

Regulations

**(Extracts from 1 of 2005 , 3 of 2005 and 4 of 2005 and
Guidelines for availing OD by the students)**

**Attendance, Scheme of Evaluation,
Passing Criteria, Discipline Among Students in
Examinations, Discipline in University and
Hostel Regulations**

**AMITY UNIVERSITY UTTAR PRADESH
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AMITY UNIVERSITY

UTTAR PRADESH

(Extracts from Regulations 1 of 2005 – Conduct of Examinations, Scheme of Evaluation and Discipline Among Students in Examinations, Regulation 3 of 2005 – Students Discipline and Regulation 4 of 2005 – Hostel Living) *

CONDUCT OF EXAMINATIONS AND SCHEME OF EVALUATION

10. ATTENDANCE

- (1) Every student shall be required to achieve 100% attendance in all the lectures, tutorials and practicals and participate in seminars arranged in the Department/ Constituent Units during the programme. However, to account for late joining or other contingencies such as prolonged illness, accidents, tragedy in the family etc., a relaxation up to a maximum of 25% can be granted. Thus, the attendance requirement for appearing at the examinations shall be a minimum of 75% of the classes actually held in each course units. Attendance in seminars, tutorials, practicals etc. is compulsory. In exigencies mentioned above, permission shall be taken by the student for absence .
- (2) If a student is found to be continuously absent from the classes without any information for a period of 15 days, a notice may be sent to the student about his unauthorized absence under intimation to his guardian/parents. If he still remains absent unauthorizedly for another 15 days after the date of issue of the notice, the name of such a student shall be struck off from the rolls. Such a student may, however, apply for re-admission which may be considered by the Head of Department/Constituent Unit as per prescribed procedure, and only after his permission, the student shall be re-admitted on payment of prescribed re-admission fee, under intimation to the university.
- (3) A student with less than 75% of attendance in the lectures, seminars and practicals, separately in each course-unit in a semester/trimester/year, shall be detained from appearing at the examinations of relevant course unit(s). The Vice Chancellor may, however, consider written requests made on very genuine grounds for the condonation of deficiency in attendance up to 5% on the recommendations of the Head of Department/

*Approved by the Academic Council at its 1st meeting held on September 17, 2005 and Executive Council at its meeting held on September 29, 2005

Constituent Unit, before the commencement of the examinations. Under no circumstances, the student shall be allowed to sit for the examination of relevant Course Unit(s) if his attendance in concerned course unit is below 70%.

12. MAKE-UP OF DEFICIENCY IN ATTENDANCE

- (1) Each Department/Constituent Unit of the University will prescribe “ **Guided Self Study Course**” for the course units in which the students failed or are detained due to shortage of attendance in a semester and arrange counselling sessions for the students on week ends and holidays in the same odd or even semesters.
- (2) The students who are detained due to shortage of attendance in any subject of a semester, shall register with their Department/Constituent Unit for **Guided Self Study Course** in the beginning of next semester/trimester/year scheduled for next batch of students. They will be required to pay a fee per subject as prescribed by the Department/Constituent units.
- (3) Such students will have to attend contact classes as and when scheduled by the Department/Constituent Unit on week ends / holidays in the relevant semester to complete the package of study for the course designed by the Department/Constituent Unit.
- (4) The Departments/Constituent Units may prescribe term papers / home assignments which the students will submit to their teachers subject-wise within the due dates.
- (5) The regularity in attending the classes and prompt submission of assignments by due date will determine whether a detained candidate is permitted to take the re-examination or not. The schedule for regular collection and submission of term paper/ home assignments will be announced by the Department/ Constituent Unit.
- (6) Only those who register for Guided Self Study Course and complete all the requirements as prescribed by the Department/Constituent Units / Institutions will be permitted to take the examination in the respective subject when the examinations of such Course Units are conducted in normal schedule.
- (7) The Heads of Departments/Constituent Units/Institutions will give a certificate to the Controller of Examinations in the manner prescribed in Guidelines stating that the student has complied with all the requirements prescribed for making up the deficiency in attendance at least ten days before the commencement of examinations

14. GRADING SYSTEM

- (1) The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per Table –A

TABLE –A

Grade	Qualitative Meaning	Grade Point Attached
A+	Outstanding	10
A	Excellent	9
A-	Very Good	8
B+	Good	7
B	Above Average	6
B-	Average	5
C+	Satisfactory	4
C	Border Line	3
F	Fail	0

- (3) *Conversion of numerical marks into letter grades*
- (a) In order to arrive at the letter grades based on relative performance, the total marks in a particular course for all the students in the class of more than 30 students where the distributions is not close to perfectly normal, shall be tabulated in a descending order list (equivalently a histogram). The performance of the class shall be analysed in terms of average, highest and the lowest marks and dividing lines between the clusters of students. Gaps and dips between the clusters and the nature of the clusters will guide in drawing the dividing lines between the Grades. B and B- bands usually indicate the average mark.
- (b) If the marks obtained by a student of a class of more than 30 students are close to perfectly normal distribution curve and it does not indicate natural gaps and dips, the marks awarded to him in a Course Unit shall be transformed into a normal distribution curve by using Statistical Method in accordance with Table B to ensure the uniformity in spread of scores regardless of the nature of curricular areas.

TABLE – B

Lower Range of Marks	Grade	Upper Range of Marks
	A+	$> \bar{x} + 1.5 \sigma$
$\bar{X} + 1.0 \sigma <$	A	$\leq \bar{x} + 1.5 \sigma$
$\bar{X} + 0.5 \sigma <$	A-	$\leq \bar{x} + 1.0 \sigma$
$\bar{x} <$	B+	$\leq \bar{x} + 0.5 \sigma$

$\bar{x} - 0.5 \sigma <$	B	$\leq \bar{x}$
$\bar{x} - 1.0 \sigma <$	B-	$\leq \bar{x} - 0.5 \sigma$
$\bar{x} - 1.5 \sigma <$	C+	$\leq \bar{x} - 1.0 \sigma$
$\bar{x} - 2.0 \sigma <$	C	$\leq \bar{x} - 1.5 \sigma$
	F	$\leq \bar{x} - 2.0 \sigma$

The mean (\bar{x}) and the standard deviation (σ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per table 'B'

- (c) In a class of students upto 30, the minimum cut off for various grades shall be assessed as given in Table C.

