KiiT KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY

Deemed to be University U/S 3 of the UGC Act, 1956

Magnify your professional career with

MODERN LEARNING DYNAMICS

Ranking and Recognition

Ranked Among
NAAC A++
Accredited by National
Assessment and
Accreditation Council

NIRF 20th
Among Indian
Universities Ranked by
NIRF,Govt of India

India's First
QS 5 Stars
Rated University

UGC-DEB Entitled
Online Programs

About **Kalinga University**

KIIT, though a very young institution has performed incredibly well in the rankings conducted by various national and international associations. Founded in 1992 and opened five years later as a centre for higher learning, its commitment to teaching excellence led to the grant of university status under Section 3 of UGC Act, 1956 by the Ministry of Human Resources Development, Govt. of India in 2004, within only seven years of its inception.

Several Centres of Excellence have been established in collaboration with industry. They provide ideal platforms for conducting collaborative research and development work with several partnering agencies and institutions around the world.

Why **KIIT**

Develop Relevant & Up-To-Date Skills
In today's era of cut-throat competition, you need to gain skills relevant to the current industry trends. Online learning allows you to update your skills a per industry standards.

Study Whenever, Wherever
Study as per your convenience without worrying about any timing restraints, unlike regular programs. Choose your place and time and learn at your convenience within your comfort zone.

Learn without any Age limitation
There is no age limit to pursue Online Learning programs, which means you can learn at any point in your life. This gives you the liberty to follow your passion at any age..

Pursue Job & Studies Simultaneously
Online Learning Programs allow you to upskill yourself alongside a job, which widens your career prospects. You can learn while you earn with Online Learning programs

Learn at Your Own Pace
With Online Learning, you can study according to your pace. There's no pressure of learning in a specific time frame, which is another added advantage of Online Learning.

Increased Chances of Promotion & Higher Remuneration
Employees with advanced skills are always preferred for higher positions. Thus, upgrading your knowledge with Online Learning will always lead you to bigger growth opportunities.

Our **Online Programs**

BBA

Bachelor of Business Administration

36 Months
Program Duration

KIIT University, Online Bachelor of Business Administration (BBA), is a three years undergraduate degree program that teaches students about business leadership and develops management skills to achieve challenging business goals. KIIT University BBA Program offered specializations in the 5th & 6th semesters of the 3rd year of the course in Marketing, Finance, Human Resource Management, Operations, and International Business.

Objective

- Building a strong foundation in all the key functional areas with contemporary and need- based curriculum with specializations in areas such as Marketing, Finance, Information Technology, Human Resource Management, Operations and International Business
- Fostering strong personal, interpersonal and group communication skills
- Providing academic flexibility to promote knowledge
- Engaging with industry for executive education with industry oriented syllabi
- Developing centers of excellence aligned with emerging areas of knowledge

Eligibility

12th Std from any recognized board or a Three-Year Polytechnic Diploma Holder from Recognized Board of Technical Education.

Program Fees: Non-Refundable Registration Fees of Rs. 1450/- to be paid while registering online.

Program Fee

Indian Students	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Total
BBA	Rs. 17,000/-	Rs. 17,000/-	Rs. 17,000/-	Rs. 17,000/-	Rs. 17,000/-	Rs. 17,000/-	Rs. 1,02,000/-

Annual Fees	Year 1	Year 2	Year 3	Total
BBA	Rs. 32,000/-	Rs. 32,000/-	Rs. 32,000/-	Rs. 96,000/-

Lumpsum Fees : Rs.91,000/-

NBFC Loan Plan Lumpsum : Loan Partner : Liquiloans					
Program	Loan Amount in Lumpsum Fees Plan	Student Down Payment	EMI Tenure	Student EMI	Student Applicable Fee
BBA	Rs. 91,000/-	Rs. 10,432/-	12	Rs. 8,285/-	Rs. 101,565/-

NBFC Loan Plan Annual : Loan Partner : Liquiloans					
Program	Loan Amount in Annual Fees Plan	Student Down Payment	EMI Tenure	Student EMI	Student Applicable Fee
BBA	Rs. 32,000/-	Rs. 3,669/-	12	Rs. 2,913/-	Rs. 35,715/-

*Above Plan is only for 1year (Annual) , Students need to apply every year for the said NBFC based Loan Facility.

