GURU NANAK DEV UNIVERSITY, AMRITSAR

(Established by the State Legislature Act No. 21 of 1969)

Only University of Punjab to have earned "Category-I" Status

Accredited with CGPA 3.85 on four point scale at "A++" grade (highest among all India central, state public and private universities) and conferred upon "University with potential for Excellence" status by UGC

SECOND ADMISSION NOTICE JANUARY-FEBRUARY 2024

UGC-DEB ENTITLED COURSES UNDER
DIRECTORATE OF ONLINE STUDIES

Admissions are open for following UGC DEB entitled courses in fully Online Mode under Directorate of Online Studies, Guru Nanak Dev University, Amritsar. The candidates may visit the Directorate's website (**http://gndu-online.in**) for filling online application form and further details.

Under Graduate Degree	**- BCA** **- B.A.** **- B.Com.**
Post Graduate Degree	**- MBA** **- MBA (Financial Management)** **- MBA (Marketing Management)** **- MBA (Human Resource Management)** **- MCA (2 Years)** **- M.Com.** **- MA (English)** **- MA (Punjabi)**

Admission is Open for academic session January-2024 batch and LAST DATE to apply online is 31st Mar 2024

All Courses are approved under entitled category by UGC-DEB, New Delhi vide letter no. F. No. 39-2/2023 (DEB-II) dt. 17, August, 2023

For any enquiry, please contact the Directorate office via email, **contact-us@gndu-online.in** or via phone @ +91-9005287819 / 7658875661; 0183-2823520

Note : Any Corrigendum/Addendum to the Admission Notice may be issued, if required, as per rules & regulations of the University, will be published on the Directorate website only.

DEAN ACADEMIC AFFAIRS

Guru Nanak Dev University, Amritsar

Standard Operating Procedure

Examinations in AI Proctored Mode for Courses under Directorate of Online Studies

Examination Instruction Manual

Booking of Examinations

1. Students are allowed to book the examination slots at least 48 hours prior to the examination.
2. Students are instructed to login at least 15 minutes prior to the scheduled timing.
3. The examination slot would remain active for 30 minutes from the scheduled timing. If the student fails to login during this time, the student will not be allowed to take the exam. Such students can reschedule their exams only after 24 hours.

Instructions for Students:

1. A numbered list of all questions appears at the right side of the screen.
2. Click the Start Test button below to start (the timer of the assessment starts only once you click the Start button).
3. Keep a close eye on the time left while appearing for the Examination.
4. Once you click the Start button, a question and the possible answer choices will appear. Select the choice(s) you find to be the correct answer to the question.
5. Answer chosen gets saved automatically as soon as you click on the next button.
6. The answers can be changed any time during the assessment.
7. Use next and back buttons to navigate on to the next and/or previous question.
8. After you finish the test, click on the submit test button to submit your test. Examination can also be submitted any time during the assessment.
9. The examination will automatically stop when the assessment time is over.
10. You are suggested to ensure a stable Internet connection and proper power backup before taking the Assessment. University has no provision to reset the assessment if the internet is disturbed and the examination gets affected.
11. Do not use incognito mode/new private window to attempt any internal assessment.
12. On successful completion of the internal assessments with 40% marks on an average, he/she is eligible to appear for the term end examination.
13. The external examination is of a total of 70/80 marks (as applicable as per syllabus) and each question carries 14/16 marks (as applicable as per syllabus).
14. The question paper shall consist of 4 sections.
15. Students are required to attempt a total of 5 questions from the 4 sections. Attempting one question from each section is mandatory and the remaining one question can be attempted from any of the section.

For better understanding refer the below example:

Type 1- Answer any 1 of the following, Students have to pick 1 question from the set of (1.1, 1.2)

Type 2- Answer any 1 of the following, Students have to pick 1 question from the set of (2.1, 2.2,)

Technical Requirements:
To avoid any technical glitches, you are required to meet the Technical Requirement as follows.

1. A reliable computer/Laptop with a minimum of three-hour power backup running Windows operating system.
2. A web cam with 640x480 video pixel resolution or higher.
3. Headphones or working speakers connected to the computer.
4. A working microphone connected to the computer. We recommend a web cam that has an in built microphone.
5. A web browser (Google chrome and Mozilla Firefox must be installed in the system) with Adobe Flash Player installed. We recommend Flash Player 10 or more.
6. A reliable, high-speed internet connection (minimum 1MBPS recommended).
7. The ability to allow video and screen-sharing connections to the computer you will be using to take your exam.

Please note- The system (desktop/laptop) and internet connection to be used during the examination must be a personal one and not official (office internet and the system) as the official internet connection most of the times blocks the video streaming. In case you are using the official system and the official network, it must have the full administrator right so that the required changes can be done by the Proctor team (if and when required).

All the antivirus and firewall of your system must be disabled in advance while giving examination. To disable the firewall in your system kindly follow the steps mentioned below:

For Windows:

Go to Control Panel --> Windows Defender Firewall --> Turn Windows Defender Firewall On/Off

Click on Turn Off Defender Firewall under Private and Public Network Settings.

For Mac

Go to Apple menu --> System Preferences --> Security.

Firewall --> Turn Off Firewall

Note: Steps to follow to start the examination:

Step 1: Log in to (https://gndu.u18evolute.cloud) by using your Login Credentials.

Step 2: Click on Start Exam under External Exam tab.

Step 3: The screen which opens will connect you to Proctor.

