

VIJAYBHOO MI
UNIVERSITY



INDIA'S FIRST LIBERAL PROFESSIONAL UNIVERSITY

STUDENT HAND BOOK

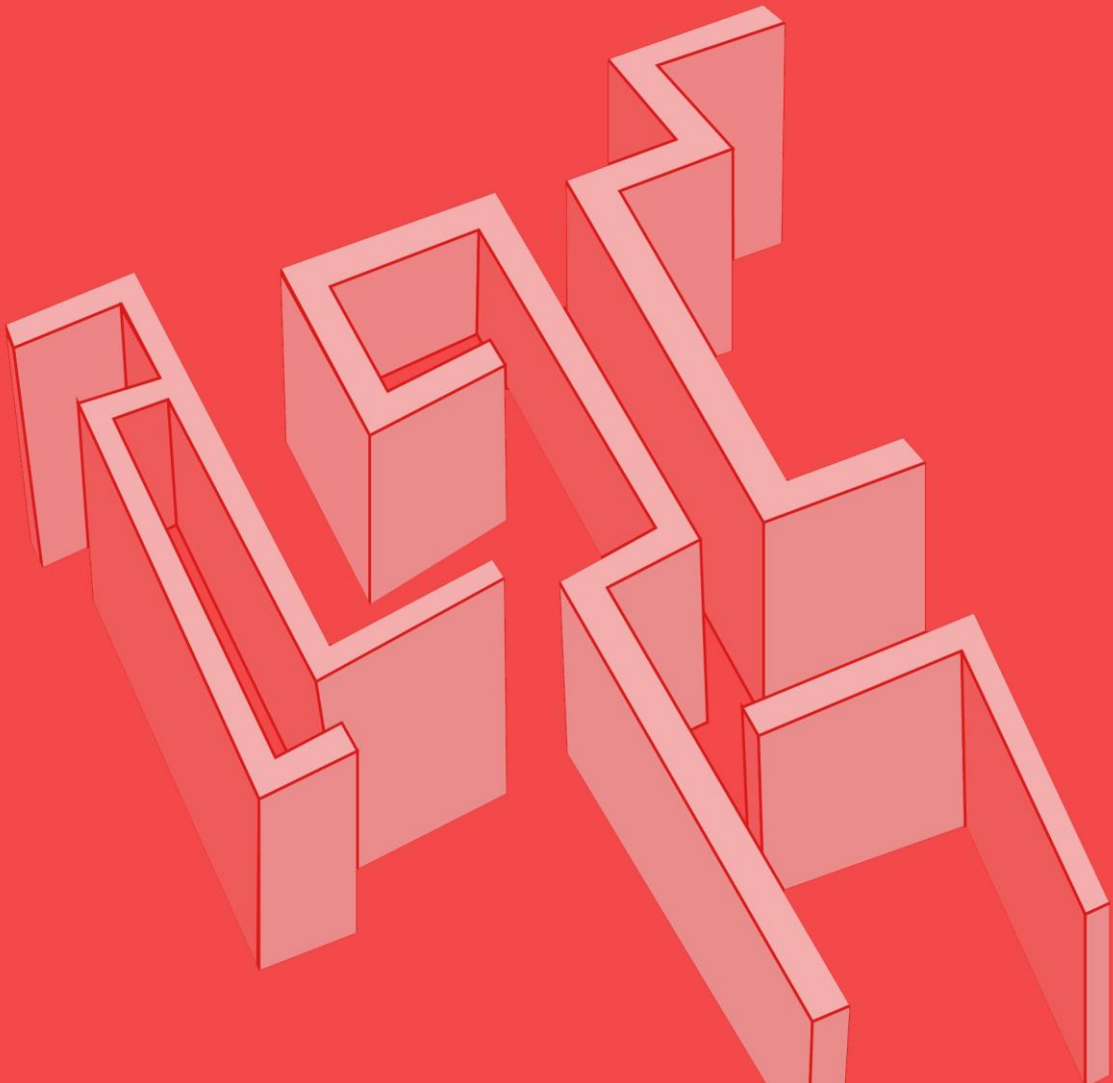


Table of Contents

About Vijaybhoomi University	5
Spirit of Vijay – Our values and guiding principles	5
Vision	5
Mission	5
Student – Rules and Regulations.....	6
Scope.....	6
About Disciplinary Committee (DC)	6
About DC.....	6
Constitution of the DC.....	6
Filing Complaints with DC.....	7
Decisions of DC.....	7
Defendant and Complainant	7
Appeals	8
Documentation.....	8
Rules for Student	8
Non-Academic Punishable Offences.....	13
Code of Conduct for Students.....	16
Dress Code:	16
Do’s and Don’ts	16
Exceptions to the Rules and Regulations.....	18
Medical Conditions	18
On Duty	18
Change of Hostel Room	19
Environmental Conditions.....	19
Use of Facilities.....	19
Lodging and Boarding Facilities.....	19
Library	19
Sports & Gym Facility.....	20
General Instructions	21
Medical Facilities	21
Laundry Service.....	21
Vijaybhoomi Bus Service.....	22
IT Facilities (Keep Learning Team + VU IT Team)	23
Use of Laboratory, Studios, Music Performance Rooms, Auditorium etc.....	25
Emergency Aid	26
Cashless Campus	26
Payment of Fees	26
Document Amendment Record	27

About Vijaybhoomi University

Vijaybhoomi University is India's first liberal university, which aspires to offer relevant and quality education and engage in high-quality research. It is also Maharashtra's first greenfield university. The university, based in Karjat, Raigad, is devoted to nurturing holistic, socially responsible, and continuously employable professionals who make a positive difference in the world. We focus on making an individual "industry-ready" along with developing a personality ready to face and transcend any challenge in any niche.

The curriculum at Vijaybhoomi University is based on the Multiple Intelligence framework. It is a fully choice based credit system having international pathways to partners such as the State University of New York, Paris School of Business and University of Wollongong, Australia.

Vijaybhoomi is promoted by Dalal Street Investment Journal (DSIJ), Jagdish Sheth School of Management (JAGSoM), formerly known as IFIM Business School) and IFIM Institutions. DSIJ, having its head office in Mumbai was founded in 1986. JAGSoM, with its campus in Bangalore was founded in 1995. Today, JAGSoM is ranked among the top 30 business schools in India and is now accredited by the world's gold standard in business school accreditations – Association to Advance Collegiate Schools of Business (AACSB), making it one among the first six schools in India to achieve this honour

Spirit of Vijay – Our values and guiding principles



- Value integrity and earn others' trust.
- Innovate continuously and be agile.
- Jettison fear of failure and learn from mistakes.
- Appreciate your origins and build on them to be a good citizen.
- Yield not to unethical shortcuts and be socially responsible.

