



ACADEMIC GUIDELINES

UNDERGRADUATE PROGRAMS 2023-24



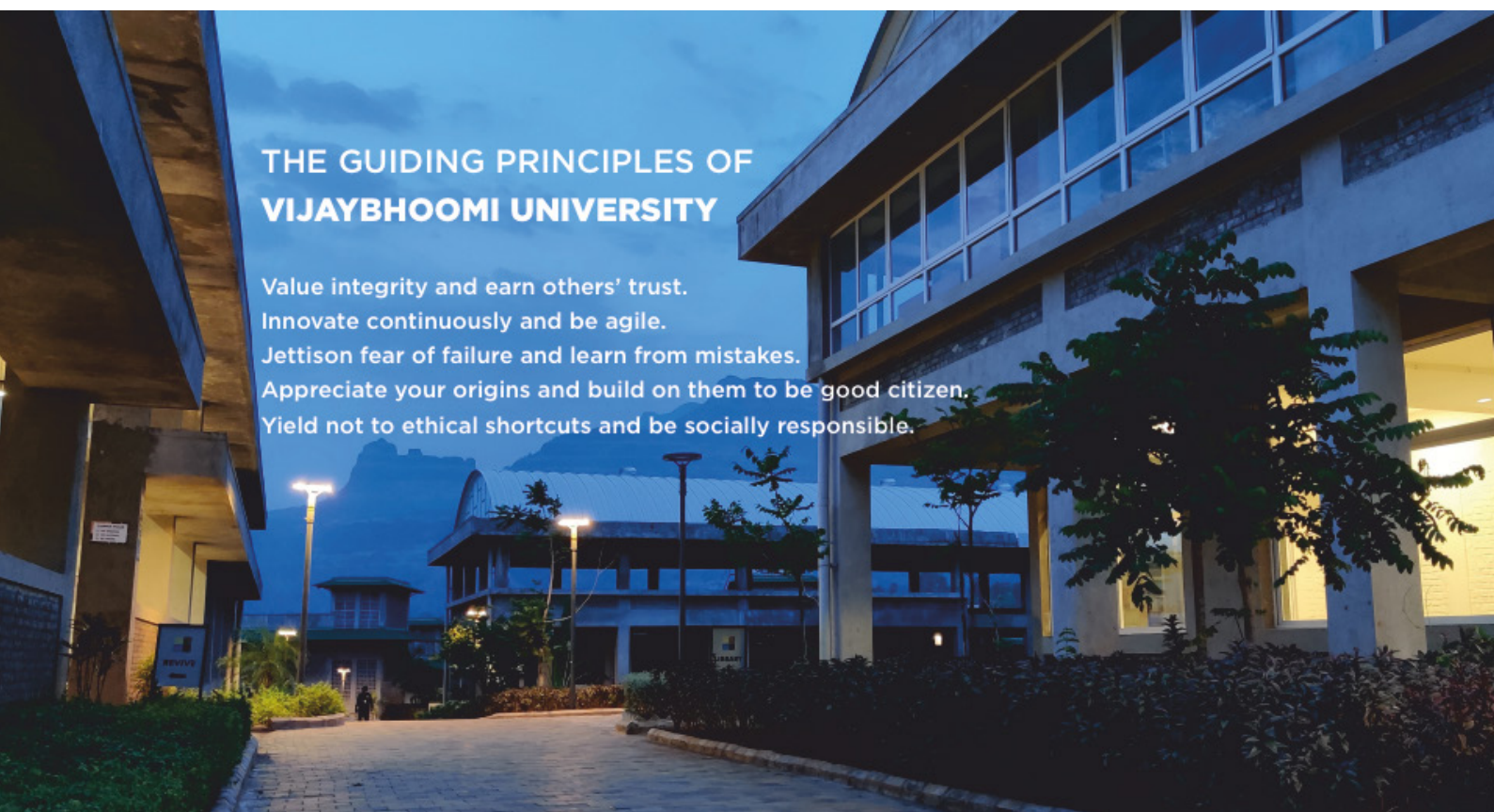
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A. ABOUT VIJAYBHOOMI UNIVERSITY

Vijaybhoomi University is India’s first Liberal-Professional University, which aspires to offer relevant and quality education and engage in high-quality research in business, performing arts, law, science, engineering, and liberal arts. The university is devoted to nurturing holistic, socially responsible, and continuously employable professionals who make a positive difference in the world. We do not just focus on making an individual “industry-ready” instead we focus on developing one’s personality to face and transcend any challenge in any area.

B. VALUES AND GUIDING PRINCIPLES



C. ABOUT THE DOCUMENT

This document contains the Academic Guidelines for Bachelors Programs at Vijaybhoomi University

D. ACADEMIC GUIDELINES

1. REGISTRATION INTO PROGRAM

- 1.1. On-campus Registration to the program will deem to be complete on the production of the following documents in original:
 - 1.1.1. Original copy of all certificates (school/ college/ university/ others) including transcripts for verification. These include certificates of all extracurricular activities and other credentials as stated in the application form.
 - 1.1.2. An attested photocopy of all the certificates should be brought for submission.
- 1.2. All other formalities of the registration process that is communicated to the participants (such as an anti-ragging affidavit, medical fitness certificate and health insurance) must be submitted at the time of registration.
- 1.3. Participants must report to the respective Deans' Office in writing in case :
 - 1.3.1. Returning from a pre-sanctioned leave of absence lasting beyond 3 days

2. COURSE REGISTRATION

- 2.1. Participants must complete pre-registration for courses on ERP AND on-campus registration in each term by the dates stipulated in the academic calendar or as communicated by the Program Office. Course options, revised options, and dropping of courses are allowed only within the stipulated dates mentioned in the academic calendar or as may be intimated by the Registrar's Office
- 2.2. Participants who wish to register for courses that have prerequisites must have either completed the prerequisite course(s) OR must be registered in the prerequisite course(s) in the preceding term (*e.g. in the Festive Term in case of registering for courses in the*

Republic Term) AND must have completed the mid-term assessment of the prerequisite course.