B.Com
Bachelor of Commerce

The Bachelor of Commerce (B.Com) is a Three Years online degree program from KIIT Deemed to be University. B.Com is your next level of graduate education just after completing your 10+2, Intermediate, from any recognized board or a Three-Year Polytechnic Diploma Holder from a Recognized Board of Technical Education. B.Com curriculum is updated with best Commerce papers, and the objective of the program consisting Environmental Studies, Financial Accounting, Business Law, Business Law, Professional Communication, Cost and Management Accounting, Corporate Law, Direct-tax Law and Practice, E-Commerce, Business Research Methodology, Goods and Services Tax and Customs Law.

Objective

- Building a strong foundation in all the key functional areas with contemporary and need-based curriculum with specializations in areas such as Marketing, Finance, Information Technology, Human Resource Management, Operations and International Business
- Fostering strong personal, interpersonal and group communication skills
- Providing academic flexibility to promote knowledge
- Engaging with industry for executive education with industry oriented syllabi
- Developing centers of excellence aligned with emerging areas of knowledge

Eligibility

12th Std from any recognized board or a Three-Year Polytechnic Diploma Holder from Recognized Board of Technical Education.

Program Fees: Non-Refundable Registration Fees of Rs. 1450/- to be paid while registering online.

Program Fee

Indian Students	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Total
B.Com	Rs. 12,000/-	Rs. 12,000/-	Rs. 12,000/-	Rs. 12,000/-	Rs. 12,000/-	Rs. 12,000/-	Rs. 72,000/-

Annual Fees	Year 1	Year 2	Year 3	Total
B.Com	Rs. 22,800/-	Rs. 22,800/-	Rs. 22,800/-	Rs. 68,400/-

Lumpsum Fees : Rs.64,000/-

NBFC Loan Plan Lumpsum : Loan Partner : Liquiloans					
Program	Loan Amount in Lumpsum Fees Plan	Student Down Payment	EMI Tenure	Student EMI	Student Applicable Fee
B.Com	Rs. 64,000/-	Rs. 7,337/-	12	Rs. 5,827/-	Rs. 71,430/-

NBFC Loan Plan Annual : Loan Partner : Liquiloans					
Program	Loan Amount in Annual Fees Plan	Student Down Payment	EMI Tenure	Student EMI	Student Applicable Fee
B.Com	Rs. 22,800/-	Rs. 2,614/-	12	Rs. 2,076/-	Rs. 25,447/-

*Above Plan is only for 1year (Annual) , Students need to apply every year for the said NBFC based Loan Facility.

M.Com International Business

The M. Com (Master of Commerce) degree programs of Kalinga Institute of Industrial Technology, Deemed University, is a two years postgraduate Master degree programs in Commerce. KIIT M.Com curriculum course design that reflects the best and updated Commerce papers and practice as Advanced Accounting, Indian Economy, Advanced Financial Management, Quantitative Techniques and Operational Research, Forensic Accounting and Auditing, IT for Business, Dynamics of Banking & Insurance, International Financial Management, International Trade, Practice, Procedure & Regulatory Bodies, International HRM and even more.

Objective

- To impart a comprehensive knowledge in Commerce to the students in a pragmatic
- To impart knowledge on corporate accounting methods and procedures and to develop skills in the preparation of accounting statements and in their analysis.
- To craft Accounting, Banking and Business needs within every student seeking to excel in commerce as a domain.

Eligibility

Any Graduate from Recognized University

Program Fees: Non-Refundable Registration Fees of Rs. 1450/- to be paid while registering online.