Vision

To be the most sought-after destination for liberal professional education

Mission

Nurture holistic, socially responsible, and continuously employable professionals.

Student – Rules and Regulations

Scope

- Vijaybhoomi University is committed to providing an inspiring and intellectually stimulating and a safe environment, with a culture of respect for all members of the university community. By choosing to become members of this community, students, staff, and faculty affirm their commitment to its philosophy, ethos and values and understand the responsibility placed upon them.
- To maintain its values and culture the University has formed rules and regulations violations of which will jeopardise its environment. Hence to enforce discipline and student conduct on campus the University will enforce its Rules and Regulations.
- The said rules are subject to review/alterations/modifications/additions/deletions, either in part or whole at any time hereafter, at the exclusive discretion of the Management. Students are required to read and be aware of all notices that are put up on the Notice Boards.
- It must be expressly understood that the University or its nominees shall not be held responsible in any manner whatsoever in case of any injury and/or loss of life or belongings of any hostel residents due to theft, burglary, fire, riot, or any natural calamity or circumstances whatsoever.

About Disciplinary Committee (DC)

About DC

At Vijaybhoomi University, we want to ensure a respectful and supportive environment for all members, including students, faculty, and staff. If you have concerns about a fellow student violating our university's rules and regulations, we encourage you to reach out to our Disciplinary Committee (DC) to address the issue. The DC will deal with non-cognizable offences and established offences wherein the student has repeated the offence and exhausted all the provided chances and fine options.

Constitution of the DC

The disciplinary committee (DC) has been constituted by the Vice Chancellor as follows:

- 1) Director – Sports & Student Experience / Student Affairs: as Chairman
- 2) Registrar or his appointed representative
- 3) Dean or his / her representative
Faculty Member:
School # 1
- 4) Dean or his / her representative
Faculty Member:
School # 2
- 5) Controller of Examinations: Staff #1
- 6) Manager – HR: Staff # 2
- 7) Hostel Warden: Staff # 3
- 8) President, Student Council
- 9) Secretary, Students Council
- 10) Vice President (of concerned complaint / grievance)
- 11) One external representative from NGO/ Industry (when necessary).

The DC's decision shall be final. A student shall have right to make an appeal with the Ombudsman of University in case the alleged student (s) are not satisfied by the proceedings for the DC and the outcome of the DC's deliberation.

Filing Complaints with DC

- 1) To initiate the process, please submit your complaint in writing to the DC email address (disciplinarycommittee@Vijaybhoomi.edu.in) within three working days of the incident. The Registrar's office is obligated to initiate such proceedings of the DC in cases where the student has exhausted the maximum number of fine options provided against each of the cognizable offences mentioned herein.
- 2) Once the DC receives your written complaint, the DC will conduct a preliminary investigation to determine its validity. The DC shall inform both the complainant and the defendant of the outcome of their preliminary decision within five working days.
- 3) If the complaint is deemed valid, the DC will proceed with a thorough examination. This step will involve requesting a written statement from the defendant and offering them the option of a verbal hearing if desired. We expect the defendant to acknowledge receipt of the complaint and provide their written statement within 72 hours, though they can request an extension if needed, subject to the Committee's discretion.
- 4) After these initial steps, the DC will initiate deliberations to determine the defendant's culpability and decide on any appropriate consequences or penalties. We pledge to communicate the final decision to all parties within 4 weeks of accepting the case.
- 5) In cases involving suspension or expulsion, we will notify the defendant

and their parents or guardians through the Registrar's office. All other decisions will be communicated to the defendant by the Chair of the DC, with the complainant also being informed of the outcome. The Registrar may share information with relevant university offices and authorities as necessary.

- 6) Please note that the DC reserves the right to proceed with a case in absentia if the defendants or witnesses fail to respond within the specified timelines.

Decisions of DC

We believe in conducting disciplinary proceedings with fairness, though they do not follow the same rules as a court of law. The legal rules of evidence do not apply, and the DC may use any relevant information, including hearsay and third-party testimony.

In cases where penalties are imposed, parents or guardians will be notified, but this will primarily apply to suspension or expulsion orders. In exceptional circumstances advised by the DC, notifications may also be sent for other penalties.

Decisions regarding violations will be based on a careful consideration of all available information, using the standard of preponderance of probabilities.

Defendant and Complainant During DC proceedings, defendants, complainants, and witnesses have certain rights, including access to university policies and procedures, information about pending charges, freedom from intimidation, and protection from unwarranted searches or seizures.

The DC emphasizes the importance of confidentiality throughout the disciplinary process, and all parties involved are expected to maintain this confidentiality. The DC will always allow a minimum of 24 hours for responses in communications with the parties involved, with the possibility of extensions granted at the discretion of the Committee.

Appeals

If parties wish to appeal the DC's decision, they have the right to do so within five working days, provided they state clear grounds for their appeal. The appeals will need to be made to the Registrar of the University in writing. Appeals will be considered in cases involving new evidence or significant procedural errors. The Registrar will consult the Vice Chancellor for accepting the appeals. In case the same is accepted the complainant and the defendant will be informed by the Registrar office providing the details of the Appeals Committee which will be chaired by the Vice Chancellor or his/her nominee. The appeals committee will conduct its deliberations under the guidance and directions of the VC. A decision taken by the appeals committee will be final and binding on the complainant and the defendant.

Documentation

Documentation of all cases referred to the DC will be maintained for at least two years from the date of the final decision.

Rules for Student

Entry / Exit into Campus.

1. Students will not be allowed to enter and exit the university campus prior to 6:00 AM and post 09.00 PM (herein after called day hours) unless a special permission has been granted by the competent authority.
2. The campus security maintains a movement register and all students exiting the gates of the University during the permitted time are required to sign out and sign whilst entering the campus.
3. The movement register will be available with the security only during the day hours. For the remaining period the register will be in the possession of the warden.
4. In case a student for any reason whatsoever enters or exits the campus outside of the day hours, the student will be reported by the security to the warden and will not be permitted to enter the room till such time the warden permits the same.
5. In accordance with the regulations set forth by the university Registrar/Warden/ Admin Dept. students who plan to depart from the hostel for an extended period, specifically for a duration of overnight or longer, or during scheduled term breaks, must make an application to the warden in the prescribed format along with the consent of the parent or the local guardian. This application should be submitted 48 hours in advance.
6. On being permitted to leave the campus for the approved period, the student needs to lock his belongings in the provided storage space and exit the campus by signing out in the register at the security. The University reserves the right to cross check with

the parent/local guardian after receiving the application and the University reserves the right to deny the permission at its discretion. The students must report in time prior to the expiry of the time.