TABLE - C

<u>Grade</u>	<u>Qualitative Value of Grade</u>	<u>Minimum Percentage of marks for letter Grade for PG Programmes.</u>	<u>Minimum Percentage of marks for letter Grade for UG Programmes.</u>
A+	Outstanding	80	80
A	Excellent	75	70
A-	Very Good	68	65
B+	Good	60	55
B	Above Average	52	50
B-	Average	45	45
C+	Satisfactory	40	35
C	Border Line	35	30
F	Fail	Less than 35	Less than 30

- (d) In the case of non-credit and Audit Courses which are not reckoned for assessment of SGPA and CGPA, the students shall be awarded "S" Grade for satisfactory performance and "U" Grade for unsatisfactory performance.
- (4) The Semester performance of a student will be indicated as "Semester Grade Point Average (SGPA)". The SGPA will be weighted average of Grade Points of all letter grades received by a student for all the Course units in the semester. The formula for Computing SGPA is given below:

$$\text{SGPA} = \frac{U_1 G_1 + U_2 G_2 + U_3 G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

Where U_1, U_2, U_3 denote credits associated with courses taken by the Student and G_1, G_2, G_3 are the Grade Point of the letter grades awarded in the respective Course. An example of these calculations is given below:

I Semester

Course Code	Associated Credits	Grade Awarded	Credits earned	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C(+)	5	4	20
CSL 102	4	C	0	3	12
PHP 103	4	A	4	9	36
PHL 104	3	B	3	6	18
MEL 105	4	F	0	0	00
AML 106	4	B(-)	4	5	20
Total	24		16		106

Total associated credits in the semester (total of column 2) = 24

Earned credits in the semester (total of column 4) = 16

Points secured in this semester (total of column 6)= 106

$$\text{SGPA} = \frac{\text{Points secured in the semester } 106}{\text{Credit Units in Courses appeared } 24} = 4.42$$

CGPA is not applicable in first semester

II Semester

Course No.	Associated credits	Grade Awarded	Earned credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A(+)	5	10	50
EEL 202	5	B(+)	5	7	35
CYL 203	5	C(+)	5	4	20
CYP 204	4	A	4	9	36
MEL 205	4	B	4	6	24
AML 206	5	C	0	3	15
HUL 207	3	F	0	0	00
Total	31		23	39	180

Associated Credit Units in the semester (total of column 2) = 31
 Earned Units in the semester (total of column 4) = 23
 Cumulative associated credits (in previous semester 24 and current semester 31) = 55. Points Secured in II semester (total of column 6) = 180
 Cumulative points secured (total of points secured in 1st semester 106 and in II semester 180) =286

$$\text{SGPA} = \frac{\text{Points secured in II semester } 180}{\text{Associated Credit Units of appeared courses in II semester } 31} = 5.806$$

$$\text{CGPA} = \frac{\text{Cumulative points secured in all passed course in I \& II Sem } 286}{\text{Cumulative Associated Credit Units in I \& II semesters } 55} = 5.20$$

- (5) In the case of Trimester or Annual system of evaluation of students performance, trimester grade point average (TGPA) annual grade point average (AGPA) shall be assessed as per above guidelines.
- (6) The final year Grade Card will indicate Cumulative Grade Point Average (CGPA) which shall be calculated as in Para 14(4) and shall be based only on Grade Points obtained in courses for which units have been earned.
- (7) Conversion from Grade Point Averages to percentages of marks do not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.
- (8) The successful candidates shall be placed in Divisions as below:

<u>CGPA</u>	<u>EQUIVALENT DIVISION</u>
8.5 and above	First class with Distinction
6.5 but less than 8.5	First Division
5.5 but less than 6.5 for UG programmes	Second Division
6.00 but less than 6.5 for PG programmes	Second Division

15. PASSING CRITERIA

A student has to fulfill the following conditions to pass any academic programme of the University:

- (1) A student who has earned minimum number of credits prescribed for the concerned programme as per the Structure, Curriculum and Scheme of

Examinations, shall be declared to have passed the programme of study. Credit Units for each programme shall be decided by the Board of Studies of each Institution and shall normally be as follows:

	Minimum (Average per semester)	Maximum (Average per semester)
(a) Under Graduate Programmes	25	30
(b) Post Graduate Programmes	30	35
(c) Integrated Programmes	30	35

- (2) Each Course Unit shall have two components of evaluation: continuous internal assessment through 'Course Work' which carries weightage of not exceeding 40% and the term end examination which will carry weightage of not less than 60%. For successful completion of a Course Unit, student must score C+ grade and also a minimum of 30% marks each in continuous evaluation and end term examination. However, the aggregate marks of continuous evaluation and end term examination shall not be below 35% for UG programmes and 40% for PG programmes and the Integrated Programmes.
- (3) Deleted.
- (4) The student must pass in summer training and project dissertation (wherever prescribed), by securing at least C+ Grade.
- (5) Students of both UG and PG programmes should also pass in each term/semester separately by securing a minimum Semester Grade Point Average (SGPA) of 5 on a 10 point scale.
- (5) For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 5.5 at the end of final year of an Under Graduate programme and of 6 at the end of final year of Post Graduate Programme/Integrated Programme.
- (7) A student who has reappeared/repeated the examination of course unit(s) with a view to improve his qualifying score, better of the two scores obtained by him in the repeat Course Unit(s) shall be taken into consideration for calculating the SGPA and CGPA
- (8) A student registered for an audit course may be awarded "S" grade for his satisfactory performance if his minimum score in audit course is 40% in Post Graduate and Integrated Programmes and 35% in Under Graduate Programmes. A "U" (unsatisfactory) Grade will be awarded by the concerned teacher for his unsatisfactory performance i.e. if the score is

less than 40% in PG/Integrated programmes and 35% in UG programmes. Such audit course(s) shall be shown in the final Grade Card under a distinct head of the “Audit Course(s)” However, a student shall neither be entitled to any credits for such course(s), nor these shall be considered for the purpose of declaration of results.