- 2.3. For registration, presence on campus is a requirement, until and unless mentioned otherwise. Non-reporting to the campus on the day of registration implies the cancellation of registration for the term.
- 2.4. Participants who fail to complete the online course pre-registration OR the On-Campus physical registration in any term within the specified registration dates may opt for late registration of courses by paying a late fee of Rs.10,000 (ten thousand only). Please refer to the academic calendar for the late registration date for each term.
- 2.5. Once the prescribed registration dates are over, no more participant additions will be made to the courses.
- 2.6. Participants who do not submit the physical course registration form shall be removed from the courses after the late registration date and shall be considered as not registered for any courses in that term.
- 2.7. Participants who do not register for any courses in a term without a formal application for a term break will be deregistered from the program and will be required to vacate the campus
- 2.8. A participant who is deregistered from the program must re-register in the following term or any of the subsequent terms by paying a fee of Rs.25,000 (twenty five thousand only) to continue in the program

3. COURSE DROP POLICY

Participants may be allowed to drop a course before the specified end date of the course drop window. The drop window would typically end before the first month of the respective term and will be provided for in the academic calendar.

4. PROGRAM AND CREDIT STRUCTURE

4.1 Schools at Vijaybhoomi University (VU)

- Jagdish Sheth School of Management (JAGSoM)
- The True School of Music (TSM)
- Vijaybhoomi School of Design (VSD)
- Vijaybhoomi School of Law (VSL)
- Vijaybhoomi School of Science and Technology (VSST)
- School of Humanities and Arts (SHA)

4.2 University Academic Terms

4.2.1 Courses are offered across 4 terms in each academic year:

- a) Independence (July – September)
- b) Festivals (October - December)
- c) Republic (January – March)
- d) Colors (April – June)

4.2.2 The Colors term, which falls during the summer will be a 6 week term for courses on campus. The last 6 weeks the University will close down for maintenance and schools may offer online classes to complete their respective coursework. This term should be extensively deployed for students to complete their First Internship, Social Immersion Program, International Immersions and/or progress substantially on their alter lighting projects, research incubation or innovation incubation.

4.3 Minimum Credit Load and Bonus Credits

4.3.1 A student is required to take a minimum credit load of 12 credits during the Independence, Festival and Republic Terms and a minimum of 4 credits during the Colors term. A student may take a maximum credit load of 15 credits per term during the full terms and 8 credits during the Colors (summer) term. All in all, a student is required to complete a minimum of 40 credits every academic year.

4.3.2 A student will be entitled to 5 bonus credits on completion of 40 credits in an academic year. If a student fails to complete 40 credits in a given academic year these bonus credits shall lapse and will not be granted. The bonus credits will not be counted as part of the academic credit that a student has to complete in a given academic year. For e.g. if a student completes 40 credits in the first year and earn 5 bonus credits; the student will be yet charged for 40 credits in the next year and the student could use the 5 bonus credits to do extra course beyond the minimum credit in the following years. The bonus credits will not be allowed to be adjusted with the normal academic credits

4.4 Term Breaks

- 4.4.1 Participants may opt for term breaks in any academic year by writing a formal request to the Chair of Student Affairs (when a participant has not declared a major yet) OR to the concerned Dean (when a participant has declared a major) at least one (1) month before the the end of the second month of any given term.
- 4.4.2 A student cannot apply for two consecutive term breaks
- 4.4.3 No reprieve shall be granted on the minimum academic credit requirement and the associated tuition fee to students who opt for a term break.
- 4.4.4 Participants registered in IIP, RI/II and EE courses will not be permitted to take a term break before the completion of the course

4.5 Credit Structure for Practice Courses

Practice Courses	Credits
Personality Enhancement Program (PEP) (Lifestyle)	6
Personality Enhancement Program (PEP) (Life-Skill)	6
Social Immersion Program (SIP)	3
Research Incubation (RI)*	4
Innovation Incubation (II)*	4
Effective Execution (EE)	3
Industry Internship Program (IIP)	10
Total	32
RI and II are either or*	

4.6 Credit Requirement for General Education (GE)

- 4.6.1 Students must complete **32** general credits (GE) to qualify for graduation with a professional degree
- 4.6.2 All 32 GE credits must be earned within the first 8 terms of enrolment or within the first 60 credits completed at the University, whichever is earlier
- 4.6.3 Out of the 32 GE credits, **8 credits** must be in the area of Humanities and Arts
- 4.6.4 The remaining 24 **credits** must be from a minimum of three (3) different Schools other than the School of Major or Professional Degree and Humanities & Arts.
- 4.6.5 Each school of the university will offer up to 6 GE courses in each academic year, generally offered as 2 courses per term totalling to minimum of 18 credits in an academic year from each school
- 4.6.6 Only level 1 courses are offered as GE courses. Level 2 & 3 courses will not be considered as GE courses

4.7 Program Credit Requirements and Free Credits

4.7.1 5-Year Honours Degree:

A student completing 200 credits or more over a 5-year study period including 32 General Education credits and 32 Practice credits may qualify for a Professional Degree subject to meeting the program requirements specified by the awarding school.

4.7.2 4-Year Honours Degree:

A student completing 160 credits or more over a 4 year study period including 32 General Education credits and 32 Practice credits may qualify for a Professional Honours Degree subject to meeting the program requirements specified by the awarding school.

4.7.3 3-Year Exit Award of Non-Honours Degree:

A student completing 120 credits over a 3 year study period including 32 General Education credits and 32 Practice credits may qualify for a non-honours exit award, subject to meeting the program requirements specified by the awarding school.

4.7.4 Liberal Bachelor's Degree

Each school may specify the program requirements for the award of a Professional Degree. Students not meeting such Professional Degree requirements may qualify for a Liberal Bachelor Degree subject to meeting the award criteria in force from time to time.

4.7.5 Multiple Degree Pathway

A student can pursue multiple degree pathways whilst studying at the University. The

Practice Courses and the General Education credits will need to be done only for one degree and not for degrees. Whilst pursuing multiple degrees, a student will need to identify the main degree and the General Education credits will be identified with reference to the main degree only. In order to be eligible for a multiple degree award the student will be required to complete all the essential level 2 and level 3 course credits as required by each degree. In case of courses that are co-listed as level 2 and level 3 courses across different degree pathways, a student will need to do the course only once and the same will be counted towards each of the different degrees.