Step 4: You are required to follow instructions from Proctor there on.

Code of conduct for the Online Test.

1. Use of a simple Calculator is allowed. No digital calculators are allowed during the examination.
2. No one else is allowed in the room during the examination.
3. You will be monitored throughout your examination via webcam by the proctor Team at the University.
4. Students must ensure that the Camera is not switched off anytime during the examination.
5. You are not allowed to take calls/use mobile phones during the examination except for attending any calls from the University for any assistance during the live examinations.
6. Mobile Phones can be used for scanning of QR Codes only during the examination of courses that have images / tables / graphs / charts etc.
7. Use of Bluetooth or any other Electronic Gadgets is strictly prohibited.

8. Students are not allowed to use the restrooms during the examination.
9. If you have any health-related concerns (like diabetic/pregnant women/cervical etc.) you are advised to inform the proctor team before the start of the examination.
10. Eatables are not allowed during the examinations.

Malpractice:

1. If it is observed that the student is involved in malpractice while giving the examination, in such a situation the examination will be cancelled by the Proctor team.
2. Students are instructed not to open any other application/website/pdf/word document etc. during the examination.
3. Usage of mobile phone (for any other purpose other than specified above) or any other electronic gadget is strictly prohibited during the examination. Any Student if found to be violating the regulation would be marked as a case of malpractice.

Filling of Pre-exam forms:

1. The students are required to complete a pre-exam form before appearing in any particular examination so data can be included in the cut list as well as in the roll number slip.

2. This form will be mandatory for all exam cycles, and students must specify the subjects alongwith the pending examination from previous semesters they intend to appear.

3. The term any time exam should be interpreted as choice of exam dates within the exam cycle. The exam cycles which are followed by the university are September to February (for December Cycle) and from March to August (July Cycle)

Admission cycle	Ist Semester Examination Cycle	2nd Semester Examination Cycle	3rd Semester Examination Cycle	4th Semester Examination Cycle	5th Semester Examination Cycle	6th Semester Examination Cycle
July cycle	Sep to Feb	Mar to Aug	Sep to Feb	Mar to Aug	Sep to Feb	Mar to Aug
January cycle	Mar to Aug	Sep to Feb	Mar to Aug	Sep to Feb	Mar to Aug	Sep to Feb

4. The Students must appear for the examination during the cycle otherwise the students will be marked as ABSENT.

5. Reappear Cases - In case of reappearances, the student can reappear in the ongoing exam cycle after a waiting period of 45 days from the date of the original exam/declaration of results. To do so they will be required to pay Rs. 900/- per subject and also need to fill examination form. However, the students those who have not attempted the examination in particular in any of the examination cycle, they can reappear in the ongoing examination cycle without paying the examination fees. Filling the examination form is mandatory for all the students.

6. The promotion policy is applicable for promotion to third and fifth semester – student must earn fifty percent of the credits from 2nd and 4th semesters.

7. The students failing to meet this requirement will need to reappear in exams to qualify for the third/fifth semester. The student will be eligible for 3rd / 5th semester exams within the ongoing exam cycle if he/she clears the eligibility criteria.

9. The students of the July 2021 and January 2022 cycle who have not attempted any of the exam. Once the student will complete the full course duration two years/three years applicable on the portal and have not appeared in any exam, the results of these students will be declared as cancelled. The students who do not respond to the notifications via email will also be declared as cancelled.

Declaration of Results:

To be notified by the University.

Registration and Other Fees

Application, Admission, Eligibility and Alumni Fee 2024 for different courses under Directorate of Online Studies

India

Sr. No.	Proposed Fee	India	Indian Overseas/ PIO / NRI etc.	International all others
1.	Application Fee	INR 500.00	USD 30	USD 40
2.	Registration Fee	INR 400.00	USD 25	USD 35
3.	Eligibility Fee	INR 450.00	USD 25	USD 40
4.	Alumni Fee	INR 250.00	USD 20	USD 20

Reappear Fee of Rs. 900.00

Courses 2023-24 Fee Structure

Approved: Course fee for Different courses under Directorate of Online Studies

Sr. No.	# Full Course Fee for all semesters (Including all University fee)	India	Indian Overseas/PIO/NRI etc	SAARC (Nepal, Bhutan, Sri Lanka, Bangladesh, Pakistan)	Africa	South East Asia (not Including Singapore/Malaysia	West Asia (Middle East + Afghanistan)	Rest of the World
1	MBA	INR 65,000.00	USD 7000	USD 1500	USD 5500	USD 5500	USD 7000	USD 10500
2	MBA (HR, Marketing, Finance)	INR 65,000.00	USD 7000	USD 1500	USD 5500	USD 5500	USD 7000	USD 10500
3	MCA	INR 75,000.00	USD 5160	USD 750	USD 3000	USD 3000	USD 4000	USD 6000
4	BCA	INR 75,000.00	USD 7000	USD 1500	USD 5500	USD 5500	USD 7000	USD 10500
5	BA	INR 30,000.00	USD 1000	USD 1000	USD 1000	USD 1000	USD 1000	USD 1000
6	B Com	INR 30,000.00	USD 1000	USD 1000	USD 1000	USD 1000	USD 1000	USD 1000
7	M.Com	INR 40,000.00	USD 5333	USD 800	USD 3200	USD 3200	USD 4267	USD 6400
8	MA (Punjabi)	INR 20,000.00	USD 1000	USD 1000	USD 1000	USD 1000	USD 1000	USD 1000
9	MA (English)	INR 30,000.00	USD 1000	USD 1000	USD 1000	USD 1000	USD 1000	USD 1000