16. PROMOTION TO NEXT SEMESTER/YEAR

- (1) A student will be registered for the next semester/year of a programme, if he has obtained -
 - (a) SGPA of minimum 5 in each of the semesters (in the case of semester system)
 - (b) AGPA of minimum of 5 in each of the annual examination(s) (in the case of annual system)
 - (c) SGPA and CGPA between 4 and 5 in not more than two previous semesters and summer training, if any, prescribed in the semester(s);
- (2) A student will be registered to the next semester/year of a programme **provisionally** subject to the fulfillment of conditions mentioned in Para 16(1) above, if the result of previous end term examination has not been declared before commencement of next semester/academic session. If he fails to fulfill those requirements, his registration will automatically stand cancelled.
- (3) In cases falling under Para 16(1)(c) above, the student will be placed under Academic Probation as provided in Para 17. During the period of his Academic Probation, he will make up the deficiency of minimum SGPA of 5 in each semester and minimum CGPA of 5.5 at an Under Graduate Programme and of 6 at a Post Graduate Programme/ Integrated Programme at the end of final year by re-appearing in the end term examinations of relevant Course Units as per provisions of Paras 15(5) & 15(6).
- (4) If a student fails to score SGPA of 4 in any semester and CGPA of 4 in any academic year, he will be declared “Fail” in that year. He will be required to repeat the Semester in which his SGPA is less than 4 with the junior batch of students by taking re-admission. The score secured by such student in the relevant semester prior to re-admission will not be carried over on re-admission.

17. ACADEMIC PROBATION

- (1) Every student shall meet the minimum passing requirements during each year of the programme. In the event of failure to meet these requirements, he shall be placed in Academic Probation and shall undergo counseling sessions with the faculty assigned to him. The concerned faculty shall monitor his performance and shall submit a report on his performance to the HOD.
- (2) If a student fails to secure SGPA/AGPA of at least 5 in any semester/term, he shall automatically be on Academic Probation.
- (3) If the student on academic probation fails to make up the deficiency or the report of the faculty assigned to such student is found to be unsatisfactory, he shall be liable to be terminated from the programme. In the event of termination, the Regulations relating to re-admission of students shall apply.

18. RE-APPEARING IN EXAMINATIONS.

- (1) If a student who has fulfilled the attendance requirements and is eligible to appear in an Examination, but fails to appear in the examination shall be required subsequently to appear in the examination when scheduled for next batch of students on payment of prescribed fee.
- (2) A student who has not fulfilled the minimum attendance requirement in any Course Unit(s) shall not be allowed to appear in the end term Examination of that Course Unit but shall be allowed to subsequently appear in the examination when scheduled for the next batch of students, on payment of prescribed examination fee and fulfillment of such eligibility conditions.
- (3) A student who fails to secure passing score in internal continuous evaluation and or term end examination of any Course Unit(s) shall be required to secure passing Grade in those Course Units by repeating internal continuous assessment components and or the end term examination(s) in the concerned Course Unit(s) in which he has failed when these are held in normal schedule on payment of prescribed examination fee. Internal assessment shall be completed within the same semester.
- (4) A student, who has failed to secure the required passing SGPA i.e. 5 shall, in order to secure a passing SGPA, apart from fulfilling the requirements of Para 15(5) above, has the option to repeat the end term examination also of the Course Units of the concerned term in which he desires to improve his performance, when these examinations are held on normal schedule.

- (5) A student who has to reappear/repeat in an end term examination in terms of provisions made above shall be examined as per Scheme of Teaching & Examination and syllabus applicable at the time of taking end term examination. However, if the HOD certifies that there has been major modifications in the current syllabus of the relevant course units(s), and the HOD of the concerned Department/Institution so certifies, the examination may be held in accordance with the syllabus prescribed earlier.
- (6) Students who are eligible to re-appear in an examination, or are repeating the course(s) shall have to apply to the Controller of Examinations to be allowed to reappear in an examination or to repeat the course(s), and pay the fees prescribed by the University.
- (7) The Departments/Constituent Units may, at their discretion, arrange for additional teaching for students repeating the examination of course(s) during the breaks. The modus operandi of such instructions shall be as notified by the Department/Constituent Unit. Extra fee shall be charged from such students.

19. IMPROVEMENT OF SCORE

- (1) If a student has poor performance in a number of courses in a particular term, he may at his option, take an academic break for one year, and re-register for both the semesters of that academic year in the next academic year. Such a student may have the option of repeating any or all of the courses in the semester(s) and retain the credits already earned by him in other course(s).
- (2) A student shall be allowed two chances to improve his SGPA and CGPA by repeating the Semester Examination(s) in the Course Units of his choice when these examinations are held in normal schedule or in supplementary examination, if any, when scheduled, in which case his internal evaluations shall be carried forward. He can alternatively be allowed to do so by repeating the Course Unit(s) of his choice when they are offered. One better of the two scores (marks) obtained in repeat course unit(s) shall be taken into consideration for calculating the SGPA and CGPA and determining the eligibility for award of a degree.
- (3) Improvement in the score of courses completed by a student prior to his lateral entry in the University shall not be allowed.
- (4) Improvement in qualified score of internal assessment will not be allowed.

20. ELIGIBILITY CONDITIONS FOR STUDENTS TO APPEAR/REAPPEAR IN EXAMINATIONS:

To be eligible to appear at the examinations in any course units, a student shall fulfill the following conditions:

- (1) He should have fulfilled the minimum eligibility conditions for admission to the programme.. Students provisionally admitted in a programme will not be eligible to take examination without specific approval of the University.
- (2) He should have been enrolled for the programme in the University and his registration for the programme should be valid.
- (3) He should have paid the course fee and other dues;
- (5) He should have opted and pursued the prescribed course unit(s) as per Scheme of Teaching and Syllabi of the programme for which he has been enrolled;
- (6) He should not have been debarred from appearing in the examinations.

21. SUPPLEMENTARY EXAMINATIONS

- (1) Special supplementary examinations for those final year students, who failed to secure passing grades, or were debarred/detained from appearing in any examination and they made up the deficiency in attendance as per provisions of these Regulations or wish to re-appear/repeat the course(s) with a view to improve qualifying score within the permissible chances not availed of earlier, will normally be held within sixty days after the declaration of results of the final Semester Examinations. For this purpose, the students of one year courses shall be deemed as final year students.
- (2) A student who fails to appear or qualify in Supplementary Examinations, shall reappear in the examinations when scheduled for the next batch of students within the time span prescribed for the programme.
- (3) A student wishing to appear in the Supplementary Examination shall apply to the Head of Department/Constituent Units on the prescribed form within fifteen days of the date of declaration of result enclosing therewith the prescribed Examination Fee.
- (4) The eligibility of student(s) for appearing in the Special Supplementary examination shall be verified by the Head of Department/Constituent Unit / Institution and a list of eligible students containing the details of Course Units in which the students are recommended for appearing in the special

supplementary examination shall be forwarded to the Controller of Examinations within one week along with prescribed fee, after the last date for submission of examination forms.