4.8 Professional and General Degree Requirements

4.8.1 Professional Degree Qualification

- 4.8.1.1 For a Professional Degree, each school shall specify the minimum Course Credit Requirement from the L2 courses as defined by the school.
- 4.8.1.2 Students Pursuing Professional Degrees will also have a choice of Majors and Minors offered specifically for their program.
- 4.8.1.3 Professional Major (including Specialization wherever applicable) shall constitute a minimum of 30 course credits and will be defined by the school for each of the degrees.
- 4.8.1.4 Professional Minor shall constitute a minimum of 10 course credits and will be defined by the school for each of the degrees.
- 4.8.1.5 Students are also free to do Generic Majors and Minors offered by Various schools to augment their qualification.

4.8.2 Generic Majors and Minors

4.8.2.1 Generic majors and minors will be offered by schools and will be open to all students including those who are just wanting to graduate with a liberal arts degree.

4.8.2.2 Major: a minimum of 30 course credits are required to earn a Generic Major.

4.8.2.3 Minor: a minimum of 10 course credits are required to earn a Generic Minor.

5. EVALUATION / ASSESSMENT PROCESS

5.1 Vijaybhoomi University follows a continuous evaluation process. Multiple evaluation components such as class participation, quizzes, individual and group assignments, term papers and project reports, case presentations, midterm, and end-term examinations, etc. are used by faculty throughout the term for participant assessment in their respective courses. The focus is on activity-based learning that necessitates the active participation of participants. However, a fair balance is maintained between individual and group learning depending on the nature of the course.

5.2 The recommended assessment pattern and weighting for undergraduate programs is:

- a) Unit Test 1 (10%)
- b) Mid-term assessment (20%)
- c) Unit Test 2 (10%)
- d) Final Assessment (40%)
- e) Participation and other forms of continuous assessments (20%)

5.3 The evaluation pattern across multiple assessment components and the weightage for individual component of evaluation is determined by the course faculty with the approval of the school dean

6. EXAMINATIONS

- 6.1 All Unit Test Assessments will be held in the first hour of the working academic day. The First hour will be designated from 8:00 am to 9:00 am. During this hour no classes will be scheduled in the timetable.
- 6.2 All unit tests, mid-term and end term examinations will be run by the Controller of Examinations
- 6.3 Only surprise tests and quizzes will be conducted by the faculty during their regular class hours
- 6.4 A **Hall-Ticket** issued by the Registrar's Office via the ERP in each term is mandatory to appear for MidTerm and Final Examinations
- 6.5 Hall-tickets shall be issued only to participants:
 - a) with **NO DUES** towards tuition fees, hostel fees, or any other applicable outstanding fees/charges
 - b) who have submitted the mid-term and end-term course/faculty feedback
 - c) who have a minimum attendance of 75% or above in each registered course
- 6.6 A participant should occupy only the seat allotted to him/ her 5 min before the scheduled time.
- 6.7 Participants will not be allowed to carry any food and drinks other than water inside the examination rooms/ halls.
- 6.8 Participants will not be allowed to carry or keep cell phones/ pagers/ alarm clocks in their possession during examinations inside the examination room/halls.
- 6.9 Participants will not be allowed to enter the examination hall for mid-term and end-term examinations after the commencement of the exam, unless they obtain the necessary approval in writing, - from the Controller of Exams or Dean/Exam In-Charge.
- 6.10 For an examination lasting 90 minutes or less, participants are not allowed to leave the examination hall without submitting their answer scripts. For an examination lasting more than 90 minutes, participants

can leave the examination hall only after obtaining permission from the invigilator

- 6.11 No books, papers, notes, an electronic devices (including laptops, use of Bluetooth devices, and the mobile handset) will be allowed in the examination hall unless it is announced as an open book examination, or as per the instruction of the teaching faculty. Calculators may be allowed only on specific instruction of the teaching faculty.
- 6.12 In an open book examination, only those books and notes will be allowed to be referred that the participant has brought to the examination hall with prior authorization
- 6.13 Post every assessment a faculty shall correct the answer sheets and display the same to the student within 10 working days of the assessment. Students will need to clarify their doubts and queries when the faculty displays the same to them. Once the display session is over, no further queries and clarifications will be entertained.

7. EXAM HALL

- 7.1 In the examination hall, the invigilators will be the sole authority for any queries/ disputes.
- 7.2 At the close of the examination, the invigilator on duty will collect the answer books from the desk, and, therefore, the participants should stay back until the answer books are collected.
- 7.3 Under no circumstances, the answer books are allowed to be taken out of the examination hall. Handing in the answer books to the invigilator will be the sole responsibility of the participant.
- 7.4 Disciplinary proceedings may be initiated by the Examination Committee, in case any participant is found guilty of any malpractice during any examination (namely mid- term and end-term and /or any other assignments, projects, and internal evaluation) The penalty may be any one or an appropriate combination of the following in addition to withdrawal of awards, grants, support, etc.

- 7.4.1. Expulsion from the Institute
 - 7.4.2 Suspension for a specified period
 - 7.4.3 Awarding an NC grade in the course concerned
 - 7.4.4 Scaling-down grades obtained in the specific course
 - 7.4.5 Repeating the course
 - 7.4.6 Withdrawal of placement assistance services
 - 7.4.7 Such participants will be rendered ineligible for any award and /or support from the institute including representing the institute in events or competitions.
- 7.5 The same rule will apply in case of malpractice including plagiarism in Term Paper/ Project Report/ IIP/SIP Project Reports and or submission of Group Works. Submissions made by participants and or participant groups may be subjected to plagiarism checks using various software available.
- 7.6 Notwithstanding the academic regulations mentioned above, the Dean is empowered to review any deserving case. The Dean will review such cases and make appropriate recommendations to the VC for a final decision.
- 7.7 Any Misdeed/tempering, plagiarism, etc. during an Examination/ Evaluation that may be revealed at any point in time or a later date, shall be awarded an 'NC' Grade in that particular course, withdrawals of Awards, Grants support, etc. in addition to initiation of disciplinary action. The final decision taken will depend on the severity of the act and may even lead to rustication. The decision of the Dean will be final and binding on the student
- 7.8 For all non-academic misdemeanors, a separate disciplinary committee will be constituted on receipt of a complaint. Non-academic misdemeanors include the following instances:
- a. Substance Abuse
 - b. Violence/Physical Assault
 - c. Proven abusive behavior