* SLM Hard Copy fee of Rs. 1000/- (per semester) would be charged from students residing in India and USD 30 + postal charges (as actual) / per semester would be charged from International Students # Total Fee including All University Funds includes (i) Registration Fee (ii) Enrollment Fee (iii) Migration Fee (iv) Continuation Fee (v) (Re-eligibility Fee (vi) Verification Fee (vii) World University Fee or any other University Fee. 1. Study Material will be available online (free of cost) to all students (soft copy), a fee of Rs. 1,000/- + Postal Charges (As Actual) / per semester, will be charged additionally towards Printed Study Material – Optional and USD 30 + postal charges (As actual) / per semester would be charged from International Students 2. Any other fee decided by the University at later stage, will be payable by the candidate (if any)

Approved Fee: examination fee Different courses under Directorate of Online Studies

Sr. No.	Proposed * Full Course Fee for all semesters (Including all University fee)	India	Indian Overseas /PIO/NRI etc	SAARC (Nepal, Bhutan, Sri Lanka, Bangladesh, Pakistan)	Africa	South East Asia (not Including Singapore /Malaysia	West Asia (Middle East + Afghanistan)	Rest of the World
1	PG Degree (Semester)	INR 3100.00	USD 400	USD 100	USD 200	USD 200	USD 300	USD 500
2	UG Degree (Semester)	INR 3100.00	USD 400	USD 100	USD 200	USD 200	USD 300	USD 500
3	PG/UG Diploma (Semester)	INR 2000.00	USD 200	USD 75	USD 125	USD 125	USD 150	USD 300
4	Certificate (Semester)	INR 2000.00	USD 200	USD 75	USD 125	USD 125	USD 150	USD 300
5	PG/UG Reappear – Per Paper	INR 900.00	USD 75	USD 25	USD 50	USD 50	USD 50	USD 100

Refund Policy

Directorate of Online Studies

In case of Student initiating request for Withdrawal from Program.

Refund Policy w.e.f. session 2023-24 and onwards

In case of student initiating request for Withdrawal from Program

Sr. No.	**Point of time when notice of withdrawal of admission is served to HEI**	**Percentage of Refund of Aggregate fees**
1	At least 15 days before the formally notified last date of admission	100%
2	Not more than 15 days after the formally notified last date of admission	100% minus Administrative fee of Rs. 1000
3	More than 15 days but less than 30 days after formally notified last date of admission	50%
4	More than 30 days after formally notified last date of admission	00%

In case of University rejecting the Application either at admission stage or before generation of Registration Number

Sr. No.	**Point of time when notice of withdrawal of admission is served to HEI**	**Percentage of Refund of Aggregate fees**
1	At admission Processing	100%
2	After admission but before issuance of Registration Number	100%

Courses 2024 With Eligibility

Sr. No.	Name of course	Duration (in years)	Eligibility
1.	B.A.	3	Senior Secondary Certificate Part – II (12thClass) examination of the Punjab School Education Board OR Any other equivalent examination recognized by this University, shall also be admitted to the Part-I examination if he fulfills other conditions such as combination of subjects and/or minimum percentage of marks required for that Examination.
2.	BCA	3	+2 with at least 40% marks in aggregate OR equivalent examination.
3.	B Com	3	+2 with at least 40% marks in aggregate OR equivalent examination.
4.	MCA	2	BBA / B. Com / B.Sc. (Regular / Hons.) Economics or Graduate in any stream with Mathematics / Statistics / Computer Sciences/ Applications / IT / Computer Maintenance / Quantitative Techniques as one of the elective subjects with 50% marks (45% for SC/ST) in aggregate or any equivalent degree there to. OR Bachelor's degree in any stream with 50% marks (45% for SC/ST) in aggregate with Mathematics as an elective subject at +2 level.
5.	MBA	2	Bachelor/Master Degree in any discipline or equivalent examination with 50% marks in aggregate
6.	MBA (Financial Management)	2	Bachelor/ Master Degree in any discipline or equivalent examination with 50% marks in aggregate.
7.	MBA (Marketing Management)	2	Bachelor/ Master Degree in any discipline or equivalent examination with 50% marks in aggregate.
8.	MBA (Human Resource Management)	2	Bachelor/ Master Degree in any discipline or equivalent examination with 50% marks in aggregate.
9.	M.COM.	2	Bachelor of Commerce (Regular, Hons) / Bachelor of Business Administration with at least 50% marks in aggregate (45%for SC/ST candidates OR Any other examination recognized or equivalent.
10.	MA English	2	Bachelor's Degree in any Faculty with 50% marks in aggregate OR 45% marks in the subject concerned or equivalent examination. OR Master's degree of this or another University
11.	MA Punjabi	2	Bachelor's Degree in any Faculty with 50%marks in aggregate OR 45%marks in the subject concerned or equivalent examination. OR Master's Degree of this or another University in another subject or another faculty

IMPORTANT INSTRUCTION:-The student may be allowed to do two academic programmes simultaneously (one Degree programme and one Certificate/Diploma programme) from our University in all three modes, Regular/Online/ODL provided that the total credits of two programmes shall not exceed 40 per semester, while maintaining the minimum credit requirements of the individual programme [as per the Common Ordinances for programmes under Credit-Based Evaluation and Grading System (w.e.f Session 2023-24)].