- (5) Better of the two scores obtained in repeat course unit(s) in Supplementary Examination shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree/diploma /certificate.

26 DISCIPLINARY CONTROL OF STUDENTS IN RELATION TO UNIVERSITY EXAMINATIONS (Under Section 27(2)(m) of the Act, Art 6(3)(b)(i) of the First Statutes and Clause 10(7) of the First Ordinances)

- (1) During examinations, the candidates shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the Centre, he may be expelled from the examination for that session. The Examination Centre Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice Chancellor.
- (2) The students shall maintain proper discipline during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.
- (3) ***ACTS OF DISORDERLY CONDUCT IN THE EXAMINATIONS:***

Acts of disorderly conduct in the examination, a practical or oral examination include:

- (a) Misbehaviour in the examination hall with the Centre Superintendent, the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the University or the other staff working at the Examination Centre, or with any other Candidate, in or around the examination centre, or threat to life of these examination staff, observers, members of flying squads etc. before, during or after the examination hour.
- (b) Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination;

- (c) Causing damage to laboratory equipments, books in library and other properties.
- (d) Disturbing or disrupting or instigating others to disturb/disrupt the examination.
- (e) Instigating others to leave the examination room.
- (f) Carrying any weapons into the examination centre.
- (g) Non-surrender of previous Grade sheets as required under Para 31(5)
- (h). Any act not specified above as determined by the Academic Council

(4) ***ACTS OF UNFAIR MEANS:***

The following shall be deemed to be the act of unfair means:

- (a) Talking to another candidate or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff;
- (b) Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the Invigilator or Supervisor concerned or Centre Superintendent or the authorized officer of the University deputed to the examination centre, and taking away, tearing off or otherwise disposing off the same or any part thereof;
- (c) Writing matter connected with or relating to a question or solving a question on any thing (such as piece of paper or cloth, scribbling pad) , other than the answer book, the continuation sheet, any other response sheet specifically provided by the University to the candidate.
- (d). Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
- (e). Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- (f). Making appeal to the Examiner/Evaluator soliciting favour through the answer book or through any other mode.

- (g) Possession by a Candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
- (h) Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.
- (i) Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other Candidate or to any person;
- (j) Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.
- (k) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.
- (l) Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who;
 - (i) abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so;
 - (ii) abuses, insults, intimidates, assaults any other candidate or threatens to do so, shall be deemed to have interfered with

or influenced the discharge of the duties of the Supervisory and the inspecting staff within the meaning of this para.

- (m) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things;
- (n) Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for the other candidate at the examination.
- (o) Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.
- (p) Any other act of omission or commission declared by the Academic Council/Executive Council to be unfair means in respect of any or all the examinations.

(8) PENALTIES:

- (a) The Examination Discipline Committee may recommend penalties as under:

S.No.	Sub-para of Regulation 26(3) & 26(4) for Acts of Students	Penalties to be recommended by Examination Discipline Committee
1	26(3)	The entire examinations of the Candidate in respect of which he is found to have committed an act of disorder during conduct of examinations be cancelled.
2	26(4)(a) & (b)	The examination for the session or course unit in respect of which a candidate is found to have used unfair means be cancelled.
3	26(4)(c),(d),(e) &(f)	The examination for the session or course unit or the entire examination of a candidate in respect of which he is found to have used unfair means be cancelled
4	26(4)(g), (h), (i), (j), (k), (l), (m), (n), (o), &(p)	The entire examination of the candidate in respect of which he is found to have used unfair means be cancelled and he shall further be disqualified from appearing at any University examination for a period to be specified by the Committee.

- (b) A candidate against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means, or disorderly

conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That examination will stand cancelled and his result thereof shall not be declared if on account of the punishment imposed on him as a result of the said enquiry or action, he would not have been entitled to take that examination but for his provisional admission thereto.

9. APPEALS AND REVIEW

- (a) A student on whom any punishment has been imposed may, within 30 days from the date of the receipt of the communication in that behalf, make a representation to the Vice Chancellor for review of his case. The Vice Chancellor, if he deems it necessary, refer it back to Examination Discipline Committee for review. The recommendations of the Examination Discipline Committee on the Appeal shall be placed before the Vice Chancellor who will thereupon review the case and pass such orders as he may consider fit or refer it to the Academic Council for advice.
- (b) In the case of a candidate who has been expelled from the University in terms of provisions of these regulations, the Academic Council on the recommendation of the Vice Chancellor, on the expiry of three years or such period as specified after such expulsion exempt a candidate from further operation of the punishment awarded.
- (c) If within four months of the publication of the results, it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these regulations shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic Council.

30. ISSUE OF GRADE SHEETS

- (1) In the Grade Sheets, the marks of internal continuous evaluation and end term examination shall be shown separately. The total marks obtained in

internal continuous evaluation and end term examination of a course unit shall be converted into letter grades as per Para 14(3). The letter Grade so assessed shall also be shown along with its equivalent grade point in the Grade Sheets. An over-all AGPA/SGPA/TGPA and CGPA shall also be shown.

- (2) Duplicate grade sheet shall be issued against payment of fee as may be prescribed.