7. In case the student does not report in time, the University reserves the right to de-register the student from the ongoing term and inform the parent/student accordingly without giving any further notice. **Please note any such permission obtained by the student will not automatically entitle the student for attendance in the courses in which the student is registered in the respective term.**
8. No students will be allowed to enter the campus in an inebriated state. If a student is found in such a state, the security will take the student to the infirmary for an immediate check up by the CMO or the nurse. In case the student is found to have consumed high quantity of alcohol or any form of a reactional drug/narcotic substances, the CMO shall immediately inform the warden. The student will not be permitted to enter the hostel room in this state will be required to rest in the infirmary till permitted by the CMO to use the hostel room. State of inebriation is a punishable offence.
9. Before leaving for the term break or for the purpose explained prior, students are required to vacate their allocated beds and rooms.

Term Break and Storing of Personal luggage.

10. The University uses the term break period to conduct maintenance of the rooms and hence students will be required to place their belongings in an area identified by the warden and managed by the VP-DORF (student council). At the beginning of the next

term, the students will be required to retrieve the deposited belongings from the secured area and move into their newly assigned bed or room. Though the University will make its best attempt to assign the same bed and room to the student for a period of 4 contiguous terms, the same is not guaranteed.

11. If students fail to follow the prescribed guidelines for luggage and belongings storage, the university shall not be held liable for any resulting loss or damage. Therefore, it is the responsibility of every student to adhere to the directives issued by the hostel authorities and to take necessary precautions to safeguard their possessions. Also note, that the University will be responsible for providing a secure space to the student council for storing the personal belongings, the University will not take any responsibility for any loss of the belongings and for transport of the belongings to the secure area. The facilitation of transport and the process for managing the stored belongings will be the sole responsibility of the student council.

Hostel Rooms Related

12. Students of the same gender will be assigned the same room. Students of different genders cannot share their rooms. No students of one gender are allowed to visit the room of the other gender at any time of the day or night. Breaching of this rule is a punishable offence.
13. The University covers up to 100 units of electricity consumption per room per month. Any usage beyond this limit, especially for services like AC, will be the financial responsibility of the students of the designated room. Additional charges will be billed

directly to the student's account and will be divided equally among all students staying in the same room.

14. If students lose the room key or cupboard, report it to the Warden. A replacement key for the same room can be obtained from the University for a fee of Rs.1000. Students are not permitted to make their own keys. Upon vacating the room, only University-provided original keys will be accepted; duplicates will not be recognized. This policy is for the security of the premises and residents of university campus.
15. In case of damages to the assigned furniture in the hostel which is beyond the normal wear and tear will be charged to the student's bill.
16. Students cannot keep any explosives, arms, narcotic substance, alcohol, and other drugs suitable for recreational use in their possession or bringing the same into the campus. Breaching of this rule is a punishable offence.
17. Students cannot bring food from the mess to their rooms. They are required to consume their food only in the student mess area or other designated areas. Consumption of cooked food inside the hostel room is strictly prohibited.
18. Students can order food from outside; however, students are required to consume this food in either the student mess or other designated areas. Consumption of food inside the hostel rooms is strictly forbidden.
19. All baggage and goods brought into the hostel room are subject to be checked by the security on the instructions of the warden. University reserves the right to disallow possession of items in the rooms and the warden will have the final say on such a decision. Please note this would include goods ordered from E-commerce platforms.
20. Keeping pets is strictly banned in the hostel. In case a student is found in

possession of a pet inside the hostel, the security personnel/warden will have the right to evict the pet from the premises.

21. Vijaybhoomi University is a non-smoking/non-vaping campus, smoking/vaping in any part of the campus is a punishable offence.

Getting Ready for Graduation

1. A student who wishes to graduate in the graduation ceremony of the upcoming term must ascertain from the Dean of the respective school that they have **near** completed the academic obligations of the degree of their choice, and are on the path towards graduation, before the commencement of the terminal exams of the current term.
2. The student should then fill and file the Graduation Consent (Annexure XX) Form with the Registrar office before the end of the current term.
3. Once received the Registrar Office will send the form along with the final transcript to the Program Office and School Dean for verification and confirmation.
4. In the event that a student has still not met their requirements, the Program Office can communicate this to the Registrar's office and they may inform the student of the same along with what further steps the student can take to make sure that they meet the requirements.
5. Post receiving the confirmation from the Dean and Program Office, the Registrar's Office will inform the student about their eligibility for the graduation ceremony prior to closing of the end term.

Ready for Graduation

1. Once a student is declared eligible for the upcoming graduation, the student is required to fill and submit all the exit paperwork. This must be done and handed to the office 2 weeks before graduation.
2. Once the graduation date is confirmed, an email from Registrar's office will be sent to the students confirming the same.

3. Students will then be required to confirm their presence for that day along with the number of guests accompanying them (not more than 2).
4. Students who are off campus will be invited to stay on campus the night before graduation and a dinner will be held.
5. Graduation Day processes and details will be shared with the students the night before.
6. After graduation students and parents must provide feedback about the ceremony on the links provided.

General Conduct:

22. Students are not permitted to venture out into the open areas of the campus without supervision at any point in time. Security personnel have the right to request the student to immediately return to the developed areas in case they find students venturing in the open area. Defiance of such an order by the security personnel is a punishable offence.
23. Students are required to carry a torch light during evening and light hours whilst using the common areas.
24. Personal Display of Affection is a punishable offence on the campus. Holding hands, kissing, hugging, and embracing, patting and any such gestures between the same or different genders which is not platonic in nature shall be considered as PDA. All security personnel or for that matter any official of the University shall have the right to immediately instruct the student to refrain from PDA. Defiance of such an order from any University Official or Authorised personnel will be considered as a breach and is a punishable offence.
25. Any kind of violence on campus between students, students and university officials, students and authorised personnel of the University is a punishable offence. Security personnel/University officials / Authorised personnel have the right to stop any incident of violence that may arise. Students caught in any violent act will be punished severely.
26. Use of abusive and foul language in the University is not permitted. All University officials and authorised personnel have the right to instruct the student to stop using such language. Defiance of such an instruction is a punishable offence.
27. Not adhering to the dress code as prescribed in this handbook can result in debarring the student from the area or the activity by the faculty/instructor/administrator/security personnel. Defiance of such an instruction is a punishable offence.
28. Intentionally damaging the property of the institute is a punishable offence. Any student found engaging in this activity will be punished severely.
29. Students need to park their vehicles in the designated parking zones. Defiance of such an order from any University Official or Authorised personnel will be considered as a breach and is a punishable offence.
30. Students are not allowed to entertain any outsider in their hostel rooms. The VP-DORF, Hostel Committee members, the warden and administrative staff including the house keeping staff have the authority to instruct the students to immediately evict the outsider. Defiance of such an order from any University Official or Authorised personnel will be considered as a breach and is a punishable offence. Outsider here implies any person other than a student or university official who has not been granted explicit permission to access the room.
31. Students are not allowed to use heavy duty electrical appliances such as heaters, hot plates, induction burners, water coolers, refrigerators etc inside the hostel rooms. The VP-DORF, Hostel Committee members, the warden and administrative staff including the house keeping staff has the authority to instruct the students to immediately stop using such an appliance. Defiance of such an instruction is a punishable offence.

32. Students are not allowed to use any type of electrical or combustible burners in the rooms. The VP-DORF, Hostel Committee members, the warden and administrative staff including the house keeping staff has the authority to instruct the students to immediately stop using such an appliance. Defiance of such an instruction is a punishable offence.
33. Students are not allowed to bring any inflammable or hazardous substances to the campus. The VP-DORF, Hostel Committee members, the warden and administrative staff including the house keeping staff has the authority to instruct the students to immediately dispose of such material safely. Defiance of such an instruction is a punishable offence.
34. Residents indulging in any criminal, unlawful, or offensive activity will be punished, warned, or evicted from the hostel depending on the nature of the offence.
35. Students should not use prohibited areas and areas outside the limits of student access without appropriate permissions. Breach of this rule will result in a trespassing offence which is punishable.
36. Students must comply with the Anti- Ragging Regulations as stipulated by the laws of the country. Ragging is a serious offence. The definition of ragging and its consequences will be dealt with as per the UGC regulations stipulated in <https://www.ugc.gov.in/oldpdf/ragging/minuterag230409.pdf>
37. The University reserves the right to amend and add new rules and regulations. The students are requested to keep themselves abreast with such changes but actively reading the circulars and notices issued by the University.
38. Ignorance of these rules and regulations will not be considered as a defense when being tried for any punishable offence.

Non-Academic Punishable Offences

Punishable offences will be of two types.

1. Cognizable Offences – Offences which are visually detected by the University Officials/Authorised Personnel/Security Personnel or captured on our AI enabled CCTV surveillance system.
2. Non-Cognizable offences – Offences that are reported by other students or charges of mental harassment to the authority.

All cognizable offences will be dealt with as per the table provided below.

Offence	Type	Min Punishment	Maximum Repetitions	Max Punishment
Keeping any explosives, arms, narcotic substance, alcohol, and other drugs suitable for recreational use in their possession or bringing the same into the campus	Major	Fine of Rs 10,000 + community service for one term	1	Report to Disciplinary Committee. Suspension and can be rustication
Entering the campus in an inebriated state	Minor	Fine of Rs 2,000 + community service for 1 month	3 (every time the fine shall be multiplied by 2)	Report to Disciplinary Committee. Suspension and can be rustication
Entering or exiting the campus without signing in the movement register Or entering or exiting the campus in the non-day hours	Minor	Fine of Rs 2000 + community service for 1 month	3 (every time the fine shall be multiplied by 2)	Report to Disciplinary Committee. Suspension and can be rustication
Student detected visiting the room of other gender at any point	Minor	Fine of Rs 2000 + community service for 1 month	3 (every time the fine shall be multiplied by 2)	Report to Disciplinary Committee. Suspension and can be rustication
Defying the orders given by any University Official/Security Personnel and or authorised personnel when instructed from	Major	Fine of Rs 10,000+ community service for one term	1	Report to Disciplinary Committee. Suspension and can be rustication

doing any prohibited act as per the rules and regulations.				
Smoking/Vaping or consumption of alcohol on Campus	Minor	Fine of Rs 2000 + community service for 1 month	3 (every time the fine shall be multiplied by 2)	Report to Disciplinary Committee. Suspension and can be rustication
Consumption of narcotics substance or use of recreational drugs as classified in the NDPS Act of India.	Major	Fine of Rs 10,000+ community service for one term	1	Report to Disciplinary Committee. Suspension and can be rustication. Blood /Urine sample may be taken of the accused to establish the offence
Any kind of violence	Major	Fine of Rs 10,000+ community service for one term	1	Report to Disciplinary Committee. Suspension and can be rustication
Intentionally damaging the property of the institute	Major	Fine of Rs 10,000+ community service for one term	1	Report to Disciplinary Committee. Suspension and can be rustication
Ragging	Major	NA	NA	To be dealt as per the directions of the UGC
Trespassing Offence	Minor	Fine of Rs 2000 + community service for 1 month	3 (every time the fine shall be multiplied by 2)	Report to Disciplinary Committee. Suspension and can be rustication
Any other misdemeanour of the student as identified by any University Official or authorised personnel.	Minor	Fine of Rs 2000 + community service for 1 month	3 (every time the fine shall be multiplied by 2)	Report to Disciplinary Committee. Suspension and can be rustication
Failure to mark daily attendance during the Day Hours when present on University Campus	Minor	Fine of Rs 2000 + community service for 1 month	3 (every time the fine shall be multiplied by 2)	Report to Disciplinary Committee. Suspension and can be rustication

<p>or failing to check-in to campus by 09:00 pm Or Checking out of campus for a night out without an email from the parents / guardians to the Warden from the registered email ID, where case-by-case permission is required. Or Returning to campus on a later date than the approved date of arrival, without an email from the parent / guardians from the registered email id, intimating the Warden (where case-by-case permission is required)</p>				
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Non-Cognizable Offences will be forwarded to the Disciplinary Committee constituted by the University. This committee will conduct its deliberations and shall decide on the punishment based on the nature of the offence.

Code of Conduct for Students

Dress Code:

The students are required to adhere to the following dress code in all institutional areas and common areas of the campus including the dining facility. The dress code for using the sport arena is defined under the Sport and Gym facility section.