1. **** Students (admitted in BA) can opt any three subjects from the following groups, Only one subject can be selected from each group with other compulsory subjects :

Compulsory Subjects	Elective Subjects				
	Group A	Group B	Group C	Group D	Group E
- Punjabi Compulsory / Punjab History Culture# - English Compulsory	- English (Elective) - Punjabi (Elective)	- Economics - Sociology	- History	- Political Science	- Public Administrative

NOTE:- # In lieu of Punjabi Compulsory (for those students who are not domicile of Punjab) Note : The Student can choose Hindi/Punjabi/English as a medium of instruction for the elective subjects

2. Any other fee decided by the University at a later stage will be payable by the candidates (if any).

3. If the number of candidates seeking in any particular course is less than 10, it will be under the sole discretion of the Directorate whether or not to run that particular course. In the event that Directorate decides not to offer that particular course, the candidate will be refunded with full fee including application fee subject to receipt of application and bank details from the candidate.

For International Students

Eligibility for International Students (both by Citizenship and Residency) Eligibility / Equivalency for International Students applying for Under Graduate Programs For International Students – i.e. Students who have completed their schooling via Boards / Schooling Systems other than those mentioned above, the eligibility and equivalence shall be considered provided that the foreign system of education prescribes a minimum of 12 years of regular schooling; Provided (i) the school is affiliated by a Board that has been approved/recognized in the country concerned; (ii) the school leaving certificate has been issued by the Board that has been approved/recognized/accredited in the country concerned; Specifically Listed entities apart from above general definition As of now, the AIU has accorded Equivalence to some of the most popular Systems of School Education of the world i.e. the British System (GCE ‘O’ & ‘A’ Level), American System (High School Diploma), International Baccalaureate (IB) awarded by the International Baccalaureate Organization Geneva, Switzerland, French International Baccalaureate, 12 year General Secondary School Certificate Examination conducted in most of the Gulf countries etc; GCE/IGCSE/GCSE examinations of the approved British Examination Bodies, with Minimum 5 (Five) subjects in A, B, C Grades including English at ORDINARY(“O”)

Level and 2/3 subjects at ADVANCED (“A”) LEVEL has been equated with +2 stage qualification. Country Specific a. 12 years Baccalaureate Certificate of Chad, Gabon, France and Tunisia; b. International Baccalaureate Diploma awarded by c. 12 years General Secondary Education Certificate of the Ministry of Education Bahrain, Egypt, Jordan, Kuwait, Oman, Saudi Arabia, United Arab Emirates and other Gulf countries; d. GCE/IGCSE/GCSE examinations of the approved British Examination Bodies, with Minimum 5 (Five) subjects in A, B, C Grades including English at ORDINARY(“O”) Level and 2/3 subjects at ADVANCED (“A”) LEVEL has been equated with +2 stage qualification. Candidates intending to join Professional courses are required to have passed the subjects of Physics, Chemistry, Biology/Mathematics in ADVANCED LEVEL & English at AS LEVEL; e. 12- year High School Diploma from accredited Schools of USA; f. Intermediate/Senior Secondary/Higher Secondary examinations of the approved Boards in Pakistan, Bangladesh, Bhutan and Nepal; g. 12-year Secondary Stage qualification of National Examinations Board of the Ministry of Education, Ethiopia, Sudan; h. 12-year Secondary Stage examination conducted by various Provinces in Canada and Australia provided that the candidate having passed Ontario Secondary School Diploma of the Ministry of Education, Ontario, should have acquired minimum6 (Six) “U/M“(University Preparatory Courses); i. GCE “Ordinary and Advanced”level examination of the Department of Education, Government of Sri Lanka, Singapore, Hong Kong & Mauritius 28 provided that candidates having passed O and A level Examinations should fulfil the same conditions as prescribed at Sr. No. iv above; j. 12-year STPM examination of Malaysia; k. 12-year Secondary Stage qualification of Indonesia, Japan, Korea, Republic of Vietnam and Yemen Arab Republic; l. “Abitur” examination of Germany; m. 12-year High School Diploma awarded by the accredited American Schools/International Schools in other countries following American System of Education subject to the condition that the High School Diploma awarded by the American Schools in USA and other parts of the world should be accredited either by the State Departments of Education OR by one of the Six Regional Accrediting Agencies in USA i.e (a) Middle States Association of Schools and Colleges; (b) New England Association of Schools and Colleges; (c) North Central Association of Schools and Colleges; (d) Northwest Association of Schools and Colleges; (e) Southern Association of Schools and Colleges; and (f) Western Association of Schools and Colleges. n. Pre-University Certificate Examination of the Ministry of Education, Iran; o. 12-year Secondary School Certificate Examination of the Ministry of Education, Islamic Republic of Afghanistan; p. 12 Year Secondary School Certificate Examination of the Ministry of Education, Republic of Iraq; q. 12 Year Senior School certificate Examination of West African Examinations Council (WACE) in A, B, C Grades on a scale of 1-4 (A-1, B-2, B-3, C-4) conducted in the countries of Nigeria etc; r. EXAMEN D“ETAT of the Ministry of Primary, Secondary & Professional Education in the Democratic Republic of Congo; s. 12-year Kenya Certificate of Secondary Education Examination with more than 5 (Five) subjects in the Grades A, B, & C of the Kenya National Examinations Council, Nairobi, Kenya; t. Advanced Certificate of Secondary