31. RECHECKING/RE-EVALUATION OF ANSWER BOOKS/PROJECT REPORTS AND EXAMINATION RESULTS

- (1) The answer book of a student in any examination shall not be reassessed under any circumstances. However, after the publication of the results of the University examinations, if a candidate, whether passed or failed, has strong grounds and belief that some mistake has been made in connection with his results, he may apply to the Controller of Examinations through HOD on prescribed application form along with attested copy of his Grade sheet for re-checking of his answer book in one or more papers as the case may be on payment of prescribed fee within two weeks of the date of declaration of results.
- (2) The Controller of Examinations may accept the application for rechecking of answer books upto 15 days from the expiry of the date in exceptional cases.
- (3) The Vice Chancellor or the Controller of Examinations *suomoto* may call for the evaluated answer books for the purpose of monitoring the quality of evaluation. If considered necessary and for the reasons to be recorded, the answer books can be re-evaluated with the specific approval of the Vice Chancellor
- (4) Whereas, the re-checking does not mean reassessment or re-evaluation of the answer book, the Controller of Examination may appoint any Officer to see that:
 - (a) there is no mistake in the grand total on the title page of the answer book
 - (b) the total of various parts of a question has been correctly made at the end of each question;
 - (c) all totals have been correctly brought forward on the title page of the answer book;
 - (d) no portion of any answer has been left un-evaluated;
 - (e) total marks in the answer book tally with the marks sheet;
 - (f) the answer book or any part thereof has not been changed/detached;

- (g) the handwriting of the candidate supplementary answer sheet tally with the main answer book
- (5) In the event of detection of any omission or mistake in the script or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations who will get the omission rectified by referring the answer book to the concerned examiner. .
- (6) If the re-checking revealed, subject to the provisions made under Para 30 (4) above, any discrepancy by virtue of which the marks of the student are revised, the record shall be corrected accordingly and revised grade sheet shall be issued after the previous grade sheet is surrendered.
- (7) If any such student refuses to surrender his previous grade sheet required under Para 32 (5) above shall be treated to have misbehaved and shall be dealt with by the Examination Discipline Committee under the relevant provisions of these Regulations.
- (8) The Vice Chancellor shall also have the powers to effect the recovery of the Grade Sheet by force through any of the law enforcing agencies.

32. REFUND OF EXAMINATION FEE

- (1) Examination fee, if any, once paid shall not be refunded or transferred to subsequent examination even if the candidate fails to present himself for the examination, except in the following cases:
 - (a) If the name of the candidate has been submitted by the Head of department/Constituent Unit but later on his attendance is found to be short of the required percentage and his name has been withdrawn at least 10 days before the commencement of examination, 90% of the fee so deposited will be refunded.
 - (b) If a student is declared pass in the subject(s) and on rechecking resulted into correction in result (even enrolment is allotted), 90% of the fee deposited meant for examination shall be refunded.
 - (c) If the student expires before appearing in the examination, 100% of the fee shall be refunded to the legal heirs.
 - (2) The claim for refund of any fee, if admissible under these regulations, must be made within one year after the fee is deposited. No claim shall be entertained thereafter.
-

GENERAL INSTRUCTIONS FOR STUDENTS RELATING TO EXAMINATIONS

Note: Please read the following instructions carefully and comply with them during the conduct of examinations.

1. During the course of conduct of examinations, you will be under disciplinary control of the Examination Centre Superintendent, and the Invigilator. Therefore, you will follow their directions.
2. You should report to the Examination Centre at least 15 minutes before the scheduled time of commencement of the examination and occupy the seat allotted to you in the examination hall. **In extreme emergency and on merits of each individual case**, the Invigilator may permit your admission to the examination hall if you are late upto a maximum of 30 minutes. No compensation or extra time will be given to you for your late coming.
3. You should be in possession of Identity Card and Examination Admit Card. You will show your Examination Admit Card issued by the University/Institution to the Invigilator or any other authorized Officer of the University. Impersonation or impersonated by some body in the examination is an offence.
4. You are allowed to carry with you only pen, pencil, eraser, sharpner, inkpot, foot rule, scale and other instruments (wherever the use of the same is permitted during the Examination) in the examination hall. Exchange of such items, question papers and answer books is strictly forbidden.
5. You will not carry any textual material, printed or written, bits of papers or any other material except the Admit Card/Identity Card inside the Examination Hall. The Invigilator, observer, University Representative may conduct search on person, if required.
6. Please ensure that no incriminating material is kept in and around your desk in the examination hall.
7. You are not permitted to carry mobile phone/pager/ lap/palm top computers or any electronic device. Use of scientific or ordinary calculator as applicable is permitted if recommended in the question paper. If found, the item will be confiscated in addition to the disciplinary action.
8. You will maintain complete silence and discipline in the examination hall. If you want to have any clarification you should not discuss with other students taking examination. Instead, put your queries direct to the Invigilator on duty.
9. You will not be allowed to leave the examination hall during first one hour. Thereafter, you can be permitted to leave your seat with permission of the

Invigilator for not more than five minutes. If you keep yourself out of the examination hall for more than five minutes, you will not be allowed to write your examination further and disciplinary case will be instituted against you.

10. Read the instructions printed on cover page of the Answer Book carefully and make sure that it contains number of pages including title pages printed on the answer book.. If any discrepancy is noticed, the answer book should be got replaced before writing on it.
11. Please read the question paper carefully and ensure that you have received the relevant question paper. In case you find that the question paper is not related to you, or there is any misprint, you should make a request to the Invigilator to replace the question paper
12. Write your Enrolment / Roll number on your question paper, answer book and continuation sheet, graph sheet, drawing sheet and such other response sheet immediately before responding to question paper. University will not be responsible for any inaccuracy of Enrollment/Roll number.
13. Course Code, Course Title and other details relating to the examination should be clearly written with ink/ballpoint pen only.
14. You should ensure that answer book and continuation sheets are duly signed with date by the Invigilator otherwise these will be treated as invalid and disciplinary case will be instituted against you as per Regulations of the University.
15. Writing any thing in the answer book (except the details given on cover page of the answer book) before distribution of question paper is strictly prohibited. Write on both sides of the answer book only. Writing answers or any thing else on the question papers or on the foot-rules, scales, cardboard, desk and other instruments (wherever the use of the same is permitted during the examination is strictly prohibited.
16. You can use last page of the answer book for rough work which should be crossed after completion.
17. Please do not forget to mention the number of continuation sheets used in the space provided on the cover page of the answer book.
18. You should not tear out or fold the page(s) of the answer book/continuation sheet or any other response sheet. You should not leave any page blank unnecessarily.
19. You should properly tie up your answer book, continuation sheet, graph paper, map or any other response sheet at least 15 minutes before concluding the examination and handing it over to the Invigilator.

20. Do not ask for continuation sheet until all the pages in the main answer book are exhausted.
21. You will not be permitted to leave the examination hall before half the time allotted to the question paper is over and without handing over the answer book to the Invigilator.
22. You should not write your name or put any identification mark or special marks inside of your answer book/continuation sheets. If you do so, it will be considered as unfair means.
23. Smoking in the examination hall during the examination hours is strictly prohibited.
24. You will not be allowed to take tea, coffee, cold drinks or snacks into examination rooms during the examination hours.
25. As soon as the allotted time gets over, you should stop writing further and hand over the answer book to the Invigilator.
26. If use of any unfair means, misbehaviour or misconduct or an act of disorderly conduct is reported against you, disciplinary action will be taken against you as per University Regulations.