Dress Code for Students – Male

- **Monday, Tuesday, Wednesday, and Thursday:** Smart casual trouser, smart casual shirt with full sleeves /half sleeves, Indian ethnic wear, appropriate footwear according to season.
- **Friday / Saturday / Sunday:** Smart casuals.
- **Official Event:** On an official event, whether on campus or outside where the individual is representing IFIM, Formal dress code will apply.
- **NOT ALLOWED:** Prominent/ big/ offensive prints on 'T' Shirts, Sleeveless 'T' Shirts, See-through clothing, Sandals & Bathroom sleepers/ chappals are strictly prohibited in the campus.

Formal Dress for Males: Trouser and full sleeves shirt with closed formal shoes. Blazer/ jacket as appropriate if it is an occasion.

Dress Code for Students – Female

- **Monday, Tuesday, Wednesday & Thursday:** Western formals such as formal shirt with Trouser/Below Knee level skirt or Indian formals such as Saree/ Salwar Kameez with appropriate formal footwear.
- **Friday/Saturday/Sunday:** Smart casuals.
- **Official Event:** On an official event, whether on campus or outside where the individual is representing IFIM, Formal dress code will apply.
- **NOT ALLOWED:** Short skirts, Prominent and big or offensive prints on 'T' Shirts,

Sleeveless 'T' Shirts, sleeveless tops, low cuts, see-through clothing, Spaghetti tops, Bathroom Chappals are strictly prohibited in the campus.

Formal Dress Code for Females: Western formals such as formal shirt with Trouser/Below Knee level skirt or Indian formals such as Saree/ Salwar Kameez with appropriate formal footwear.

Dress Code for Transgenders

- **Transgenders can follow any one of the dress codes as mentioned above as they are following in their daily routine.**

Dress Code Exceptions

1. The above dress code is applicable to students of all schools at all times. However some schools may require the student to follow a specific dress code as dictated by the profession on some/all days. The schools dress code for students pursuing their professional courses shall supersede the University dress code mentioned herein.
2. Students taking part in uniformed services such as the NCC, NSS etc may be required to be present in their respective uniforms on certain days. Such uniforms will supersede the University dress code on such days.
3. Students may be exempted to wear formal shoes on days when they are nursing injuries or medical conditions in the feet region.

Do's and Don'ts

- Students must bring with them adequate numbers of bed sheets, pillow-covers, blanket(s) and other personal toiletries and amenities for their personal use for maintaining hygiene.

- Students are expected to act professionally, always maintaining a harmonious atmosphere conducive to the professional well-being of everyone in the hostel.
- Student ID Card should be worn daily and should always be clearly visible in the campus without exception for all the students.
- The students must take care of hostel room provisions including Air Conditioner, lights, fans, switches/regulators/sockets, study table, cot, chair, cupboard, curtain rods, windows/doors, and most importantly – room keys. To save energy, students are requested to switch- off the electrical appliances when not in use.
- Students must carry a torch whilst using the common areas of the campus in the late evening and night hours.
- Students are required to attend their classes regularly and punctually.
- Students must take adequate precautions to ensure that their personal belongings are not left unattended and unlocked to prevent theft and embezzlement.
- Students are required to adhere to the stipulated dress codes mentioned in this handbook.
- Students must behave like responsible citizens and are expected to comply with all the laws of the country.
- Students are required to respect the individuality of other students.
- Students must constructively use all the facilities provided by the University.
- Students living at the hostel are mandated to punch into the biometric machine or signature in the hostel attendance register during the off Day Hours.
- Students must adhere to the guidelines and instructions for use of any of its facilities strictly.
- Students are allowed to play music softly and if it does not disturb others.
- Students must maintain their living areas and surroundings clean.
- Students must not litter the campus and wherever possible propagate cleanliness across the campus.
- Students must pay their dues on time using the keep learning platform.
- Students must read through the Academic Guidelines thoroughly.
- Students must read the Student Council Constitution and understand the organization of the student's council.
- Students must attend all the orientation sessions and thoroughly read the various handbooks of Research/Innovation Incubation, Personality Enhancement Plan (PEP), Social Immersion Program (SIP), Miracle X (Mentoring), Industry Internship Program (IIP) etc.
- Students will need to be tolerant of disturbances caused due to events such as festivals, convocations etc. organised by the University.
- Students must actively participate in student club activities. The details of the clubs etc. can be understood from the Chairperson Student Affairs and the Student council members.
- Students are required to refrain from using prohibited areas such as the terraces of the buildings.

Don'ts

- Students shall have to abide by the decisions of the hostel warden and University authority with respect to enforcement of the hostel rules, failing which the same shall be treated as defiance of an instruction.
- Modifications /alternations/ meddling with existing structure, fittings, and electrical connections are strictly prohibited, and liable for action.
- No notice shall be put in the Hostel directly by any student unless such permission has been granted by the Warden or Admin Dept.

- Event posters are not allowed to be pasted anywhere in the hostel other than the notice boards.
- Students should not feed or encourage the presence of stray animals, such as dogs, cats etc within the campus.
- Students are not permitted to watch pornographic or objectionable content on campus.
- Students should not make noise or sounds that disturb others.
- Students should not discriminate basis eating habits, religion, gender, caste, nationality, or creed on campus.
- Students should not venture out into the open areas of the campus.
- Students must stay away from reptiles, insects, and other animals. In case of spotting a dangerous reptile/insect the students must immediately vacate the premises and inform the security personnel to address the situation.
- Students should stay in the hostel room when suffering with infectious diseases, the students must voluntarily report to the infirmary and use the facility till cured.
- Vijaybhoomi University doesn't align with any political ideologies. Students need to refrain from propagating any political agendas or form any political parties on the campus.

Exceptions to the Rules and Regulations

Medical Conditions

Students who are injured or ill and require to be hospitalised or be taken care of at home will be absolved from the leave processes described above. Provided that such conditions are confirmed by the CMO. During such leave of absence, a student may approach the Program Office to grant a leave of absence for the course work in progress. In such cases the decision of the Academic Council communicated via the Registrar office will be final.

If a student is diagnosed with illness and is prescribed to stay in the room, the student will be allowed to take his prescribed meals in the hostel room.

On Duty

Students representing the University in sport competitions, festivals, and other competitions can apply to the Program Office to grant an "On Duty" leave. In such cases if the Academic Council permits the student will be granted leave of absence across all courses. This shall be confirmed by the Registrar provided the application is made at least 10 days before the said event and is approved by the Academic Council members.