Education Examination with minimum 2 (Two) Principal Passes & 2(Two) Subsidiary Passes of the National Examinations Council of Tanzania; u. Uganda Advanced Certificate of Education Examination with minimum 2 (Two) Principal Passes & 2(Two) Subsidiary Passes of the Uganda Examinations Board; v. 12-year Certificate D'EnseignementSecondaireGenerale (D'Humanities General) of the Ministry of National Education, Republic of Burundi; w. Eritrean Secondary Education Certificate of the Ministry of Education, State of Eritrea; x. Baccalaureat De L'EnseignementSecondaire General (Baccalaureat of General Secondary Education) of the Ministry of National Education, Republic of Cameroon; y. Baccalaureat De L'Enseignement DU Second Degre (Baccalaureate of Secondary Education) of Republic of Chad; z. Higher School Certificate Examination of Department of Education, Papua New Guinea; aa. Level III of NZQA For Students coming in via Vocational Studies Academic Pathways NSQF 4 or its equivalent in the Country of Study. 29 List of documents required to check eligibility at the time of admission Identification Photo AADHAAR / National ID / Government ID / Passport + 1 Proof of current address (Utility bill/ Telephone Bill/ Bank Certified Statement/ Employer Certificate etc) Education UG - School Leaving Certificate (s) / School + Diploma proving 12 years of Formal Education PG - School + Diploma / Degree (Certificates + Transcripts o Grade Cards (DMC)) - Proving 15 years of Formal Education * If certificates are in language other than English / Indian Official Languages, to be accompanied by Notarized Copy of Translation (Notary Public as recognized by Country of Origin / Residence) or as certified by High Commission / Embassy.*

Common Procedure for admission

1. **Student Fee Verification after registration on portal**
2. **Return Filing**
3. **Issuing of Registration Number**
4. **Subject Selection**
5. **Cut List Generation, Correction and Verification**
6. **Generation of Roll Numbers**

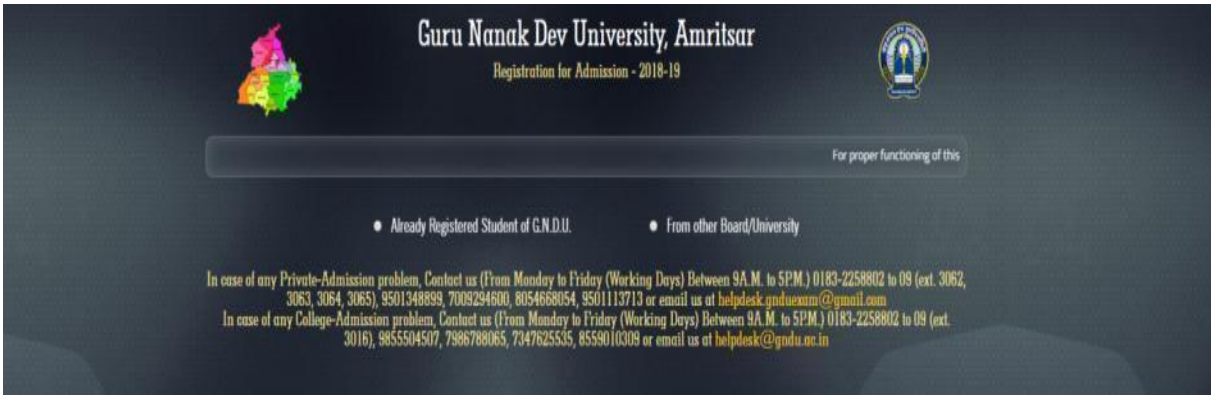
Steps for Admission to Courses Under Directorate of Online Studies, Guru Nanak Dev University, Amritsar Session 2023-24

1. **Create Student id at http://online.gndu.ac.inand login to website http:\\gndu-online.in as per Guide to Registration Process for Admission to Courses Under Directorate of Online Studies, Guru Nanak Dev University, Amritsar Session 2023-24**
2. **Submit your documents and undertaking online on the website**
3. **University will check eligibility and verification of the documents before confirmation of admission**
4. **Cut List of candidate name, Father name, Mother Name, Course etc. would be prepared by the University and send it to the candidates. Candidate need to verify the details and send reply as correction/confirmation (DMC/Degree would be prepared as per cut list details).**
5. **Roll No. of Candidates would be released before the examination and examination would be held in AI-Proctored mode as per cycle.**