DISCIPLINARY CONTROL OF STUDENTS (REGULATIONS 3 OF 2005)

3. DISCIPLINARY CONTROL OF STUDENTS:

- (1) Every student enrolled in the University shall be under disciplinary control of the University and its Departments/Institutions/ Schools/ Colleges/ Constituent Units/ Centres;
- (2) At the time of admission, every student shall be required to sign a declaration that on admission, he submits himself to the disciplinary jurisdiction of the Vice Chancellor and several authorities of the University, its Departments/ Institutions/ Schools/Colleges/Constituent Units/Centres who may be vested with the authority to exercise discipline under the acts, the Statutes, the Ordinances, the Regulations and guidelines that have been framed therein by the University.
- (3) All the Departments/ Institutions/Schools/Colleges/Constituent Units/Centres of the University shall be obligated to carry out instructions/directions issued under these Regulations, and to give assistance to the Vice Chancellor to achieve the effective implementation of these Regulations.
- (4) The Heads of Departments/ Institutions/Schools/Colleges/Constituent Units/Centres of the University, Deans of Faculties, and Librarians shall have the authority over students in their respective Schools/Colleges/Institutions/Faculties and Teaching Departments in the University as may be necessary for the proper conduct of the Institutions/

Departments. They may exercise their authority through, or delegate authority to such of the teachers in their Departments/ Institutions/ Schools/Colleges/Departments/Constituent Units/ Centres as they may specify for these purposes.

- (5) Without prejudice to the powers of the Vice Chancellor and the Dean, Students Welfare and the Proctor as aforesaid, detailed Guidelines for discipline and proper conduct shall be framed which may be supplemented, wherever necessary, by the Heads of Departments/ Institutions/ Schools/Colleges/Constituent Units/ Centres etc. as they may specify for these purposes and submit the same for approval by the Vice Chancellor.
- (6) Without prejudice to the generality of the power to maintain and enforce discipline under these Regulations, the following shall amount to act of indiscipline or misconduct on the part of a student of the University and its Departments/ Institutions/ Schools/Colleges/Constituent Unit/ Centres.
 - (a) Physical assault or threat to use physical force against any member of the teaching and non-teaching staff of any Department/ Institution/Schools/Colleges/Constituent Units/Centres and against any student within the Amity University Uttar Pradesh.
 - (b) ***Unauthorisedly remaining absent from the class, test or examination or any other curricular or co-curricular activity which he is expected to participate in;***
 - (c) Carrying of, use of or threat to use of any weapons;
 - (d) Misbehaviour or cruelty towards any other student, teacher or any other employee of the University, a college or institution;
 - (e) Use of drugs or other intoxicants except those prescribed by a qualified doctor;
 - (f) Any violation of the provisions of the Civil Rights Protection Act, 1976;
 - (g) Indulging in or encouraging violence or any conduct which involves moral turpitude;
 - (h) Any form of gambling;
 - (i) Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;
 - (j) Practicing casteism and untouchability in any form or inciting any other person to do so;
 - (k) Any act, whether verbal or otherwise, derogatory to women;
 - (l) Smoking, use of narcotics, possession and consumption of alcoholic beverages or gambling in any form;

- (m) Any attempt at bribing or corruption of any manner or description;
 - (n) Willful destruction of the property of the University or its Departments/Institution/School/College/ Constituent Unit/ Centre etc.;
 - (o) Behaving in rowdy, intemperate or disorderly manner in the premises of the University or the college or the institution, as the case may be, or encouraging or inciting any other person to do so;
 - (p) Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;
 - (q) Causing disruption of any manner of the academic functioning of the University system;
 - (r) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be.
 - (s) Unpunctuality;
 - (t) Ragging
 - (u) Violation of the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste or a scheduled tribe or other backward class;
 - (v) Any practice – whether verbal or otherwise, derogatory of women;
 - (w) Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour of students;
 - (x) *Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be.*
- (7) The Vice-Chancellor may amend or add to the list of Act of Indiscipline, Misconduct and misbehaviour under Clause 3(6) above

4. RAGGING

- (1) Ragging, in any form being illegal as per decision of Hon'ble Supreme Court of India, is strictly prohibited within the premises of the University, its Hostels, Departments/ Institutions/ Schools/ Colleges/Constituent Units/Centres and any part of Amity University system as well as on public transport system. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under these Regulations.
- (2) The acts or practices of ragging –
 - (a) involve physical assault or threat to use of physical force
 - (b) violate the status, dignity and honour of women students
 - (c) violate the status, dignity and honour of students belonging to the Scheduled Caste/Scheduled Tribe/Other backward Class
 - (d) expose students to ridicule and contempt and affect their self esteem
 - (e) entail verbal abuse and aggression, indecent gestures and obscene behaviour.
- (3) Abetment to ragging whether by way of any act, practice, incitement of ragging will also amount to ragging.

7. PENALTIES FOR BREACH OF DISCIPLINE:

- (1) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as deemed appropriate by him the Vice-Chancellor, Heads of Departments/ Institutions as the case may be, may in the exercise of his powers aforesaid, order or direct that any student :
 - (a) be expelled from the University, college or institution, as the case may be, in which case he shall not be re-admitted to the University, college or institution from where he is expelled but it shall not preclude his admission to any other institution with the prior approval of the Vice-Chancellor; or
 - (b) be, for a stated period, rusticated in which case he shall not be admitted to the university or institution, till expiry of the period of rustication; or
 - (c) be not, for a stated period, admitted to a course or courses of study of the University; or
 - (d) be imposed with the fine of a specified amount of money; or
 - (e) be debarred from taking a University examination or examinations for one or more years.
- (2) The Vice-chancellor, in exercise of his powers aforesaid or on the recommendations of the Head of Department/Institution , may also order or direct that the result of the student concerned of the examination or examinations at which he has appeared, be cancelled.