Change of Hostel Room

The student may or may not be provided limited choice for selecting their preference of the rooms. However, under special circumstances associated with medical or physical conditions the student may apply to the Registrar office for a specific room. The Registrar on a best effort basis will try to accommodate such request provided the condition is confirmed by the CMO.

Environmental Conditions

Students who exit campus during the day hours and are not able to return in time due to lack of transport or environmental conditions will be allowed to use their rooms even if they arrive off day hours. However, this will be solely at the discretion of the warden on duty. Such students will be asked to wait at the administration block till the warden arrives or the warden issues a written notice to the security to allow the students into the campus.

Use of Facilities

Lodging and Boarding Facilities

Based on the meal plan subscribed by the student the student will be entitled to the following meals during their stay at the University campus

- Breakfast shall be provided during the morning hours.
- Lunch shall be provided around noon hours.
- Dinner is served in the evenings.

The exact timings for the same are displayed on the notice boards. The service provider reserves the right to not serve the meals beyond the stipulated time. The service provider also reserves the right to not to serve

meals to students who are not dressed appropriately or are misbehaving in the dining areas.

The University also runs a day and night canteen where students can purchase their choices of dishes as offered by the service providers. The timings for these services are displayed on the mess notice board.

The University is also scheduled to open a cafeteria for students to access. The timings of the cafeteria and the charges for their services will be displayed in the cafeteria venue.

Library

The Vijaybhoomi University Library has a well-equipped Learning Resources Centre (LRC) with a conducive environment for reading. We have a seating capacity of 60 users. Books are arranged according to DDC classification, and a separate section is allocated for reference and textbooks.

The VU Library consists of 2901 books, 138675 e-books, 5999 e-articles, and 03 News Papers.

The university library has access to over 9499 full-text electronic journals, proceedings, and standards and over 7 bibliographic databases from several publishers and aggregators through direct subscription.

LRC has acquired LIBSOFT library management software. The library's online Public Access Catalogue (OPAC) is also available on the Institute's LAN and Web. Full-text electronic documents are available in our digital library, and the same are accessible from the student intranet and Internet login.

Library Timings: Are displayed on the Library Notice Board.

- Facilities available in the library:
- Book Borrowing Facility
- Book Reservation
- Book Renewal
- Photocopy & Printing Services
- Current Awareness Service
- Library Orientation

All students using the library facility are required to adhere to the library rules which are available with the librarian. The Librarian reserves the right to deny use of the library services to a student in case the student does not comply with the rules.

Sports & Gym Facility

The VIJAYBHOO MI UNIVERSITY Sports Complex (REVIVE) encourages participation and the pursuit of excellence in all aspects of all athletic activities. Listed below is a list of the university's sporting facilities.

Indoor Sports | Outdoor Sports

Basketball | Cricket | Tennis | Volleyball | Badminton | Football 7 Aside | Football 3 Aside | Kho-Kho | Squash | Adventure Sports | Table Tennis | Swimming Pool | Gym | Horse Riding | Strength Training Area | Handball

- Certain Indoor and Outdoor sports facilities like TT, Carom, Semi-Olympic size Swimming Pool, Chess, Shuttle Badminton, Basketball, Squash, Shooting, volleyball, Kho-Kho, Gym have been provided, which must be used on a sharing basis, and some of them are chargeable.
- Users of TT, Badminton, Squash, Shooting, Cricket, Tennis, Horse riding facilities students must make their own arrangements for equipment.
- Fully equipped gym with certified trainers for activities such as yoga,

aerobics, and physical training is also available on campus.

- Students will have to follow the dress code & code of conduct while using the facility.
- Details of the dress code & code of conduct will be provided in detail once one joins.

Sport Dress Code

1. Shirts: Shirts must fully cover the sides/torso and midriff areas.

- Patrons must always wear appropriate attire; clothing that is offensive, suggestive, or overly revealing is not allowed.
- Long sleeve, short sleeve or sleeveless shirts must be always worn.

2. Shorts/pants: Shorts must cover the quadriceps region/ Knee region.

- Shorts / Track suits – Advisable
- Dress pants, jeans or other items with rivets, buttons or zippers that may damage the upholstery are not allowed.

3. Shoes: Outside shoes are not allowed (shoes must be worn after entering the facility)

- Closed toe /closed heel athletic shoes and non-marking soles for squash court are required.
- Cleats, sandals, flip-flops, or dress shoes are not allowed.

Swimming

- Swimming trunks for men and boys
- Full swimsuits for women and girls (Bikinis are not permitted)
- Swimmers of any gender with long hair (shoulder long and above) are required to wear swim caps.
- All users of the pools are required to take a shower before entering in the pool.

- All users are required to carry their own towels to the pool.
- All users enter the pool at their own risk and must ensure that they enter the pool only during the permitted timings.
- Users suffering from cold, infection or fever should use the pool in order.
- Users are also required to follow all instructions mentioned in the pool area strictly.
- Anyone caught misbehaving in the pool area will be requested to leave the pool.

General Instructions

- Students need to bring their own equipment for individual sports. i.e. TT, Badminton, Squash, Shooting, Cricket, Tennis
- All students are advised to use the facilities only during the timings specified in each of the sport arenas.
- Students will not be provided with playing materials before and after the time working days.
- Be responsible for your own safety – be alerted to prevent accidents and other avoidable situations.
- Students can take sports equipment (team events) from the sports room with the permission of sports teacher or coach during the PEP class / session.

Materials received by them should be handled carefully and returned without any damage or loss.

Medical Facilities

- University has a residential Chief Medical officer (CMO) available for consultation from Monday to Saturday.
- Nursing staff is available in the Infirmary from **10:00 am-5:00 pm**.
- First Aid facility is available at the Hostel Campus.

- Basic medical treatment will be provided by the in-house medical officer at OPD level.
- The University has empanelled nearby medical facilities for our students. The students not keeping well, will be referred to such medical facilities as and when required by the CMO.
- Every student is advised to get medical health check-ups done periodically to avoid any health complications later.
- However, in case of any medical emergency that may require hospitalisation, the student will be moved to the nearest and suitable medical facility and the local guardian/parent shall be informed accordingly.
- All students are required to maintain a medical insurance to enable the use of medical facilities outside of campus in case of emergency.
- Kindly note all consultation by the CMO and care given by the medical centre are free for the students, however the students will be required to pay for medicines, disposables etc and use of our empanelled medical facilities

Note: The University reserves the right to temporarily shut the facility in case of an epidemic. It also reserves the right of requesting a resident to leave provided the resident is diagnosed with a contagious or a communicable disease.