Program Fee

Indian Students	Sem 1	Sem 2	Sem 3	Sem 4	Total
M.Com	Rs. 18,000/-	Rs. 18,000/-	Rs. 18,000/-	Rs. 18,000/-	Rs.72,000/-

Annual Fees	Year 1	Year 2	Total
M.Com	Rs. 34,200/-	Rs. 34,200/-	Rs. 68,400/-

Lumpsum Fees : Rs.64,000/-

NBFC Loan Plan Lumpsum : Loan Partner : Liquiloans					
Program	Loan Amount in Lumpsum Fees Plan	Student Down Payment	EMI Tenure	Student EMI	Student Applicable Fee
M.Com	Rs. 64,000 /-	Rs. 7,337/-	12	Rs. 5,827/-	Rs. 71,430/-

NBFC Loan Plan Annual : Loan Partner : Liquiloans					
Program	Loan Amount in Annual Fees Plan	Student Down Payment	EMI Tenure	Student EMI	Student Applicable Fee
M.Com	Rs. 34,200/-	Rs. 3,921/-	12	Rs. 3,114/-	Rs. 38,171/-

*Above Plan is only for 1year (Annual) , Students need to apply every year for the said NBFC based Loan Facility.

M.Com Accountancy

The Master of Commerce in Accountancy (M.Com Accountancy) is a postgraduate 2 Years Master's degree program from Kalinga Institute of Industrial Technology, (KIIT) Deemed to be University, in Bhubaneswar, Odisha, India. That teaches students the best accounting theory and practices, which covers the broad discipline of Accountancy and comprehensive knowledge in Commerce and updated program structure, Indian Economy, Corporate Legal Framework, Advance Marketing, Quantitative Techniques, Operational Research, IT for Business, Dynamics of Banking & Insurance.

Objective

- To impart a comprehensive knowledge in Commerce to the students in a pragmatic
- To impart knowledge on corporate accounting methods and procedures and to develop skills in the preparation of accounting statements and in their analysis.
- To craft Accounting, Banking and Business needs within every student seeking to excel in commerce as a domain.

Eligibility

Any Graduate from Recognized University

Program Fees: Non-Refundable Registration Fees of Rs. 1450/- to be paid while registering online.

Program Fee

Indian Students	Sem 1	Sem 2	Sem 3	Sem 4	Total
M.Com	Rs. 18,000/-	Rs. 18,000/-	Rs. 18,000/-	Rs. 18,000/-	Rs.72,000/-

Annual Fees	Year 1	Year 2	Total
M.Com	Rs. 34,200/-	Rs. 34,200/-	Rs. 68,400/-

Lumpsum Fees : Rs.64,000/-

NBFC Loan Plan Lumpsum : Loan Partner : Liquiloans					
Program	Loan Amount in Lumpsum Fees Plan	Student Down Payment	EMI Tenure	Student EMI	Student Applicable Fee
M.Com	Rs. 64,000 /-	Rs. 7,337/-	12	Rs. 5,827/-	Rs. 71,430/-

NBFC Loan Plan Annual : Loan Partner : Liquiloans					
Program	Loan Amount in Annual Fees Plan	Student Down Payment	EMI Tenure	Student EMI	Student Applicable Fee
M.Com	Rs. 34,200/-	Rs. 3,921/-	12	Rs. 3,114/-	Rs. 38,171/-

*Above Plan is only for 1year (Annual) , Students need to apply every year for the said NBFC based Loan Facility.

MA Economics

The Master of Arts in Economics is a Two Years degree program from KIIT Deemed to be University. MA in Economics is your next level of postgraduate education just after completing your bachelor's degree. Enrolled students will learn how to use economic analysis tools systematically that handle economic, issues and policies. They also develop analytical abilities through learning the Theory of Microeconomics, Statistical Methods for Economics, Public Economics, Industrial Economics, International Economics, Economic Growth and Development, Environmental Economics, and Corporate Finance.