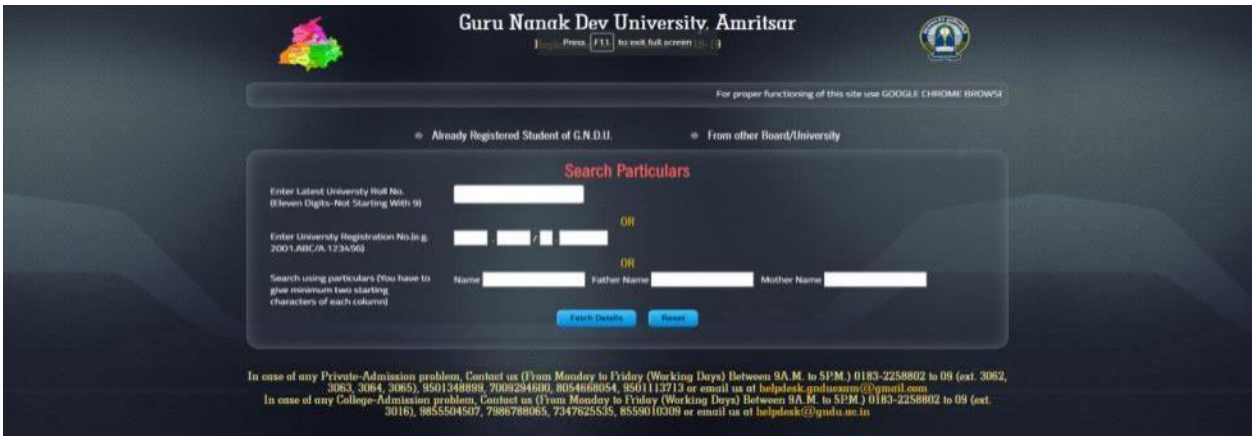
Guide to
Registration Process for Admission to Courses Under Directorate of Online Studies, Guru Nanak Dev University, Amritsar
Session 2023-24

Visit us at https://online.gndu.ac.in/. Hover your mouse pointer over Admissions Tab/Menu and click Online Studies Admission

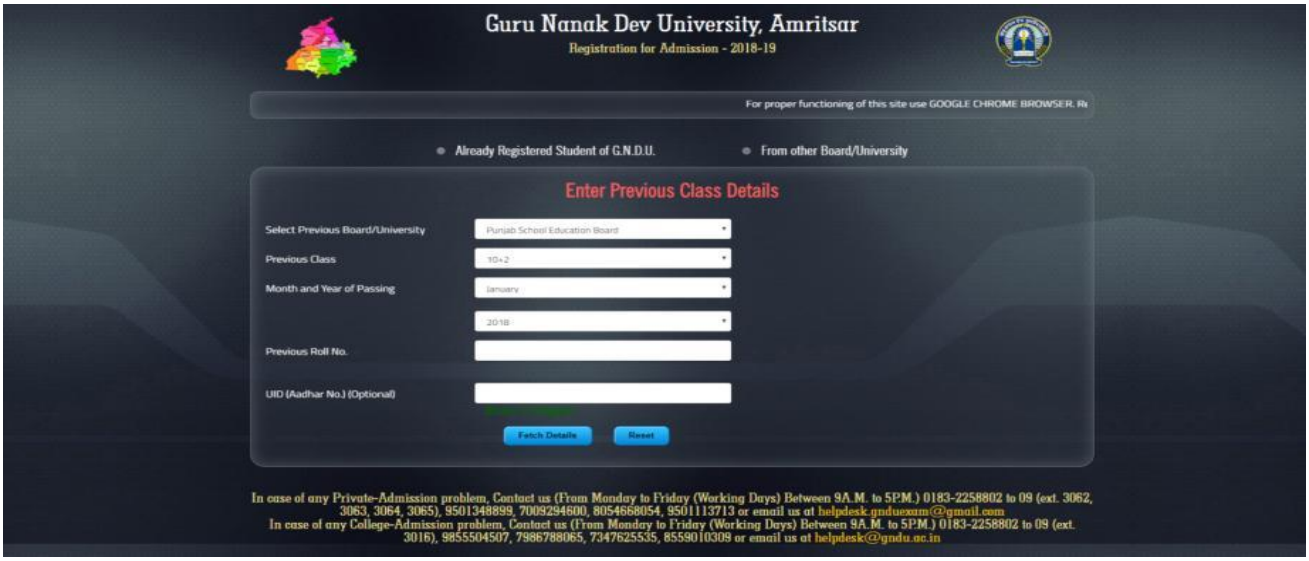
1. You will then be welcomed at **Punjab College Admission Portal**



2. If you have pursued your education from GNDU and are already registered with GNDU, select the first option '**Already Registered Student of G.N.D.U.**', and fill in the required details.



