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.

Institutional Policy & Framework on Tracking Applications and Admissions of Underrepresented Groups

1. Executive Summary & Policy Statement

Amity University Mumbai (AUM) operates a formalized, integrated institutional data architecture via its Enterprise Resource Planning (ERP) platform, AMIZONE, and the Central Admissions Director to track, monitor, and report admission lifecycles across diverse applicant demographics. Tracking student applications, selections, and matriculation is essential for statutory compliance (UGC, AISHE, NAAC, NIRF) and internal affirmative action monitoring under the University's Equality, Diversity, and Inclusion (EDI) Policy.

2. Demographic Tracking Matrix & Operational Scope

The university captures admissions and enrollment indicators categorized according to Indian statutory obligations, university accreditation bodies, and internal affirmative frameworks. The status across specific target groups is summarized below:

Demographic / Cohort Group	Tracking Mechanism & Stage	Reporting & Institutional Purpose	Tracking Status
Women / Female Students	Mandatory self-declaration in Application Portal -> Entrance Merit -> Admission confirmation	AISHE, NIRF, NAAC Criteria 2 & 7, Gender Equality cell audits, SDG 5 reporting	**Fully Tracked & Monitored**
Disabled Students (Divyangjan / PwD)	Application disability disclosure, UDID certificate upload -> Physical verification -> Examination / Hostel flagging	Statutory compliance under RPwD Act 2016, Equal Opportunity Cell (EOC), UGC reporting, Divyaang Fee Concession tracking	**Fully Tracked & Monitored**
Ethnic / Social Minorities (SC, ST, OBC, Religious)	Application caste/category & minority quota field, government caste certificate verification	Mandatory annual submission to AISHE, State Social Welfare Dept, MahaDBT scholarship desk, UGC SC/ST Cell	**Fully Tracked & Monitored**
Low-Income / Economically Weaker (EWS / FW)	Family annual income self-declaration, Income Certificate upload, Tuition Fee Waiver (TFW) scheme selection	Need-cum-merit scholarship allocation, AICTE/UGC fee waiver tracking, institutional financial aid audits	**Fully Tracked & Monitored**
Non-Traditional Learners (Mature, Gap-Year, Working)	Date of birth, educational gap documentation, professional experience verification via Admissions Directorate	Executive program tracking, credit transfer compliance under NEP 2020 (ABC portal), lifelong learning metrics	**Tracked by Program Type**
LGBT / Transgender (Third Gender) Students	Application portal 'Gender' field offering 'Third Gender / Other' option in alignment with Supreme Court NALSA mandate	State UGC equity compliance, anti-harassment monitoring, campus inclusion audits (disclosures kept strictly confidential)	**Tracked (Voluntary Disclosure)**
Newly Settled Refugee & Displaced Students	International Admissions Cell / ICCR portal, passport/visa screening, FRRO	Captured under International Student category; political	**Tracked via International**

	registration	refugee status handled on specialized humanitarian/ICCR directives	**Registry**

3. Data Collection Architecture & Lifecycle Stages

Stage I: Application Stage (Pipeline Inflow) — All applicants register via the central online portal. Form fields systematically capture gender (Male, Female, Third Gender), category status (General, SC, ST, OBC, Minority), Divyangjan/PwD status, domicile (rural/urban/state), and parental income. Applicants upload supporting certificates for statutory validation.

Stage II: Selection & Merit Evaluation — The Directorate of Admissions tracks candidate selection conversion rates. Scholarship eligibility are flagged in the evaluation workflow.

Stage III: Matriculation & Enrolment Archival — Upon fee payment, applicant profiles are transferred from the admissions portal to AMIZONE (ERP). Unique student IDs maintain demographic flags, enabling real-time cohort tracking, academic progression reviews, and automated submission to government databases.

4. Statutory Reporting & Governance Bodies

Amity University Mumbai is legally required and administratively structured to report disaggregated demographic data to national bodies and internal oversight councils:

• **All India Survey on Higher Education (AISHE):** Mandatory annual data upload capturing total enrollment dissected by gender, SC, ST, OBC, PwD, and minority categories across all programs and degree levels.

• **National Institutional Ranking Framework (NIRF):** Submits verified datasets under the Outreach and Inclusivity (OI) parameter, evaluating percentage of female students, economically and socially challenged students, and physically challenged students.

• **Equal Opportunity Cell (EOC) & SC/ST Cell:** Maintains disaggregated records of reserved category admissions against sanctioned capacity, along with student grievance tracking and remedial performance records.

• **Women Help Desk & Internal Complaints Committee (ICC):** Monitors gender ratios, POSH cases, and hostel allocation equity, submitting annual reports to the Vice-Chancellor.

5. Data Privacy, Ethical Governance & Voluntary Disclosure

The tracking and storage of sensitive student demographic data are governed under strict ethical guardrails:

• **Confidentiality & Voluntary Self-Identification:** Disclosure of sensitive categories (such as sexual orientation, specific medical/psychiatric diagnoses, and exact socio-economic stress indicators) remains voluntary. Sensitive fields are shielded by role-based access control (RBAC) on AMIZONE.

- **Non-Discrimination Firewalls:** Data gathered is strictly used for statutory compliance, welfare disbursement, barrier removal, and academic counseling. It cannot be used adversely in grading, disciplinary, or residency reviews.
- **Data Protection Compliance:** The university's IT Security policy and Digital Personal Data Protection (DPDP) Act frameworks govern the encrypted transmission and storage of personal records.