- d. Bringing institute to disrepute
- e. Theft, Fraud, or Forgery
- f. Sexual Harassment
- g. The repeated offense of violation of epidemic/pandemic protocol

8. GRADING SYSTEM

8.1 In the continuous assessment system followed by Vijaybhoomi University, the participant’s overall performance is measured through a Cumulative Grade Point Average (CGPA). The CGPA is calculated as:

$$CGPA = \frac{\sum_{\text{All courses}} \text{Course Credit X Grade Point Earned}}{\sum_{\text{All courses}} \text{Course Credit}}$$

The participant’s term performance is measured by a Grade Point Average (GPA) and the GPA is computed as

$$GPA = \frac{\sum_{\text{Term Courses}} \text{Course Credit X Grade Point Earned}}{\sum_{\text{Term Courses}} \text{Course Credit}}$$

8.2 The participant’s performance during the coursework is assessed on a relative scale and the participant is assigned grades by the faculty depending on the overall performance of the class. The grades assigned along with their respective grade points are given in the table below:

Grade	A+	A	B+	B	C+	C	D	E	NC*
Grade Point	10	9	8	7	6	5	4	2	0

NC* = Not Complete

8.2.1 A student may receive a Not Cleared (NC) grade for not meeting the course requirement/s and or disciplinary consideration/s. A student receiving an ‘NC’ in

any course will be mandatorily required to re-register for the course in a future term and clear the course before graduating from any program.

8.2.2 An **NC – Not Complete** grade may be awarded under the following conditions:

- a. The participant having Academic Misdemeanor
- b. The participant with less than 50% attendance
- c. If the participant's performance in the course is less than satisfactory
- d. A course with an NC grade cannot be dropped nor can be treated as an optional course

8.2.3 For any missed components of evaluations (including mid-term and end-term exams), the participants may apply for the make-up assessments as per the make-up policy defined in the course outline. In case there is no make-up policy defined in the course outline, then the general make up policy shall apply.

8.2.4 For all missed components of evaluations, the participant, if not applied for OR complete the make-up evaluation, would be given a zero (0) in that component, and graded accordingly. The faculty may also choose to award a NC to a student in case a student deliberately chooses to miss any component of evaluation.

8.2.5 A participant who scores less than 30% for an end-term assessment will not be eligible for a grade above "D" in such courses.

8.3 Vijaybhoomi University follows a relative grading system. The marks obtained by the participants in the course of a particular faculty are fitted into a 'Normal Distribution'. The Mean of this distribution, in general, is assigned a Grade of B or approximately 7.0 GPA/CGPA. The Moderation Committee, however, has the discretion of opting for a different Grade rule including some absolute limits to award such Grades, particularly in the case of small classes (<30).

8.4 Opportunity for Grade Improvement – Participants who receive a ‘C’, ‘D’, or ‘E’ grade may avail of an opportunity to improve the grade by registering for the course in subsequent terms. However, the grade received in the subsequent term will be treated as final. The internal marks will remain unchanged for the course repeated; the requirement of class attendance for the term will be waived. However, the participant will have to appear for midterm and end-term exams.

9. FINALIZATION OF GRADES

9.1. At the end of a Term, the Examination Department will aggregate marks obtained in all components of evaluation, using the weights that were prescribed in the course outline, and will compute the weighted cumulative marks. The Moderation Committee will finalize the appropriate grades for all the courses in the Term

10. DECLARATION OF MARKS AND GRADES

10.1. The faculty will communicate the Internal Assessment (IA) evaluations to the exam office and will arrange the display of the same to the participants.

10.2. If the participant finds any discrepancy in the marks uploaded by the exam office the same may be brought to the notice of the program coordinator at the Dean’s Office for necessary rectification.

10.3. The exam office will announce a schedule for the display of corrected answer scripts Mid and End-Term Exams for each of the terms to the participants at a scheduled time. The Examination Department will be showing the answer scripts for a brief, prespecified duration. After that, the department shall collect back the answer scripts.

10.4. If any participant feels that a review of answer scripts is necessary either for re-evaluation or correction of marks obtained, a request for the same should be made with a fee of Rs.1000/- within 24 hours of the distribution of answer scripts. The fee is refundable in

case there is a change in marks/grades obtained. Under no circumstances, however, the answer scripts can be taken away by the participants from the custody of the exam office. All answer scripts are collected by the exam office after the re-evaluation is over and will be kept in their custody.

- 10.5. If the marks of a course are contested, the designated faculty may re-evaluate the entire examination and revise the scores/grades downwards or upwards as the case may merit. The decision taken by the faculty is final and may not be contested further.
- 10.6. In no case, such issues will be entertained after the moderation of marks and declaration of final grades.
- 10.7. The final marks and grades will be declared at the end of the term upon approval for release by the Dean. The marks and grades will be available for participants to access

11. ATTENDANCE POLICY

- 11.1. Participants may take permission for absence from class on account of the following:
 - 11.1.1. Institutional work or attending conferences/competitions/events permitted by the school (OD-On Duty) and duly approved by the Dean/Faculty-In-Charge.
 - 11.1.2. For personal reasons including medical leave
- 11.2. Separate permission forms are available for the two categories of leave. Participants will be required to fill in the form, take the permission of the Dean/ Faculty-In-Charge with a signature on the forms and submit the same to the program coordinator at the Dean's Office.
- 11.3. Participants may be granted leave for (for 11.1.2) only for the following reasons.
 - 11.3.1. Illness of self
 - 11.3.2. The sudden demise of parents, spouse, or child
 - 11.3.3. The marriage of self and sibling. (Proof of the same/card need to be appended along with the application for leave)

11.3.4. Sudden serious illness of parents, spouse, or child
The participants are allowed to participate (OD) in competitions organized by a few reputed institutes/ organizations only. They can participate only two times (maximum) in a year and the total period of absence should not exceed 7 days (altogether) if it is a national-level competition subject to a minimum attendance of 75% for any given course. For the international competition, a participant can participate only once, and the period of absence should not exceed 10 days subject to a minimum attendance of 75% for any given course. The OD Leave of absence for participating in such events has to be duly sanctioned by Dean/ Faculty-In-Charge for which a separate form is available with the program coordinator at Dean's Office.

