAINING (AIET)  
FOR DEFENCE FORCES & POLICE FORCES  
PROSPECTUS CUM APPLICATION FORM FOR DISTANCE LEARNING  
PROGRAMME**

---

**“AMITY UNIVERSITY IS A RECOGNIZED UNIVERSITY  
UNDER SECTION 2 (f) OF UGC ACT ”**

Dear Student,

1. I congratulate you on choosing Amity University to enhance your educational qualification through its Distance Learning Programmes.
2. The following modes are offered by the University:
  - (a) **Distance Learning**
    - (i) Correspondence Mode (Without Personal Contact Programme)
    - (ii) Distance Learning Mode (With Personal Contact Programme)
  - (b) **E-Learning Mode** - Online.
3. Programmes
  - (a) For Distance Learning Visit [www.amity.edu/asodl](http://www.amity.edu/asodl)  
Programme Codes are placed at Appendix “A”  
Examination Centres are placed at Appendix “B”
  - (b) For E-Learning Mode Visit [www.amityelearning.com](http://www.amityelearning.com)
4. **Applicability of Concessional Fees.** The Foundation has extended concessional fees for personnel of Defence/PMF/State Police Organisation & their dependents. It is 15% for Officers and 30% to the PBOR. Details of eligibility being:-
  - (a) Officers and Personnel below Officers Rank of Defence Forces (Army, Navy, Air Force, Coast Guard, GREF, TA\* 10 yrs embodiment) including Women Entry & MNS.
  - (b) Officers and Personnel of Inspector Rank and below in Police Organizations (BSF, CISE, CRPF, ITBP, NSG, SPG, SSB & Assam Rifles, RPF and State Police).
  - (c) Retired personnel of all the Forces mentioned above in Para (a) and (b) above; and their wife and Dependent wards of all the above categories, subject to guidelines.
5. **Admissions to Distance Learning and E-Learning Programmes.** Admissions to Distance Learning and E-Learning Programmes are open throughout the year. However, the following schedule is maintained:-
  - (a) Students registered After Aug & upto 28<sup>th</sup> February , will be eligible to appear in the semester examination to be held in June.
  - (b) Students registered after Mar & upto 31 August, will be eligible to appear in the semester examination to be held in December.

6. **Payment of Fees.** Fee schedule is at page 6, 7, 8. The fees can also be paid in one lump sum to avail a further 13% discount **or** alternatively it can be paid in installments. Fee includes the cost of Students Study Material (SSM), Assignments and Examination Fee. Recommended Books are at additional cost.

7. **Instructions for Fee Concession Form & Enrollment Form**

(a) Paste one photograph each on Fee Concession Form and Enrollment Form. Also attach two more Photographs. In case of servicing service personnel, photographs must be in uniform.

(b) In respect of wife & children, one photograph of the student and one photograph of the Service Personnel whose dependents they are must be pasted on Fee Concession Form and Enrollment Form and each of these are to be counter-signed by OC Unit/Zilla Sainik Board. Also attach two more Photographs.

(c) Photograph pasted on Fee Concession Form will be attested by an Officer not below the rank of Major or equivalent in Navy/AF/CPOs.

(d) In the case of Retired personnel and their families, two photocopies of relevant extract of Discharge Book which shows the dependant's name, duly attested by Zilla Sainik Board, are to be attached.

(e) Two copies of self attested Certificates and Mark Sheets of **X, XII and Graduation** as applicable are to be enclosed.

(f) The original documents are required to be shown prior to the first term examination to ASoDL/in-charge examination centre.

(g) Personnel applying through 56 APO/99 APO must mention their Unit PIN Code.

(h) Demand Draft for first installment of fees, as applicable is to be made in favour of:-

(i) **For Distance Learning and Correspondence Mode** :- "Amity University Uttar Pradesh a/c Distance Learning", payable at Noida.

(ii) **For E - Learning Mode** :- "Amity Centre For E - Learning", payable at Noida.

(j) University Enrollment number will only be allotted to a student on acceptance of the application form which is complete with necessary documents and the required fees.

8. Confirmation e-mail of receipt of application will be forwarded to applicants within 10 days by AIET. Subsequent correspondence/enquiries may kindly be made with ASoDL as per contact details given on Page 4.

9. Fees for subsequent Semesters are to be forwarded directly to Amity University On Line/ASoDL by 30 June or 31 December as applicable, after that late fees will be levied as per rules.

10. **Personal Contact Programme (PCP)**: The PCP is available with Distance Learning Mode only. Approximately ten Classes are held on Sundays. Alternatively, students can enroll for End Term Mode PCP. This PCP is for 7 days and is conducted about 10 days prior to the examination, if there are adequate students.

11. **Assessment/Weightage of marks**: Assignment 30%, Examination 70%. Students need to ensure that their assignments are submitted by 30<sup>th</sup> May and 30<sup>th</sup> November for January & July sessions respectively.

12. Transfer from Correspondence Mode to Distance Learning/e-Learning Mode or vice versa is permissible after paying a additional fees.