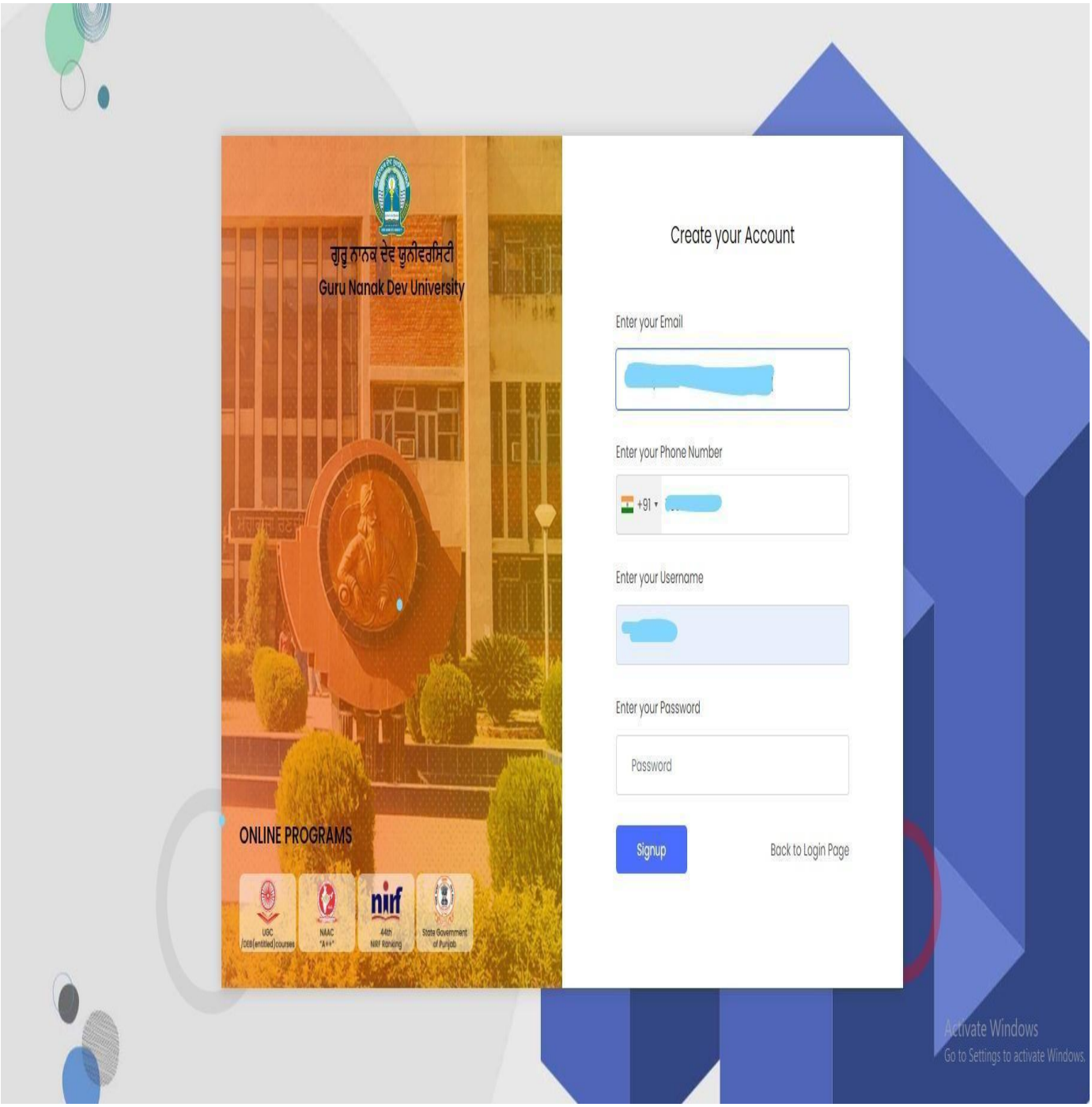
3. If you have just qualified/passed the 10+2 examination or have pursued your higher education from some other University, Select the '**From other Board/University**' option and fill in the required details accurately. Students, who have already registered with GNDU (qualified for the Graduate/Post Graduate Degree/Diploma/PG Diploma from GNDU) will select the option '**Already Registered Student of G.N.D.U.**'.



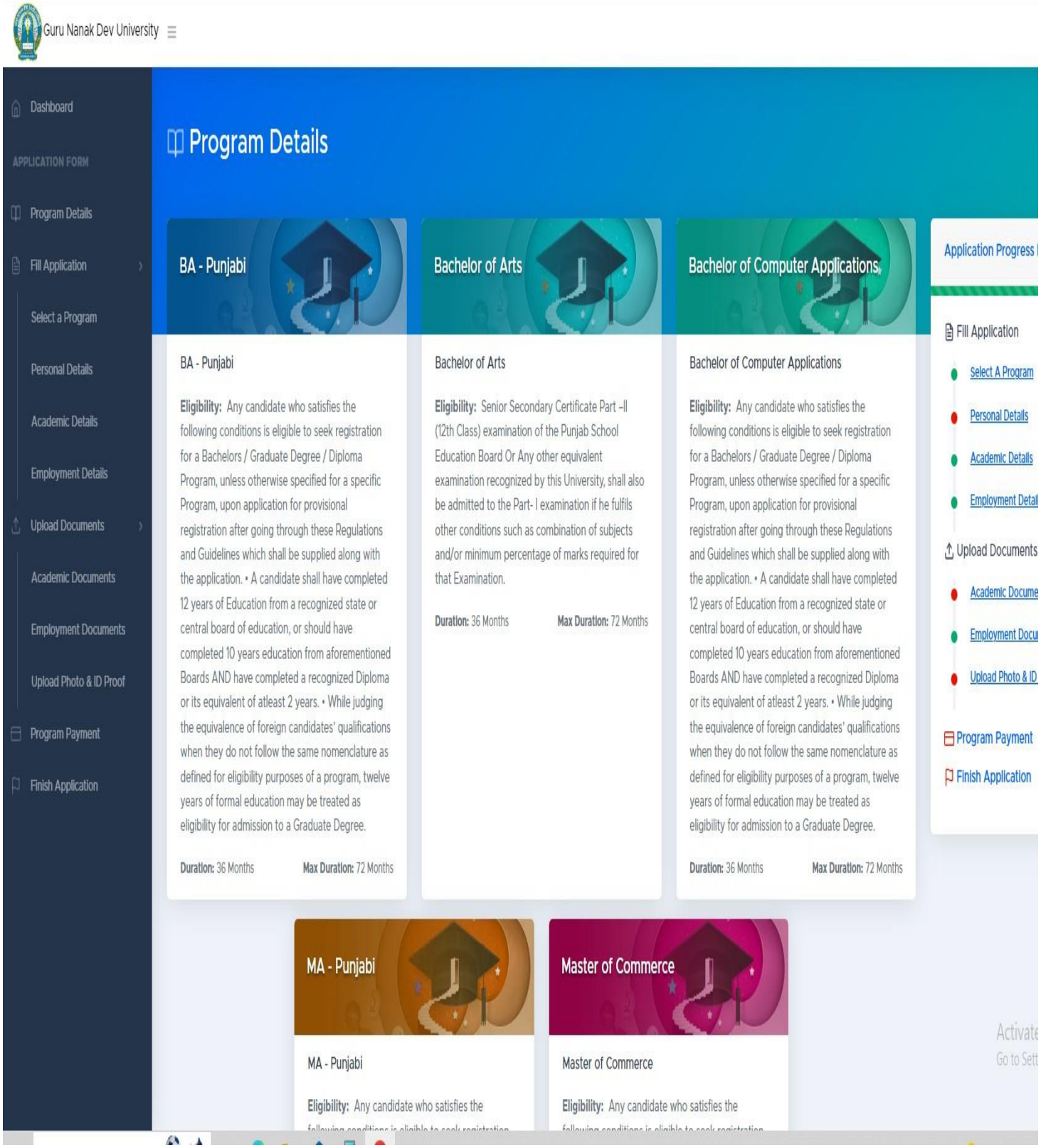
4. After you have filled in your details and uploaded your passport size picture & signatures (in jpg format bearing file size not more than 20kb). You will be redirected to your registration page. (see pic for example)