12. PENALTY FOR ABSENCE

- 12.1. A participant must maintain a minimum attendance of 75% in every registered course in order to qualify for the final assessment (and hall ticket).
- 12.2. For any emergency reasons impacting attendance, all participants have to obtain prior permission from the Dean/ Faculty-In-Charge to be granted a leave of absence. In case of medical emergency reasons, a participant must apply for leave within 24 hours of such events.
- 12.3. Sanction of leave does not imply entitlement to make-up tests for missed evaluations.
- 12.4. In courses that are not timetabled for regular sessions (Such as IIP, SIP, RI, II, and EE) – Because of the varying nature of pedagogy in different courses, some courses may not have classes for a part of a group or program, and participants may be required to do project work during this period. However, in such cases, participants will be required to submit interim/ final project reports, design documents, or demonstrate part of the project under development. In such cases, attendance will be taken during the sessions in which participants are required to present their initial/ final project designs,

intermediate reports, project presentations, etc. Please refer to PEP-course outlines for attendance in the PEP course.

13. ACADEMIC PROBATION, IIP/RI/II/EE/SIP, PLACEMENTS, AND MAJOR/MINOR

13.1. The participant may be given an opportunity for provisional registration into the succeeding year provided he/she has a $5.0 \leq \text{CGPA} \leq 4.5$.

13.1.1. Such participants will be under academic probation during the academic year and till the time they meet the criteria.

13.1.2. In the case of such provisional registration, the participant must repeat the courses and/or equivalent credits by appearing in the midterm and end-term exams. The internal marks and attendance will be carried forward. (Refer 8.4).

13.1.3. In the case of students, with $\text{CGPA} < 4.5$, will be required to repeat the courses with afflictions.

13.2. Eligibility for IIP/RI/II/EE/SIP

13.2.1 SIP: All undergraduate students shall register for and complete the SIP during the first (1st) Summer (Colors Term) of their enrolment in the UG program

13.2.2 EE: A participant may enroll for EE after completing 20 credits and 2 terms in the program

13.2.3 RI / II: A participant must enroll for RI or II after completing 60 credits and 6 terms in the program

13.2.4 IIP:

- a. Students enrolled in 3-Year UG programs will complete TWO (2) IIPS. A 4 credits, 8 week IIP during the Colors (summer) term of Year 2 of study, and a 6 credits, 12 weeks IIP during the Colors (summer) term of Year 3 of study

- b. Students enrolled in a 4-Year UG programs will complete THREE (3) IIPS. A 2 credits, 8 weeks IIP during the Colors (summer) term of Year 2 of study, a 2 credits, 8 weeks IIP during the Colors (summer) term of Year 3 of study and a 6 credits, 12 weeks IIP during the Colors (summer) term of Year 4 of study

13.3. Maximum Time Duration of IIP/RI/II/EE/SIP

- c. IIP: 3 Terms
- d. RI/II: 4 Terms
- e. EE: 4 Terms
- f. SIP: 2 Terms

13.4. Eligibility of Final Placements

- a. CGPA \geq 6.00
- b. No NC in any course
- c. Completion of all Practice Courses and General Education courses.
- d. No record of misdemeanors
- e. Any other terms stipulated by the school

13.4 Eligibility for Major/Minor

- a. Registration for electives (Major/Minor) courses are subject to fulfilling the criteria of no "E" grade in their Pre-requisite courses.

14. ELIGIBILITY FOR THE AWARD OF A DEGREE

14.1. A participant should fulfil the following conditions to qualify for the Award of a Bachelor's Degree:

- 14.1.1. The Cumulative Grade Point Average (CGPA) of a participant post completion of the minimum stipulated credits (refer to section 4.7 of this guide) must be 5.00 or above
- 14.1.2. The participant must not have an NC in any courses.

14.2. It is the participant's responsibility to complete all the academic requirements satisfactorily, including the minimum number of credits for the award of a degree (Refer to section 4.7) and/Or subject to meeting the requirement of the school awarding the degree.

- 14.3. The grades given by a faculty on any segment of evaluation are final. The faculty will not be called upon to justify the grades. A participant who wants clarification of his/ her grade must submit their re-evaluation request form with the program coordinator at Dean's Office, as per clause 10.5.
- 14.4. In the case of practice credits, the faculty mentor or the external mentor is authorized to award an 'E or an NC' grade if a participant does not attend regularly or aborts the program in between. The external mentor may also assign an 'E or an NC' grade if the participant misbehaves or uses unfair means to demonstrate better performance. The decision of the external mentor will be final and binding.

15. AWARD OF DEGREE

- 15.1. The degree will be awarded to such, who in the judgment of the academic council have fulfilled all conditions and requirements for the award at the University's Graduation Ceremonies, normally, held twice every year, namely Convocation Day and Founder's Day.
- 15.2. **Time Limit for Completion of the Program:** A participant must fulfil all the requirements for the degree within the following durations from his/ her admission to the program.
- 15.2.1. For a 3-year Program: sixty (60) months
- 15.2.2. For a 4-year Program: seventy-two (72) months
- 15.2.3. For a 5-year Program: eighty-four (84) months

16. OBLIGATION TO PROVIDE FACULTY/COURSE FEEDBACK

- 16.1. Participants are obligated to provide course feedback during the feedback session conducted by the program coordinator. Usually, mid-term and end-term feedback are collected every term. The penalty for failure to provide course feedback without prior authorization/ permission of the Dean/ Faculty-In-Charge will be denial of Hall Ticket.

- 16.2. The feedback would be for the course and would include the names of all faculty members who taught the course, wherever applicable.
- 16.3. Attendance of participants in the feedback session is mandatory and to be marked for the session.
- 16.4. Feedback for faculty is collected through the ERP feedback system and is accessible to faculty from their login credentials post-submission of the end-term evaluation to safeguard the larger interests of the participants. The concerned faculty will have access only after the submission of all evaluation marks.
- 16.5. Participants must provide periodic course feedback conducted in the classroom. The penalty for failure to do so will be imposed as mentioned in clause 16.1.