13. **Examinations**. These are conducted twice a year in the month of June and December for January and July session respectively. Examinations are normally held in the second week of the month and likely to be conducted over a period of fortnight. Date sheet for the examination is displayed on the ASoDL website one month prior to the examination.

14 Learning is never ending process & there is no age for it. Your eagerness to improve your educational qualifications is an indicator of these two aspects. We would like to assure you that our Endeavour will be to help you in this mission of yours.

**Dispatch the enclosed University Enrollment Form & Defence Concession Form duly filled to : Senior Director, AIET, 4th Floor, I-2 Block, Amity University Campus, Sector 125, NOIDA-201 303 (U.P.)**

**With Best Wishes,**

**Wg Cdr (Retd) A K Srivastwa  
Assistant Director , AIET**

**GENERAL HELP DESK****(a) Amity Institute of Education and Training (AIET)**

Week days from 9.30 am to 6.00 pm. Tel : +91(0)-120-4392852/4735640 (Direct)  
Fax : 0120-4735641.  
Mobile : 9717017742, 9818110919.  
Postal Address: AIET, 4<sup>th</sup> Floor, I-2 Block, Amity University Campus, Sector-125, NOIDA-201303 (UP).  
Web Site: [www.amity.edu/aiet](http://www.amity.edu/aiet)  
E-mail queries to : [subashb@amity.edu](mailto:subashb@amity.edu) or [aksrivastwa@amity.edu](mailto:aksrivastwa@amity.edu)

**(b) Amity School of Distance Learning (ASoDL)**

Monday to Saturday (9:00 am to 1:30 pm) or (2:15 pm to 6:00 pm)  
1800-11-00-00 (Toll Free)  
Postal Address: ASoDL, J Block, Amity Campus, Sector- 44, Noida, U.P. – 201303  
Web Site: [www.amity.edu/asodl](http://www.amity.edu/asodl)  
E-mail queries to : [abhinashk@asodl.amity.edu](mailto:abhinashk@asodl.amity.edu)

**(c) Amity University On Line (e Learning mode of Educaion)**

F-2 - Block, Second Floor, Sector 125 Campus,  
NOIDA. 201 303 (UP) INDIA.  
PIN: 201303  
Web Site: [www.amityelearning.com](http://www.amityelearning.com)

Mannoj S Sharma  
Director e-Learning Programmes  
E-Mail Add: [mssharma@amity.edu](mailto:mssharma@amity.edu)  
[mssharma@acel.amity.edu](mailto:mssharma@acel.amity.edu)

Tel: (D) - 0120-4392786  
Mobile: + 91 - 9899507071

Nishant Singhai  
Sr. Manager (eLearning)  
Email Add: [nsinghai@amity.edu](mailto:nsinghai@amity.edu)  
Tel: (D) - 0120-4392889  
Mobile: +91-9953177579

## PROGRAMME CODES

Graduate Program List	
Program Short Name	Program Name (Course Code)
B.Sc. - IT	<u>B.Sc. - IT ( A19227 )</u>
BBA (3 Years)	<u>Bachelor of Business Administration (BBA 3 Years) ( A19212 )</u>
BCA(3 Years)	<u>Bachelor of Computer Application (BCA 3 Years) ( A19222 )</u>
BFIA	<u>Bachelor of Financial &amp; Investment Analysis ( A19230 )</u>
Post-Graduate Program List	
Program Short Name	Program Name (Course Code)
M.Sc. - IT	<u>M.Sc-Information Technology ( A19228 )</u>
MBA - IB	<u>MBA - International Business ( A19226 )</u>
MBA(2 Years Lateral Entry)	<u>Master of Business Administration (2 Years Lateral Entry) ( A19201 )</u>
MBA(3 Years)	<u>Master of Business Administration (3 Years) ( A19202 )</u>
MCA(3 Years)	<u>Master of Computer Application (MCA 3 Years) ( A19217 )</u>
MFM	<u>Master of Financial Management ( A19229 )</u>
PGD-e-G	<u>Post Graduate Diploma in e-Governance ( A19234 )</u>
PGD-FL	<u>Post Graduate Diploma in French Language ( A19231 )</u>
PGD-GL	<u>Post Graduate Diploma in German Language ( A19232 )</u>
PGD-SL	<u>Post Graduate Diploma in Spanish Language ( A19233 )</u>
PGD. In NGO Management	<u>Post Graduate Diploma in NGO Management ( A19223 )</u>
PGD. In Retail Management	<u>Post Graduate Diploma in Retail Management ( A19224 )</u>
PGDBM	<u>PG Diploma in Business Management ( A19203 )</u>