Objective

- To impart a comprehensive knowledge in Commerce to the students in a pragmatic
- To impart knowledge on corporate accounting methods and procedures and to develop skills in the preparation of accounting statements and in their analysis.
- To craft Accounting, Banking and Business needs within every student seeking to excel in commerce as a domain.

Eligibility

Any Graduate from Recognized University

Program Fees: Non-Refundable Registration Fees of Rs. 1450/- to be paid while registering online.

Program Fee

Indian Students	Sem 1	Sem 2	Sem 3	Sem 4	Total
MA	Rs. 18,000/-	Rs. 18,000/-	Rs. 18,000/-	Rs. 18,000/-	Rs.72,000/-

Annual Fees	Year 1	Year 2	Total
MA	Rs. 34,200/-	Rs. 34,200/-	Rs. 68,400/-

Lumpsum Fees : Rs.64,000/-

NBFC Loan Plan Lumpsum : Loan Partner : Liquiloans					
Program	Loan Amount in Lumpsum Fees Plan	Student Down Payment	EMI Tenure	Student EMI	Student Applicable Fee
MA	Rs. 64,000 /-	Rs. 7,337/-	12	Rs. 5,827/-	Rs. 71,430/-

NBFC Loan Plan Annual : Loan Partner : Liquiloans					
Program	Loan Amount in Annual Fees Plan	Student Down Payment	EMI Tenure	Student EMI	Student Applicable Fee
MA	Rs. 34,200/-	Rs. 3,921/-	12	Rs. 3,114/-	Rs. 38,171/-

*Above Plan is only for 1year (Annual) , Students need to apply every year for the said NBFC based Loan Facility.

MBA

The curriculum of MBA is designed to provide the understanding about Management education and to train the students encourage them to become better managers or entrepreneurs. The students are prepared to explore opportunities being newly created in management profession. The programme aims to achieve the following objectives:

Objective

- Building a strong foundation in all the key functional areas of business
- Fostering strong personal, interpersonal, group and communication skills
- Providing academic flexibility to promote the customization and personalization of knowledge
- Engage with industry for executive education
- Develop centers of excellence aligned with emerging areas of knowledge

Eligibility

Graduate with minimum 50% from Recognized University

Program Fees: Non-Refundable Registration Fees of Rs. 1450/- to be paid while registering online.

Program Fee

Indian Students	Sem 1	Sem 2	Sem 3	Sem 4	Total
MBA	Rs. 40,000/-	Rs. 40,000/-	Rs. 40,000/-	Rs. 40,000/-	Rs.1,60,000/-

Annual Fees	Year 1	Year 2	Total
MBA	Rs. 80,000/-	Rs. 80,000/-	Rs.1,60,000/-

Lumpsum Fees : Rs.1,60,000/-

No Cost EMI					
Program	Annual Fees of University INR	Tenure	Students 1st Down Payment	EMI	Total Paid by Studen
MBA	Rs. 80,000/-	12	Rs. 6,824/-	Rs. 6,824/-	Rs. 80,000/- + Processing Fees of NBFC

MCA

The Pedagogy of MCA program has a practice-oriented approach to learning while integrating the elements of theory and practice. With an advanced level curriculum in the program, the students would be provided the required skillsets necessary to excel in this technology driven business environment. The programme aims to achieve the following objectives:

Objective

- Pursue a successful career in the field of computer applications, contribute significantly to their profession in industry, research and academia or undertake entrepreneurial endeavours.
- Continuously learn, engage and update themselves to carryout independent or collaborative research, and address constantly evolving technological and global challenges in their field of expertise.
- Develop leadership skills and demonstrate professional, social and ethical responsibilities as an individual.

Eligibility

Graduates with a minimum of 50% aggregate in graduation or equivalent having Mathematics either in Class 12 or UG level as one of the subject are eligible to apply for MCA.

Program Fees: Non-Refundable Registration Fees of Rs. 1450/- to be paid while registering online.