17. MAKE-UP EXAMINATION POLICY

- 17.1. If a participant has missed the unit-test, mid-term and/or end-term assessments, he/she will not be awarded any marks for the missed components of the evaluation. The faculty can award a NC in such situations.
- 17.2. The make-up examination shall be conducted only for those participants who missed unit-tests, mid-term, and end-term examinations for genuine reasons such as medical exigencies, force majeure conditions and/or participation in events on behalf of the University. There will be no Make-up examination for a surprise test. The maximum marks for make-up assessment will be limited to 40 percent of the course.
- 17.3. The make-up exam for a term will be conducted in the make-up examination week scheduled by Exam Office for which the participant must apply to the exam office during the make-up examination application window for each term, specified in the academic calendar.
- 17.4. If a participant has missed any component of evaluation due to the absence of sanctioned leave, they should apply for the make-up examination during the make-up examination application window for each term, specified in the academic calendar.

17.5. In case a participant seeks permission to appear in the make-up examination for illness, other than prolonged illness, he/ she should produce a certificate (along with a prescription) from the Doctor and bills of prescribed medicines. Such documents should be submitted along with the application for leave immediately upon rejoining the University. In case, a participant has left the hostel after obtaining prior approval of leave of absence from the Dean/Program Chairperson due to illness, or sudden serious illness of parents, spouse, or child, he/ she will have to produce a certificate from a Registered Medical Practitioner along with prescription and bills of prescribed medicines purchased to be eligible to appear in the make-up examination. This certificate along with the prescription and bills will have to be submitted on the day the participant returns to the University or the first working day that follows, in case the participant returns to the University on a holiday. In case a participant seeks permission on the ground of the demise of parents, spouse, or child, he/she will have to produce the death certificate to be eligible to appear in the make-up examination. All prescriptions and documents submitted by students to establish grounds for a make up are subject to scrutiny by experts identified by the University. If anomalies are detected in the documentation during the scrutiny, the examination department has the right to nullify the make up assessment and grant 0 to the student. Also if the scrutiny concludes that the documents presented are forged/plagiarised or fabricated then the examination department can exercise their right to award a NC to the student and initiate disciplinary action.

17.6. The final discretion regarding eligibility for makeup examination will lie with the Dean OR the Program Chairperson.

18. ACADEMIC PROBATION

18.1. If the CGPA of a participant falls below 5.00 in any term, the participant will be placed on academic probation. The Dean will review all cases of academic probation and will allow for exceptions to the above rules in case of medical or other exceptional situations. Students under academic probation will not be entitled to

18.1.1. become a member of the student council

18.1.2. not participate in any inter/intra University fest, sport competition

18.1.3. Term breaks and Alterlighting projects

18.2. A student will be out of academic probation as soon as the student's CGPA exceed 5.00 on completion of any term.

19. ROLE OF PARTICIPANT COURSE COORDINATORS

19.1. Every course of the program shall have at least one participant coordinator whose primary responsibility will be the successful conduct of the course. The course coordinator is expected to work in close liaison with the concerned faculty.

19.2. The primary responsibilities of the course coordinator are two-fold: routine and developmental. The specific responsibilities will include:

- a. Obtaining the course outline and transmitting the same to all before the commencement of the course
- b. Help in compiling initial documentation of the course.
- c. Circulating the study material on time
- d. Ensuring, in close coordination with the faculty, the conduct of the classes on time. In case, there is any change, help with coordinating the same in the schedule and ensuring that each participant receives this information.

- e. Giving feedback to the faculty and arranging for mid-term correction, if needed.
- f. The arrangement of the class and ensuring the presence of necessary infrastructures, like microphone, overhead projector, etc. in the class.
- g. Ensuring the attendance of each class, capturing the session details of the same, ensuring authentication by faculty & submitting the same to the batch coordinator at Dean's Office.
- h. Coordinating with faculty regarding the timely submission of assignments by all participants & informing the batch coordinator at the Dean's Office about the same.
- i. Suggesting new topics and innovations in the course, in consultation with the faculty.
- j. Timely coordination of the evaluation.
- k. To coordinate, at least a week in advance with Administration about the venue, invigilation arrangements, etc. related to all tests/exams

20. RELEASE FORMALITY

- 20.1. On completion of the program or withdrawal from the course, the participants are required to complete a set of procedures including the return of library books and materials, settling outstanding dues, alumni information documents, etc. Each participant will be required to submit a copy of their appointment letter to the Dean's Office upon completion of the program. Details of these procedures will be intimated to you separately.
- 20.2. The participants need to complete the 'no due formalities on the day of the final presentation of their IIP (as per the academic calendar). The Program Office / Dean will take appropriate action where participants fail to complete the formalities specified in the exit procedures document which may include withholding of graduation degree and/ or transcript

21. INTERNATIONAL IMMERSION

- 21.1. Participants pursuing international immersion, a participant exchange program, or a dual degree would need to abide by the eligibility and qualification terms of the host university.
- 21.2. The Participants are eligible for pursuing international immersion, a participant-exchange program, or a dual degree program only if they
 - 21.2.1 Have a minimum 6.00 CGPA including all the terms at the time of transfer OR as specified by the participating University/Institution
 - 21.2.2 No NC grade in any course and
 - 21.2.3 No E Grade in the Core or Practice courses and
 - 21.2.4 Completion of credits required as based on the arrangement with a partner institution and the pre-requisite courses specified by the partner school.
 - 21.2.5 Complete the minimum number of credits per year as specified for the applicable International Pathways.
 - 21.2.6 Any other requirement as specified by the school.

22. TUITION FEES

- 22.1. A student will be charged Rs 10,000 or the credit fee based on the scholarship plan per academic credit as per the admission offer.
- 22.2. student will be required to pay tuition fee for a minimum of 40 academic credits in advance prior to the beginning of the respective academic year.
- 22.3. A student will be billed for all extra academic credits (beyond 40 and bonus credits) along with penalties and other fees at the end of the Colors term along with the advance tuition for the next academic year. The student will be required to pay the entire fee due prior to the beginning of the academic year.
- 22.4 If a student does not complete 40 credits in an academic year, the student will not be allowed to

carry forward the advance fee paid for the deficit credits to the next year. This will be applicable to students who have taken term breaks or long leaves as well.

- 22.5 The University may offer monthly and quarterly fee plans to students at a differential fee through some finance companies and this may be availed by the student. Details of such fee plans can be obtained from the Registrar office. The finance companies reserve the right of offering such fee plans to the student and the University will only act as a facilitator and will not be obligated to provide for such fee plans.
- 22.6 A resident student will be required to pay the hostel fee in advance before the commencement of the academic year. The hostel fee will be paid as a lump sum and prorated calculation basis the number of days will not be applicable. There will be no rebate awarded on account of Tuition in case of term breaks or long leaves from campus.