Laundry Service

In-house laundry service shall be provided at an additional cost. Every student is requested to make use of the same fully. The laundry charges are regulated and are available with the Vice – President – DORF (Student Council) and/or the Warden. The same is also required to be displayed at the laundry prominently. Students need to ensure that they pay as per the regulated charges and pay the same electronically only.

Here are the key details you need to know:

Operating Hours: Displayed at the facility.

Laundry Rates: Displayed at the laundry facility and available with the VP-DORF and/or Warden.

Payment Options: Electronically only.

Delivery and Collection of Clothes

All clothes need to be delivered at the laundry facility during the operation hours in a cloth bag. Each cloth bag will be tagged with your name, ensuring no mix-up occurs. Additionally, all pieces of clothing will be meticulously counted and the cost for the service will be provided to the user in advance. Please ensure that all valuable items are removed from the pockets whilst delivering the clothes. Neither the University nor the Service Provider shall be responsible for any loss of valuables.

Also note that expensive and branded clothes are self-washed and ironed. Neither the University nor the service provider shall take responsibility of damage to such clothes and wear.

Hygiene Recommendations

- Students suffering from any infectious disease are required to inform the service provider before submitting their clothes so that the same are washed in isolation.
- Please note the service provider reserves the right to refuse wash/iron undergarments, lingerie etc. Students are requested to wash this on their own to promote hygiene and protect their own privacy.

Optimal Laundry Load

To maintain an efficient laundry process for everyone, we recommend that students wash their clothes regularly do not submit more than 3 kilograms of clothes at a time. The service provider reserves the right to take only 3 Kg of load at any given point of time to ensure delivery of the service in time.

Processing Time

On average, the laundry processing time ranges from 2 to 4 days.

Vijaybhoomi Bus Service

Vijaybhoomi runs an A/C shuttle bus transportation for students to commute between the University and Karjat station. This facility is extended on a cost basis. The students can find out the timings of the trips and the cost from the VP -DORF and/or the warden. The students are required to book 24 hours in advance to avoid any inconvenience. Based on availability of the transport the students can opt for special trips provided they are able to meet the cost of use of the transport facility.

IT Facilities (Keep Learning Team + VU ITTeam)

Vijaybhoomi's Keep Learning Platform integrates various systems into a single platform and can leverage information stored in these systems for analysing the efficacy of academic delivery. The Keep Learning Platform is extremely

user-friendly (both faculty and students). The platform enables every stakeholder of the institute to access relevant information as, and when required, and makes the generated academic content accessible to all students at the institute. It also provides the necessary flexibility to the students to access their academic records and build their learning pathways by making the right choice of courses being offered by the institute. Along with this it also provides a social platform for students to engage with their peers, alumni, and faculty. The support the learning process of the student, Vijaybhoomi has created a state-of-the-art Student Portal that the student can access anytime, and anywhere. The portal has the following resources. -

URL: <http://erp.vijaybhoomi.edu.in/>

Keep Learning Platform

Every student will be provided with a Keep Learning ID. All communication to the institute should be sent through the Keep Learning email.

Keep Learning Platform features the following: -

- Office Enabler: You will have access to Office 365 products (Word, Excel, PowerPoint, Access, OneDrive for Business, Skype for Business along with other tools). You can also

download and install Office 365 on your Desktop/Laptop/ Tablet/Mobile. The applications would help you in completing various assignments provided during the course.

- ERP: This is our Student Information System. You will be able to access your personal profile data, fee data, exam notification, and term/semester scores through this portal.
- For any technical queries please drop in a mail to ithelpdesk@vijaybhoomi.edu.in

Keep Learning ERP

You will receive access to the system once you complete your registration. As a student you can do the following:

- Register for courses (as, and when the course registration opens. You need to contact the Registrar/Program Office for more information)
- Check Schedule – You can check your term/semester schedule on the ERP. The schedule would inform you about the class details (like course name, course code, classroom, faculty name, date, start, and end time). You can sync the schedule to your mobile calendar using the Keep Learning Mobile App.
- Check Attendance – You can keep a tab on your class attendance for each course. This is to ensure you always maintain the minimum class requirement for the program. You can also check this from the Keep Learning Mobile app.
- Check marks & grades – Vijaybhoomi supports rights to privacy. Your marks, and grades will be available to you on the ERP as soon as they are uploaded by faculty or Program Office.
- Pay Fees – You can also pay your fees (tuition, hostel, or any other type of fees) through the ERP. Axis Bank EasyPay module is integrated with Vijaybhoomi's ERP. It gives the facility to pay through one of the

many options like cash, cheque, NEFT/RTGS, credit/debit cards, and net banking.

Once the fee is paid successfully you can download the fee receipt from the system.

Course Feedback – You need to submit course feedback for each course. The feedback are collected twice once mid of the semester/term, and another end of semester term. The feedback is completely anonymous. The system does generate a report of participants who didn't give feedback. For those who submitted the feedback, there is no way to find out which participant gave what feedback. The feedback is reviewed seriously by the Vijaybhoomi management, and it acts as an input to academic process improvement.

- Once you complete all registration formalities you will get access to the Keep Learning ERP. You can log-in using the access credentials using your desktop or mobile app.

Keep Learning LMS

- All students can access the course materials related to their respective registered courses for the term on the Learning Management System
- Assignments need to be submitted using the LMS normally, however faculty have the right to request for submission on paper and the instructions of the faculty are supreme.
- All courses may or may not use the LMS as this is completely dependent on the faculty.
- Vijaybhoomi has installed lecture capture system in most classrooms and the recording of the lectures are available on the LMS under the registered courses.
- Students are encouraged to use the discussion boards of the LMS to discuss coursework and work collaboratively with other students.

Students are required to use appropriate language whilst using such discussion boards. Use of foul language is a punishable offence. Creation of threads that are anti-University, anti-national or are objectionable are a strict no and the University has the rights to delete such threads as and when detected.

Wi-Fi Access

Being online ensures you stay connected to all the systems at Vijaybhoomi University and stay updated. To ensure hassle-free connectivity each student at

Vijaybhoomi University can connect to the Wi-Fi network from Vijaybhoomi University Campus or Hostel. You can sign in to the Vijaybhoomi University Student network using the Keep Learning access credentials.