Program Fee

Indian Students	Sem 1	Sem 2	Sem 3	Sem 4	Total
MCA	Rs. 40,000/-	Rs. 40,000/-	Rs. 40,000/-	Rs. 40,000/-	Rs.1,60,000/-

Annual Fees	Year 1	Year 2	Total
MCA	Rs. 80,000/-	Rs. 80,000/-	Rs.1,60,000/-

Lumpsum Fees : Rs.1,60,000/-

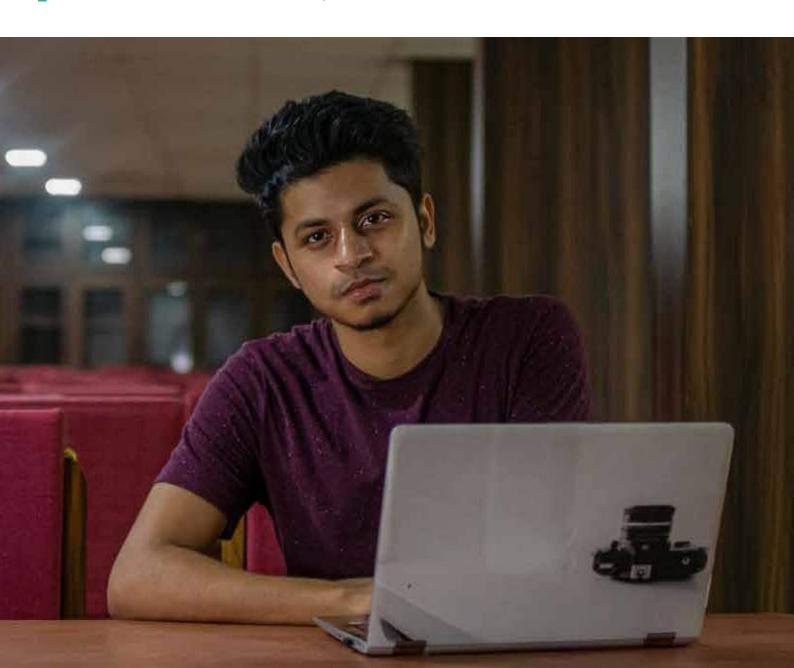| No Cost EMI					
Program	Annual Fees of University INR	Tenure	Students 1st Down Payment	EMI	Total Paid by Studen
MCA	Rs. 80,000/-	12	Rs. 6,824/-	Rs. 6,824/-	Rs. 80,000/- + Processing Fees of NBFC

Course **Conduction**

Upon Provisional Registration every student would be provided with the Login Credentials of LMS to access the course material.

The LMS has semester wise buckets having subjects of the said programs. The student would have access to following learning resources:

- Live Interactive Online Sessions
- Tutorials
- Quick Learning Book
- Animated Case Studies
- Frequently Asked Questions (FAQ)
- Web Resources for Research Purpose

- Online Discussion Forums
- EBooks
- Gamified Practice Test
- Practice Assignments
- Misconceptions

Assessments

Assignments (Continuous Internal Evaluation- CIA)

- Each subject has 2 assignments which is part of Internal Continuous Evaluation(CIA)
- Each Assignment would have Objective Type of questions (MCQ Type Questions)
- Students should submit each assignments within a semester / year before appearing for their exams
- Weightage for Internal Continuous Evaluation (CIA) is 30%
- Each Assignment would be of 50 questions with 2 marks each
- Passing criteria in each assignment is 50%

Online Examinations

- Examinations will be conducted tentatively in the month of January & July. This is subject to UGC notification on every admission batch last date for enrollment. The final dates would be communicated to students well in advance
- Students would be filling the online exam form for the Slot Booking Process through the University website. The student selects the date, slot time and subject while filling the online exam form
- The Controller of Examination would publish the exam notification with the dates for each subject. The student would get 3 online exam time slots on each day to complete the said exams