All program-related fees will be paid via the link on ERP only. No other mode of payment is acceptable in this regard.

23. SCHOLARSHIPS

- 22.1 A student will be notified of award of available scholarship in their respective letter of admission offers.
- 22.1 Participants who are on any type of scholarship must maintain the following at all times to continue to be eligible for the scholarship entitlement:
- a. CGPA of 7.0 or above in each academic year (reviewed at the end of Colors term)
 - b. No record of a misdemeanor.
- 22.2 The university reserves the right to make changes to the scholarship requirements or withdraw a scholarship awarded to a participant at any time at its sole discretion

Changes or Revisions to the Academic Guidelines:

Any changes or revisions to the Academic Guidelines are subject to the approval of the Academic Council of Vijaybhoomi University.

ANNEXURE 1: 2023-24 ACADEMIC CALENDAR

ANNUAL SUMMER & YEAR END HOLIDAYS

During the 6-weeks campus closure after the Colors Term (Short Term), all students must vacate the hostel and return to the campus on the registration day of the Independence term. There shall be no regular term breaks between the other terms, except the Year End Break indicated in the academic calendar. Students are not required to vacate the hostel during the Year End break.

INDEPENDENCE TERM - 2023-24

Term	Start Day	End Day	Duration	Process Owner
INDEPENDENCE TERM 2023 (July - September 2023)	Saturday, 1st July 2023	Saturday, 30 September 2023	3 Months	Program Office
On-Campus Registration (Mandatory for all students)		Friday, 7 July 2023	1 Day	Registrar's Office
Start of Classes		Saturday, 8 July 2023	-	Program Office
Display of Answers Sheets to Students		Tuesday, 11 July 2023	1 Day	Exam Office / Faculty In-Charge
Date of a request for Revaluation		Wednesday, 12 July 2023	1 Day	Exam Office
Submission of Marks & Answers sheets by respective Faculty to Exam Office (previous term)		Friday, 14 July 2023	1 Day	Respective Course Faculty
On-Campus Late Registration Day (with late fees)		Friday, 14 July 2023	1 Day	Registrar's Office
Mid-Term Examination	Monday, 7 August 2023	Friday, 11 August 2023	5 Days	Exam Office
Mid-Term Feedback	Saturday, 12 August 2023	Monday, 14 August 2023	3 Days	Program Office

Course Registration for New Students		Monday, 14 August 2023	1 Day	Program Office
Foundation Term for New Students	Wednesday, 15 August 2023	Saturday, 30 September 2023	1 Month 17 Days	Program Office
August 15th is a Public Holiday (Independence Day)				
Student Council Election		Monday, 28 August 2023	1 Day	Registrar's Office
September 19th is a Public Holiday (Ganesh Chaturthi)				
Convocation		Saturday, 16 September 2023	1 Day	Registrar's Office
End-Term Feedback	Saturday, 16 September 2023	Monday, 18 September 2023	3 Days	Program Office
Hall Ticket issuance	Saturday, 16 September 2023	& Monday, 18 September 2023	2 Days	Registrar's Office
End of Classes		Sunday, 17 September 2023	1 Day	Program Office
End Term Examinations	Wednesday, 20 September 2023	Tuesday, 26 September 2023	7 Days	Exam Office
Make-Up Exam Applications Submission		Tuesday, 26 September 2023	1 Day	Exam Office
Make – Up exams	Wednesday, 4 October 2023	Friday, 06 October 2023	3 Days	Exam Office
Display of Answers Sheets to Students		Wednesday, 11 October 2023	1 Day	Exam Office / Faculty In-Charge
Date of a request for Revaluation		Thursday, 12 October 2023	1 Day	Exam Office

Submission of Marks & Answers sheets by respective Faculty to Exam Office		Saturday, 14 October 2023	1 Day	Respective Course Faculty
Results for the term + Make Up (display of marks for students)		Saturday, 21 October 2023	1 Day	Exam Office
Term Grade Declaration		Monday, 30 October 2023	1 Day	Exam Office
Term Grade sheet release		Wednesday, 1 November 2023	1 Day	Registrar's Office
End of Term Holidays (Students to vacate campus)	Wednesday, 27 September 2023	Friday, 6 October 2023	10 Days	Registrar's Office

FESTIVE TERM - 2023-24

Term	Start Day	End Day	Duration	Process Owner
FESTIVE TERM 2023 (October - December 2024)	Sunday, 1 October 2023	Sunday, 31 December 2023	3 Months	Program Office
October 02nd is a Public Holiday (Gandhi Jayanti)				
Submission of Faculty Allocation & Course Schedule for the Term		Friday, 8 September 2023	1 Day	Deans, Program Office
Festive Term Course Pre-Registration (ERP Online)	Sunday, 17 September 2023	Tuesday, 19 September 2023	3 Days	Program Office
On-Campus Registration (Mandatory for all students)		Saturday, 7 October 2023	1 Day	Registrar's Office
Start of Classes		Sunday, 8 October 2023	-	Program Office
On-Campus Late Registration Day (with late fees)		Saturday, 14 October 2023	1 Day	Registrar's Office

October 24th is a Public Holiday (Vijay Dashami/Dussehra)				
Mid-Term Examination	Tuesday, 7 November 2023	Saturday, 11 November 2023	5 Days	Exam Office
Mid-Term Feedback	Sunday, 12 November 2023	Tuesday, 14 November 2023	3 Days	Program Office
November 14th is a Public Holiday (Diwali-Balipratipada)				
End-Term Feedback	Saturday, 16 December 2023	Monday, 18 December 2023	3 Days	Program Office
Hall Ticket issuance	Saturday, 16 December 2023	& Monday, 18 December 2023	2 Days	Registrar's Office
End of Classes		Sunday, 17 December 2023	1 Day	Program Office
End Term Examinations	Wednesday, 20 December 2023	Tuesday, 26 December 2023	7 Days	Exam Office
December 25th is a Public Holiday (Christmas Day)				
Make-Up Exam Applications Submission		Tuesday, 26 December 2023	1 Day	Exam Office
Make – Up exams	Thursday, 4 January 2024	Saturday, 06 January 2024	3 Days	Exam Office
Display of Answers Sheets to Students		Thursday, 11 January 2024	1 Day	Exam Office / Faculty In- Charge
Date of a request for Revaluation		Friday, 12 January 2024	1 Day	Exam Office
Submission of Marks & Answers sheets by respective Faculty to Exam Office		Sunday, 14 January 2024	1 Day	Respective Course Faculty
Results for the term + Make Up (display of marks for students)		Sunday, 21 January 2024	1 Day	Exam Office
Term Grade Declaration		Tuesday, 30 January 2024	1 Day	Exam Office