PGDEM	<u>PG Diploma in Export Management ( A19208 )</u>
PGDFM	<u>PG Diploma in Financial Management ( A19205 )</u>
PGDHRM	<u>PG Diploma in Human Resource Management ( A19206 )</u>
PGDIM	<u>PGH Diploma in Insurance Management ( A19214 )</u>
PGDIT	<u>PG Diploma in Information Technology ( A19207 )</u>
PGDJMC	<u>PGH Diploma in Journalism and Mass Communication ( A19215 )</u>
PGDLSCM	<u>PG Diploma in Logistics &amp; Supply Chain Management ( A19219 )</u>
PGDMM	<u>PG Diploma in Marketing Management ( A19204 )</u>
PGDMtM	<u>PG Diploma in Materials Management ( A19209 )</u>
PGDPOM	<u>PG Diploma in Productions and Operations Management ( A19210 )</u>
PGDRM	<u>PG Diploma in Retail Management ( A19211 )</u>

## LIST OF STUDY CENTRES

1. Bangalore:  
Amity School of Distance Learning  
Mr. Biju Poullose, 372, 3rd Block, Koramangala, St. Johns Hospital Road,  
Bangalore- 560034  
Mob. 09886522336
2. Bhubaneswar :  
Amity School of Distance Learning  
Prof. A. K. Das, Amity Bhubaneswar Campus, HIG - 15, BDA, Gangadhar Meher Marg,  
Jayadev Vihar, Bhubaneswar-751013  
Tel. 0674-2300002 / 2300004 / Mob. 09861256341  
Email: [dkasok@yahoo.com](mailto:dkasok@yahoo.com)
3. Defence Colony:  
Amity School of Distance Learning  
(Pushp Vihar) : Mr. Sunil Kumar, E-25, Defence Colony, New Delhi  
Tel. 011-4188590 / 9868493183  
Email: [sunil@asodl.amity.edu](mailto:sunil@asodl.amity.edu)
4. Gurgaon:  
Amity School of Distance Learning  
Mr. Sunil Nihlani, Amity International School, Sector-46, Gurgaon  
Tel. 0124-3266207 / 9811006209  
Email: [suniln@asodl.amity.edu](mailto:suniln@asodl.amity.edu)
5. Jaipur :  
Amity School of Distance Learning  
Mr. Koshi Jacob, Amity House, 14 Gopal Bari, Ajmer Road, Jaipur  
Tel. 0141-2364594 / 9314501125  
Email: [kjackob@amity.edu](mailto:kjackob@amity.edu)
6. Janakpuri :  
Amity School of Distance Learning  
Mr. Bhupinder Tokas, B-1/623, Near Janakpuri Distt. Centre, Main Najafgarh Road,  
Janakpuri New Delhi  
Tel. 011-25573114, 9811907279  
Email: [bhupinder@asodl.amity.edu](mailto:bhupinder@asodl.amity.edu)
7. Kolkata :  
Amity School of Distance Learning  
Mr. Chiranjib Das, 41, Chowrangee Road, Kanak Building, Top Floor, Kolkata  
Tel. 9830670855 Tel. 033-22882647  
Email: [a\\_r\\_akash@yahoo.com](mailto:a_r_akash@yahoo.com)

8. Lucknow :  
Amity School of Distance Learning  
Mr. Rohit Mishra, Amity Campus, Viraj Khand-V, Gomati Nagar, Lucknow  
Tel. 0522-2721266 / Mob. 9415461226  
Email: [rohit@asodl.amity.edu](mailto:rohit@asodl.amity.edu)
9. Meerut :  
Amity School of Distance Learning  
Mr. Sishir Yadav, 257-A, Prabhat Nagar (Near Suri Nursing Home) Meerut - 250 004  
U.P.  
Tel. 0121 - 2670289 / 9837787939 / 9837322609  
Email: [asodl@rediffmail.com](mailto:asodl@rediffmail.com)
10. Noida :  
Amity School of Distance Learning  
Mr. Abhinash Kumar/Mr. Alok Awatans, ASoDL, Amity Campus, J-Block Ground  
Floor, Sector - 44 Noida - 201301  
Tel. 0120 - 4391111 , 4391278 , 4391279 , 4391349 , 4391217,4391215, 4614200  
Email: [admission@asodl.amity.edu](mailto:admission@asodl.amity.edu)
11. Raipur:  
Amity School of Distance Learning  
Md. Syad Toufeeq , G. M. Hasan House, 1st Floor, ESI Colony, Raipur-492 001  
Tel. 0771-5038974 / 09826199949  
Email: [toufeeq24@yahoo.co.in](mailto:toufeeq24@yahoo.co.in)
12. Saket :  
Amity School of Distance Learning  
Mr. Mukesh Prasad, Amity Campus, M-Block Market, Saket, New Delhi.  
Tel. 011 -29561680 / 9891025104  
Email: [mukesh@asodl.amity.edu](mailto:mukesh@asodl.amity.edu)
13. Vasundhara:  
Amity School of Distance Learning  
Ms. Disha Chandra, Amity International School Campus, Sector-6, Vasundhara,  
Ghaziabad (UP)  
Tel. 0120-3278008  
Email: [dchandra@amity.edu](mailto:dchandra@amity.edu)