  - 10am to 12pm
  - 12.30pm to 2.30pm
  - 3pm to 5pm

- Online Exams would be for 2 hours each subject and it would be a mix of questions (Objective Type – 52 Questions with 1mark each – Total 52 marks) and 3 subjective questions (6 marks each – Total 18marks) Total 70 Marks
- The weightage for Internal Assignment is 30% and weightage for Online Examinations is 70%
- To appear for the examination student need to complete the assignments as per last date provided by the university
- The student can give backlog examination for previous semester/year if any, in the next exam cycle along with the fresh subjects of the subsequent semester/year
- Rs.400 / Subject. For Second attempt Examination or Re-appearing for Examination the applicable Online Exam Fees (Per Subject) is: Indian Student INR 400/- International or NRI $10
- Examination Fees are non-transferable and non-refundable
- There would be no exceptions for the said examinations
- Students who have past due payments will not be allowed to give their examinations
- The results are declared within 2 months from date of last examination date of respective exam cycle

Grading System

At the end of all evaluation components based on the performance of the student, each student is awarded based on an absolute grading system. As per the UGC norms, the list of absolute grades and its connotation are given below:

Qualification	Grade	Score on 100	Point
Outstanding	'O'	90 to 100	10
Excellent	'E'	80 to 89	9
Very Good	'A'	70 to 79	8
Good	'B'	60 to 69	7
Fair	'C'	50 to 59	6
Below average	'D'	40 to 49	5
Failed	'F'	Below 40	2

Project Guidelines

- For programs having project work students are required to submit a soft copy of the project undertaken.
- Soft Copies of the Project Report should be uploaded in LMS and also mailed to university.
- The project should be industry related topic selection as advised by the university
- Refer the project guidelines as mentioned on the website
- Project evaluation charges are Rs. 400/- for Indian student/ for foreign and NRI students it is $10
- The project should be done by the student and must be original. Plagiarism will not be accepted

Mark Sheets & Certification

- The student can get soft copy of mark sheets through the university website, the hard copy mark sheet would be provided only after successfully completion of full program along with degree certificate.
- Once the student completes all the mandated assignments, examinations and projects (if applicable) the final mark sheet and certificate would be dispatched by the university to the student registered address
- All pending payments/dues need to be cleared by the student, before the final certification
- If required, the university may request the mandatory documents from student as submitted during admission time; the students may have to re-submit the same if required during final degree certification
- Students need to apply by filling the Degree Application form and submit all the required documents and the applicable degree processing application fees of Rs. 1500/- to the university

Documents to be accompanied with Degree Application form are:

- All Soft copies of Online Results / Online Mark Sheets for every semester/year as issued by KIIT.
- In case of PG online program completed with KIIT, students have to also provide the bachelor's degree certificate of their qualifying exams issued by their previous university.

Other Fees

Particulars	For Indian Students in Rs.	For Foreign / NRI Students
Bonafide Letter	Rs. 300	$10
Transcripts	Rs. 500	$20
Specialization Change Fees	Rs. 1000	$40
Course Change Fees	Rs. 1000	$40
Exam Re-Appearing Fees (per Subject)	Rs. 400	$10
Project Evaluation	Rs. 400	$10
Validation Extension Fees (1 year)	Rs. 5000	$200
Degree Application Fees	Rs. 1500	$50
Second Copy Mark Sheet	Rs. 4000	$50
Second Copy Degree Certificate	Rs. 1500	$50

*Specialization change or Course change only within 2 months of admission / registration; however not allowed after the batch closure

Online **Admission Process and Instructions**

Registration Process for Online Programs through University Website:

Step	Process	Particulars
Step 1	Online Counselling	Prospective Students would be Counselled for the chosen Program by our Online Counsellors
Step 2	Online Registration to Admission Portal. Students get access to My Account.	Prospective Students Registers Online by Paying Rs. 1450/- as Registration Fees. Fills all the details in the Online Application Form and Uploads all the Mandatory Document (Colour Scan Copies) for Admission Purpose.
Step 3	Verification of Documents by the University Admission Team	Within 48 Hours, the University Admission Team member would verify all the documents as uploaded by the Prospective Student on the admission portal and approve the eligibility for the chosen program.
Step 4	Online Program Fees Payment	Only Eligible Cases, as approved by the Admission Team; the students would find a Fees Payment link activated in their My Account for Program Fees Payment.
Step 5	Access to Learning Management System (LMS) for Online Program	After Program Fees Payment; eligible students would be getting access to the Learning Management System (LMS) to access the online courses within 2 days from date of program fees payment.