8. PENALTIES FOR RAGGING

- (1) On receipt of a report or a determination by the relevant authority under these Regulations disclosing the occurrence of ragging incidents described in these regulations by the Vice Chancellor or by any authority under these Regulations, the student(s) involved in ragging, shall be expelled for a specified term, designated in the order. Non -students involved in reports of ragging will be proceeded with under the criminal law of India. Ex-Students involved in ragging and against whom necessary action is taken under these provisions, will also be rendered ineligible for a period of five years from seeking enrolment in any of the Institutions of the University against whom necessary action is taken under this provision, will be given post decisional hearing, with strict adherence to the regulations of natural justice.
- (2) In case any student who has obtained degrees or diplomas of the University is found guilty; under these Regulations, appropriate action will be taken under the provisions of the Statutes and Regulations relating to Conduct of Examinations.

HOSTEL ACCOMMODATION

9. INSTRUCTIONS FOR THE RESIDENTS:

The Residents are expected to abide by the following instructions which are in accordance with the requirements of social and corporate life and to ensure a conducive atmosphere for their studies and growth.

- (1) The accommodation in the Hostel is meant for the student from the date of admission till the last day of the academic session. However, the students can be permitted by their Wardens to stay in Hostel on the recommendations of the Heads of Institutions for the specified reasons and for the period of summer training or completion of any other academic activity against payment of additional hostel fees and charges.
- (2) Hostel room cannot be sublet or shared by any day scholar or any outsider. The students are not permitted to change their rooms without specific written approval of the Warden. Failure to vacate the hostel by the due date will render the residents liable to disciplinary action or fine as may be prescribed from time to time by the University, or both and the eviction process shall be initiated against him/her.
- (3) At the time of occupying the room, the students shall be required to sign the inventory of the fittings, equipments and other items provided to him/her. No demand for additional furniture will be entertained. He/she shall be personally responsible for the safe custody of the same. They

shall have to make good any loss by paying for the cost of damage, if any. In case the defaulter is not traced, collective penalty would be imposed, if necessary. Any vandalism/willful damage to hostel property will be severely dealt with and students found indulging in such acts will face disciplinary action.

- (4) The students shall keep their rooms, corridors, staircase and bathrooms spotlessly clean and tidy at all times failing which they will be asked to evacuate the Hostel.
- (5) The students can be permitted to visit their local guardians on week-ends and holidays announced by the University and stay out after obtaining special written permission and Gate Pass from their Warden. However, such permission will be granted to female students only when they are accompanied by the persons authorized by their parents. No student is expected to move outside the Campus and their hostels after the timings as notified from time to time.
- (6) Any application for withdrawal from Hostel shall have written concurrence of their parents/guardians.
- (7) No visitor shall be allowed to stay in the hostel room.
- (8) Guests/visitors are not permitted to enter the Hostel and visit students in their rooms. They, however, can be allowed to visit them only in the cafeteria/ visitors rooms between 6.00 P.M. to 8.00 P.M. On week-ends and holidays announced by the University, they can also be permitted between 10.00 AM to 12.00 Noon. The University reserves the right to deny entry into the Hostel to visitor(s), if their visit is likely to disturb peace and order in the hostel.
- (9) The students shall switch off the lights, fans and air conditioners, air coolers, before they go out of the room.
- (10) Use of personal electrical appliances like air conditioners, air coolers, fridge, heater and kettles in the rooms is not permitted.
- (11) The Warden or his/her nominee are empowered to inspect the premises to ascertain the state of affairs of the premises as well as the status of occupancy in the presence or absence of the students.
- (12) The students are personally responsible for the security of their apartments and their belongings. They shall lock their apartment properly before leaving. The University shall not be responsible for any loss of their private or other property and Police investigation on FIR in such cases is not permissible.

- (13) Complaints, if any, pertaining to the maintenance shall be made in writing to the Warden.
- (14) The students must not indulge in any act of intimidation, any brawl/fight or violence or drunken or riotous behaviour. Smoking, use of narcotics, possession and consumption of alcoholic beverages or gambling in any form in hostel are strictly prohibited. Defaulters shall be required to evacuate the hostel and face disciplinary action.
- (15) The students are not allowed to remove magazines or newspapers or any other property from the common room, dining hall, visitors room or any other room of the hostels.
- (16) Cooking of food in the rooms is strictly prohibited.
- (17) The students shall maintain decorum in the common room. They will observe meal timings in cafeterias. Coming to the dining room in night clothes, shorts, lungis or similar attire, bathroom/ rubber slippers or in any other indecent apparel is not allowed.
- (18) Ragging in any form is illegal and strictly prohibited within the premises of the University, Hostels and Institutions and any part of the Amity University system as well as on public transport system. Any individual or collective act or practice of ragging constitute gross indiscipline and attract disciplinary action as provided in the Regulations relating to Maintenance of Discipline among Students.
- (19) All the members of the University community have the right to privacy and that the residential area shall in no case be used as venues of protests and agitations.
- (20) Male and female students are not permitted to visit each other's hostel.
- (21) Pets are not allowed within the Hostel.
- (22) The students before proceeding on leave or vacating their rooms after their annual examinations shall hand over all items provided to him along with the keys to the Hostel Authorities alongwith inventory duly signed by the Warden or his/her authorized representative so that necessary annual repair and stock taking is done. In case of loss of keys, the actual cost of replacement of complete lock shall be recovered from the students.

- (23) Re-allotment of Hostel accommodation to old student for next academic session is subject to the condition that he/she had 85% attendance in the classes during previous year. They shall submit their applications duly recommended by their Warden and Head of Institution to the Director, Admissions one month before the close of previous academic session. The Director Admissions, subject to availability of rooms will make allotment against payment of Hostel fees and other charges before the close of previous academic session. Re-allotment of Hostel accommodation cannot be claimed as a matter of right.
- (24) Whenever students move out from the Hostel with baggage during vacations or on authorized leave sanctioned by their respective Programme Directors/Institutional Heads, they shall get the application for out pass signed by their Programme Director/Heads of Institutions for obtaining their Gate Pass for their personal belongings from their Wardens. Such moves will only be through the authorized gates.
- (25) The students can play music in their rooms only in low tone till 10.00 P.M.without disturbing peace of others. (Only Walkman or Disemen are permitted).
- (26) Hanging of clothes at a place other than specified for the purpose such as, linen on windowsills, balconies etc. is not permitted.
- (27) Students are not permitted to keep their four-wheeler vehicles inside the campus. However, two wheelers can be permitted by their Wardens on receipt of specific requests from the students mentioning the details about their valid driving licence and the details of their vehicles in application.
- (28) All the students shall possess valid Hostel Identity Card at all times. In case the Identity Card is lost, duplicate Identity Card will be issued by the Warden against payment of the prescribed cost.
- (29) Celebration/party by the students can be held upto 11.00 PM with specific written permission of the Hostel Warden to be obtained atleast two days in advance.
- (30) The University reserves the right to close any or all hostels suo moto.