At any given point of time, you can connect to Vijaybhoomi University, CDE's network through two devices. If you have connected through 2 devices the connectivity speed would split between both the devices. The University endeavours to provide each student with 150 GB of data per month and 5 MBPS connectivity. The throughput is computed at an average and the speed of access may vary based on the load and usage of the bandwidth. On exhausting the 150 GB of data in each month students can opt for additional data on a payment basis. Students can use this URL to check their remaining monthly WI-FI data balance and to renew their subscription:

<http://wificustomer.ibustech.com/#/login>

Students are requested to refrain from using streaming services for entertainment purposed on the network. This would hamper the speed of other users and impact work

adversely. The IT department reserves the right to block any content/site that is objectionable and leads to disruption of the internet access to users are large.

For more information, please contact the IT team
ithelpdesk@vijaybhoomi.edu.in

Device & Usage policy

At Vijaybhoomi University we follow BYOD (Bring your own device) policy. You can plug in your laptop/tablet/cell phones to Vijaybhoomi University's network. By login into Vijaybhoomi University's network, you would be responsible for the data exchange that's happening through the network.

The network is constantly under surveillance. Legally, you are personally, and fiscally responsible for any information disclosure from your computer or mobile devices, whether accidental or not. We are in the process of implementing Mobile Device Management (which means your device would have an app installed which will allow you to access Vijaybhoomi

University's network). We expect you to respect copyrights, and licenses, respect the integrity of computer-based information resources, and refrain from seeking to gain unauthorized access, and respect the rights of other information resource users. You are also not allowed to download or install any non-licensed application (including malware) on your laptop or mobile

devices. In case you need to download an application please get written permission of the IT department by dropping in an email to ithelpdesk@vijaybhoomi.edu.in. The team would help in facilitating the same.

Content Usage and Access

1. Accessing pornographic or, and site of violence is strictly banned on university campus. Use of Deep Web, Dark Web, use TOR or similar browser, and Onion Websites etc are also strictly banned. Using VPN, downloading torrents is also banned. Please note access to banned sites, software and content is a punishable offence.
2. You are also advised not to share your email/ any other application access credentials with peers. This is to ensure data integrity in the system is maintained. You are also requested not to use an easy password for any of your applications.

University Email ID, and more

As soon you complete your registration you will receive an official email ID. It's an Office 365 ID comes with a lot of features. You will have access to Office 365 lifelong even after you complete your diploma/degree at official ID.

Use of Laboratory, Studios, Music Performance Rooms, Auditorium etc.

All the facilities of the University are accessible by eligible students at the University. Guests and visitors are not allowed to use such facilities unless they have been authorised by a competent authority. Each of these facilities has their own rules and guidelines for use. The student is requested to meet with the official in charge of such facilities to understand the rules and guidelines.

Emergency Aid

In the event of an emergency, like fire, theft, housebreak, electricity/ water failure, etc., the resident Warden has all the necessary telephone numbers for contacting the appropriate agencies/offices. The warden shall also conduct periodic fire drills and the students must participate in the same.

In case of being stung by an insect/reptile, the student is required to report the same to the CMO or to the Warden at the earliest.

Cashless Campus

Vijaybhoomi University runs a cashless environment on their campuses.

Students can use G-pay, Paytm or any form of online payment method, this substantially reduces the need for students to hold excess cash on campus. Students should refrain from using cash to avail services from all the official and empaneled service providers on campus. In case any of the service providers insists on cash payment, the student is required to bring this to the attention of the warden immediately.

Payment of Fees

All students will be required to pay their fee as per the stipulated schedule mentioned in their admission offer letters or as per the latest notifications of the University. **The fee must be paid electronically only through the payment gateway accessible through the Keep Learning System.** The University does not accept cash. Payments made through any other mode besides the payment gateway of

Keep Learning System shall attract a processing charge of Rs 5,000 (Rupees Five Thousand Only) over and above the stipulated fee.


Please note the University shall charge Rs 1000 (Rupees One Thousand Only) for every day of delay starting from the due date of receipt till 7 days. The University shall charge Rs 5000 (Rupees Five Thousand Only) from the 8th day till the 15th day.

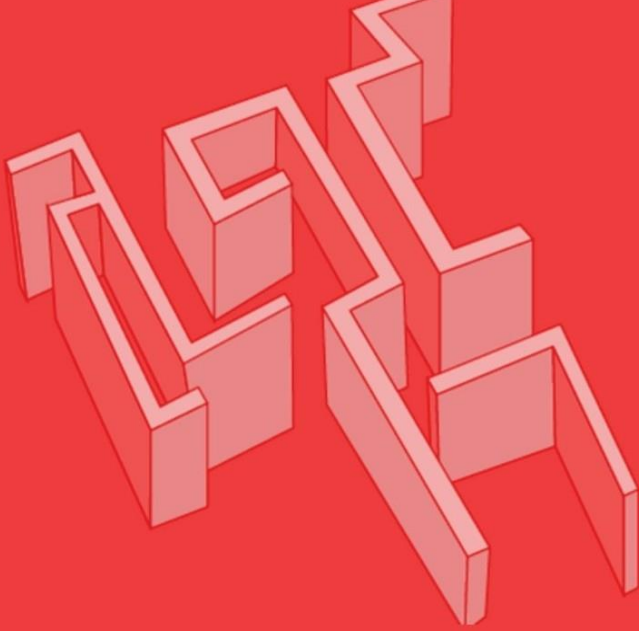
In case the student fee is delayed beyond 15 days, the student's access to the Keep Learning System shall be withdrawn automatically and the student will be barred from attending classes.

In case the student is delayed beyond thirty days, the student will be automatically deregistered from all courses in the current term, the students will not be permitted to write exams or participate in activity during the term.

Students will be required to clear their dues and pay Rs 25,000 (Rupees Twenty-Five Thousand Only) for re-registering during the same term if they want to continue their studies in the term.

Document Amendment Record

Version Number	Developed by	Approving Authority	Date of Approval	Reference to the Minutes of the Meeting
1.0	<p>President Vijaybhoomi University</p> <p>Vice Chancellor Vijaybhoomi University</p> <p>Pro Vice Chancellor Institutional Impact - Vijaybhoomi University</p> <p>Registrar Vijaybhoomi University</p> <p>Director Pastoral Care and Sport Infrastructure - Vijaybhoomi University</p> <p>President Student Council Vijaybhoomi University</p>	<p>Governing Body</p> 	08/02/2024	AC28_BoM34_February 2024



VIJAYBHOOMI
UNIVERSITY

The logo of Vijaybhoomi University, featuring a square divided into four quadrants. The top-left quadrant is yellow with a white circle, the top-right is red with a white arc, the bottom-left is blue with white horizontal lines, and the bottom-right is green with a white triangle.

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