Term Grade sheet release		Thursday, 1 February 2024	1 Day	Registrar's Office
End of Term Holidays (Students to vacate campus)	Wednesday, 27 December 2023	Saturday, 6 January 2024	11 Days	Registrar's Office

REPUBLIC TERM - 2023-24

Term	Start Day	End Day	Duration	Process Owner
REPUBLIC TERM 2023 (January - March 2024)	Monday, 1 January 2024	Sunday, 31 March 2024	3 Months	Program Office
Submission of Faculty Allocation & Course Schedule for the Term		Friday, 8 December 2023	1 Day	Deans, Program Office
Term Course Pre-Registration (ERP Online)	Sunday, 17 December 2023	Tuesday, 19 December 2023	3 Days	Program Office
On-Campus Registration (Mandatory for all students)		Sunday, 7 January 2024	1 Day	Registrar's Office
Start of Classes		Monday, 8 January 2024	-	Program Office
On-Campus Late Registration Day (with late fees)		Saturday, 13 January 2024	1 Day	Registrar's Office
January 26th is a Public Holiday (Republic Day)				
Founder's Day		Sunday, 11 February 2024	1 Day	Registrar's Office
Mid-Term Examination	Wednesday, 7 February 2024	Sunday, 11 February 2024	5 Days	Exam Office
Mid-Term Feedback	Monday, 12 February 2024	Wednesday, 14 February 2024	3 Days	Program Office
End-Term Feedback	Saturday, 16 March 2024	Monday, 18 March 2024	3 Days	Program Office

Hall Ticket issuance	Saturday, 16 March 2024	& Monday, 18 March 2024	2 Days	Registrar's Office
End of Classes		Sunday, 17 March 2024	1 Day	Program Office
End Term Examinations (All days except 25 March 2024)	Wednesday, 20 March 2024	Thursday, 28 March 2024	8 Days	Exam Office
March 25th is a Public Holiday (Holi)				
Make-Up Exam Applications Submission		Thursday, 28 March 2024	1 Day	Exam Office
Make – Up exam week	Thursday, 04 April 2024	Saturday, 06 April 2024	3 Days	Exam Office
March 29th is a Public Holiday (Good Friday)				
Display of Answers Sheets to Students		Thursday, 11 April 2024	1 Day	Exam Office / Faculty In- Charge
Date of a request for Revaluation		Friday, 12 April 2024	1 Day	Exam Office
Submission of Marks & Answers sheets by respective Faculty to Exam Office		Sunday, 14 April 2024	1 Day	Respective Course Faculty
Results for the term + Make Up (display of marks for students)		Monday, 22 April 2024	1 Day	Exam Office
Term Grade Declaration		Tuesday, 30 April 2024	1 Day	Exam Office
Term Grade sheet release		Wednesday, 1 May 2024	1 Day	Registrar's Office

COLORS TERM - 2023-24

Term	Start Day	End Day	Duration	Process Owner
COLORS TERM 2023 (April - June 2024)	Monday, 1 April 2024	Sunday, 30 June 2024	6 Weeks	Program Office
Submission of Faculty Allocation & Course Schedule for the Term		Friday, 8 March 2024	1 Day	Deans, Program Office
Term Course Pre-Registration (ERP Online)	Sunday, 17 March 2024	Tuesday, 19 March 2024	3 Days	Program Office
On-Campus Registration (Mandatory for all students)		Saturday, 30 March 2024	1 Day	Registrar's Office
Start of Classes		Monday, 1 April 2024	-	Program Office
On-Campus Late Registration Day (with late fees)		Saturday, 6 April 2024	1 Day	Registrar's Office
April 21st is a Public Holiday (Mahavir Jayanti)				
Mid-Term Examination	Monday, 22 April 2024	Friday, 26 April 2024	5 Days	Exam Office
Mid-Term Feedback	Saturday, 27 April 2024	Monday, 29 April 2024	3 Days	Program Office
Hall Ticket issuance		Monday, 06 May 2024	1 Days	Registrar's Office
Submission of Form for Make-Up Exam		Wednesday, 08 May 2024	1 Day	Exam Office
End of Classes (Short Term)		Friday, 10 May 2024	1 Day	Program Office
End-Term Feedback	Saturday, 11 May 2024	Monday, 13 May 2024	3 Days	Program Office

End Term Assessments (Short Term)	Saturday, 11 May 2024	Wednesday, 15 May 2024	5 Days	Exam Office
6 Weeks summer break (campus closure) will begin on Saturday, 18 May. All students are required to vacate the hostel by Saturday, 18 May, until the beginning of the Independence term.				
June 16th is a Public Holiday (Bakrid Eid ul-Zuha)				
End of Classes (Hybrid Courses Only)		Monday, 17 June 2024	1 Day	Program Office
End Term Assessments (Hybrid Courses Only)	Thursday, 20 June 2024	Wednesday, 26 June 2024	7 Days	Exam Office
Make – Up exam	Thursday, 04 July 2024	Saturday, 06 July 2024	3 Days	Exam Office
Display of Answers Sheets to Students		Thursday, 11 July 2024	1 Day	Exam Office / Faculty In-Charge
Date of a request for Revaluation		Friday, 12 July 2024	1 Day	Exam Office
Submission of Marks & Answers sheets by respective Faculty to Exam Office		Sunday, 14 July 2024	1 Day	Respective Course Faculty
Results for the term + Make Up (display of marks for students)		Monday, 22 July 2024	1 Day	Exam Office
Term Grade Declaration		Tuesday, 30 July 2024	1 Day	Exam Office
Term Grade sheet release		Thursday, 1 August 2024	1 Day	Registrar's Office

NOTE: Any changes or revisions to the Academic Guidelines are subject to the approval of the Academic Council of Vijaybhoomi University

NOTES:

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