General Instructions

- All Students should carefully read and understand the eligibility conditions given in this document and mentioned on the University website before applying for the online programs. There would be no refund of Registration Fees under any circumstances
- Prospective Students should register on the University Website for Online Programs and upload all properly scanned color copies in the university application portal
- Furnishing incorrect information/suppression of information would lead to rejection of application form for admission
- Student should note the Admission Batch / Course Specialization / Electives to which they are registering; no request for changes in the Admission Batch / Course Specialization / Electives would be accepted by the university under any circumstances
- Always visit our website and check the mail notifications sent by university from time to time
- All correspondence will be made through email to the registered email id of the candidate (i.e. email id entered in the application form for admission)
- Foreign Students, who are not Indian Citizens, are also eligible to seek admission provided the relevant AIU equivalence is taken by the student before applying for the Online Programs

- Indian Students who have completed education from Foreign University need to get the AIU equivalence before applying for the Online Programs
- The Admission Process is at discretion of the University; any documents required by University at any time during the course conduction; the students abide to submit the same on time to University for processing the same
- Only after the final of verification by the University Enrolment Team, the enrolment number would be generated for confirmed students
- The Prospective Student has to ensure that their education / qualifying degree has been issued from a recognized university/board only. It should be recognized by regulatory authority of Government of India
- Prospective Students to check eligibility based on Qualifying Exam Date and the Current Batch of Admission with our University: Students should have passed the qualifying exams before the Start of Admission Batch
- The admission would be processed as per the information provided by the student and in case of any discrepancy in the same, the university would have the right to cancel the admission and the fees paid would be forfeited
- The name mentioned on application form should be exactly the same as it is mentioned on 10th Std. Mark Sheet
- The name mentioned on 10th Std Mark Sheet also has to match the name mentioned on the degree certificate /degree mark sheets in case of PG Programs
- In case of name change / deferred name (10th Std and Degree Certificate or Mark sheet) a name change Gazette Document has to be submitted by the prospective students Sometimes Father / Mother name also gets changed in mark sheets / photo id; please keep a check on the same; as there would be requirement of name change document like gazette for father and mother as well
- Cancellation and Refund Process as per the University norms mentioned in this document and also mentioned on the university website for online programs
- 1University reserves the right to seek additional documents for eligibility verification purpose from enrolled students at any point of time during the course conduction. The students by applying for Online Programs; they undertake to abide all the University norms
- By Applying for University Online Programs; the student undertakes to abide by all the policies of the university as issued from time to time
- For checking the 10th / 12th Recognized Board, please refer the link for Recognized Boards: https://www.cobse.org.in/recognized-educational-boards-list/
- For checking the Recognized University in India Check – www.ugc.ac.in
- Students who have done engineering program in distance education mode even from recognized universities are not eligible for applying to the online programs with the university
- Program Validity Extension Fees after completion of Degree Program validity period would be Rs. 5000/- for 1Year of extension
- Course Change or Specialization Change Fees would be Rs. 1000/- if applied within 2 month of admission registration process. However, the request is not accepted after the batch closure
- The university has the right to cancel the admission or/and de-activate the online services if the information provided by student is found wrong or the fees which is due during course conduction as per the fees plan chosen by the student, which has not been paid
- Upon successful completion of program, the university would provide the certificate only if all the mandatory documents have been submitted to the university
- In case the university requires any documents for verification at any point of time during course conduction or within duration of the program, the student would need to re-submit the same to the university
- The university reserves the right to amend the policies at any point of time and adhere to the UGC norms, Govt. of India

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