GUIDELINES PERTAINING TO OFFICIAL DUTY FOR ATTENDANCE

1. ATTENDANCE (R1/10)

Every student shall be required to achieve 100% attendance in all the lectures, tutorials and practicals of each course unit and participate in seminars arranged in the Department/Constituent Units during the programme. However, to account for late joining or other contingencies such as prolonged illness, accidents, tragedy in the family etc., a relaxation up to a maximum of 25% can be granted. Thus, the attendance requirement for appearing at the examinations shall be a minimum of 75% of the classes actually held in each course units. Attendance in seminars, tutorials, practicals etc. is compulsory. In exigencies mentioned above, permission for absence shall be taken by the student.

2. OFFICIAL DUTY GUIDELINES:

If a student is sent by the Institution for an Official Duty (OD), the student may be given advantage of it in attendance. The OD can be given equal weightage from the attendance point of view.

In order to bring more transparency and remove last minute confusion, Official Duty Guidelines have been formulated. The students may be granted an OD in following cases, if they are deputed by the Institution:

1. A student is sent for official purpose to the other institutions/industry etc., to represent Amity.
2. A student is participating in Seminars, Conferences organized by AMITY Institutions, industry and other academic institutions.
3. Student is organising Corporate Forums, CEO Dinner, guest lectures and any other industry-academia activities.
4. Participating in Summer and Final Placement work such as:
 - Presentations in companies in Delhi NCR or outside.
 - Students attending On Campus or Off Campus Company pre placement talks.
 - Attending On campus or Off Campus Interviews/Group Discussions
 - Involved in any other activity related to placements which cannot be deferred for after classes/weekends etc.
5. Student going for Industrial visits, military training camps etc.

6. For promoting the annual functions of the Institution in industry, government etc.
7. Organising/participating in student competitions organised by industry & academia.
8. Participation in sports competitions, Sangathan, Inter University sports competitions etc.
9. Any other important work assigned by the faculty/Head of institution.
10. No OD will be given :
 - (i) for practice session or as audience for sports matches, cultural programmes etc.
 - (ii) for academic project, whatsoever may be the nature.
 - (iii) after the event is over or the class already held whichever is earlier.

Recommendation & Approval of OD:

1. In all above-mentioned Official Duties, the student has to fill-up the prescribed format for recommendation by the faculty deputing for the activity for final approval by Head of Institution.
2. The under-mentioned persons are authorized to recommend the ODs for the approval of Head of Institution.
 - a) Programme Director
 - b) Head Corporate Resource Centre/Industry Interaction Centre/Amity Technical Placement Centre
 - c) Programme Leaders/Programme Coordinators
 - d) Faculty members acting as Event Coordinator
 - e) Any other person nominated by the Head of Institution

The authorities mentioned above will ensure that all sanctions are obtained before the date of commencement of an event. There will be NO REPEAT, No cases of either recommendation or ex post facto sanction of ODs.

Process for approval of OD:

The procedure to be followed for sanctioning of the ODs will be as under:

- a) The OD request will be initiated by student through faculty in-charge in advance before the activity takes place as per prescribed format (Annexure)
- b) The student will submit the OD Form to the person concerned who has assigned the work.
- c) Authorized person(s) will recommend to Head of Institution for approval.
- d) The approved ODs will be taken into account by Academic Department within 24 Hrs. of the approval, provided it reaches in time.
- e) One copy each of the final approved OD form will be given by the concerned faculty in-charge to the following:
 - Academic Department
 - Self

- Program Leader
 - Concerned Student
- f) The course faculty will give attendance to students who are actually present in the class and not who are on Official Duty.
- g) OD will be entered by the academic department only within 24 hours of class has held.

Exceptional Case:

In case of an emergency if approval cannot be taken after advance submission of OD slip, the approval may be taken the following day from the day of duty from the Head of Institution. **No OD request should be entertained subsequently.**

The above OD system shall be clearly understood and strictly followed and no deviation will be allowed under any circumstances.



AMITY UNIVERSITY

UTTAR PRADESH

Name of Institution:.....

Request for OFFICIAL DUTY (OD)

To: Head of Institution
Through: Program Leader/Programme Coordinator/Programme Director

The (No. of students) are recommended to participate/organize following activity:

- i) Name of Activity :
- ii) Date(s) of Activity :
- iii) Time of activity & Duration : From:..... Time:
.....

Following students will be on for official duty as per the details given below:

Sl. No.	Student Name	Enroll No.	Program	Course(s) (Classes will be missed for)	Role & Responsibility assigned to students

I will forward the students performance report of the activity within 24 hrs on completion of duty.

Requested By

Signature:.....

Faculty in-charge for activity.....

Date:.....

Head of Institution's, Approval

Approved / Not Approved

Date..... Signature of Head of Institution.....

—————o00o—————

A M I T Y U N I V E R S I T Y
—————**U T T A R P R A D E S H**—————

DECLARATION FORM TO BE SIGNED BY THE STUDENT AND SUBMITTED TO INSTITUTE AT THE TIME OF JOINING THE PROGRAMME OF THE UNIVERSITY

DECLARATION

I _____ Son/Daughter of _____ hereby affirm and state that I have gone through the extracts from Regulations printed in this booklet. These Regulations were explained to me during the orientation programme and I was given enough opportunity to clarify my doubts (if any) about these Regulations. I am aware that these Regulations are binding on me.

I certify that I have understood these regulations and I undertake to abide by these Regulations. I shall be responsible and will be liable for appropriate action against me if I do not fulfill the academic and other requirements as specified in my Programme curriculum. The Amity University and the Institute will not be held responsible for not informing me about the same.

(Signature of the Student)

Roll No. _____

Enrolment No. _____

Programme _____

Address: _____

Phone No. _____ Mobile _____

E.Mail: _____

Signature of Parent

Date _____