5. Now, you need to click Login Button on the '**Directorate of Online Studies** website :

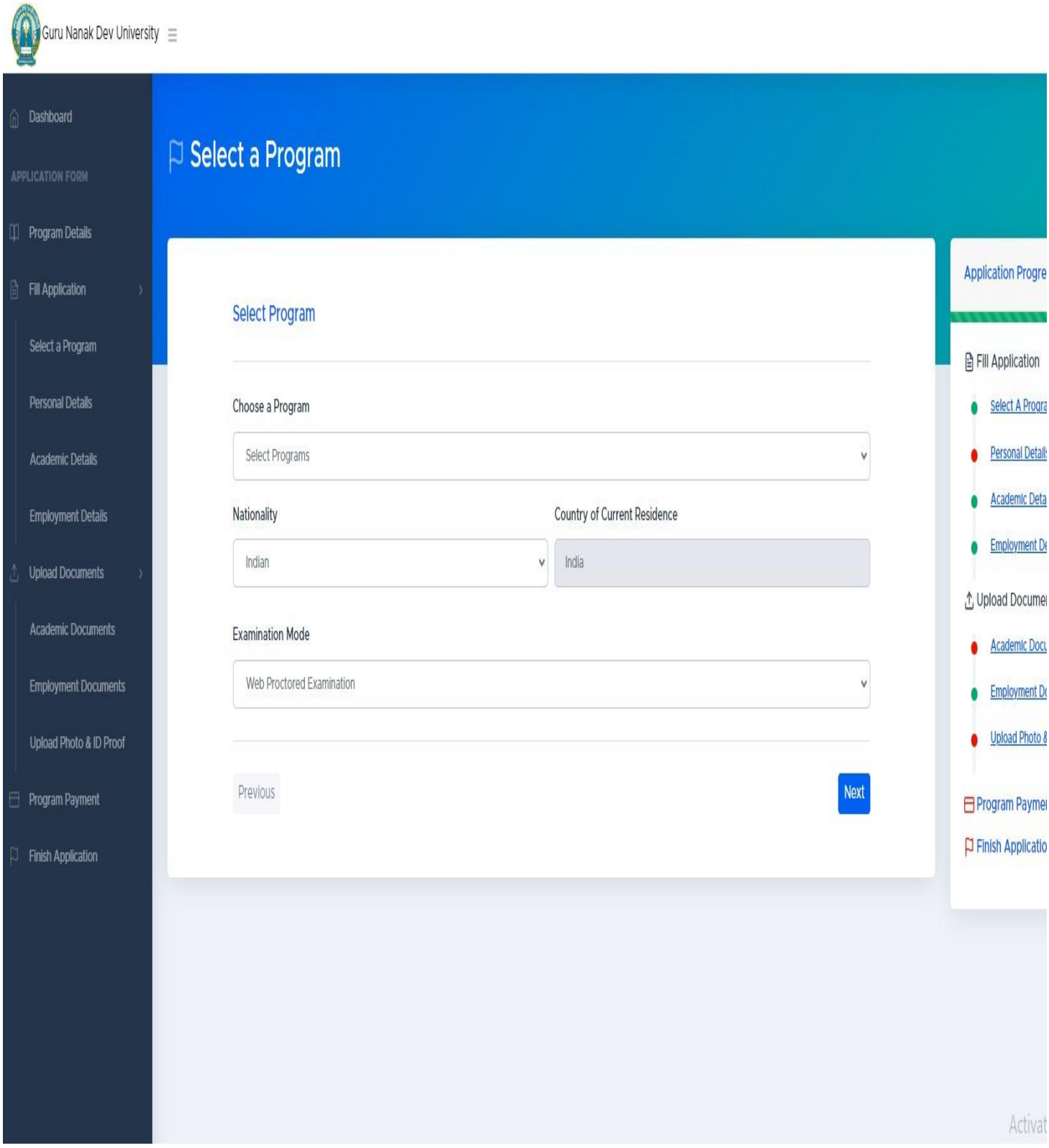
1. You are required to enter your studentid and password to complete the registration and fee payment process:



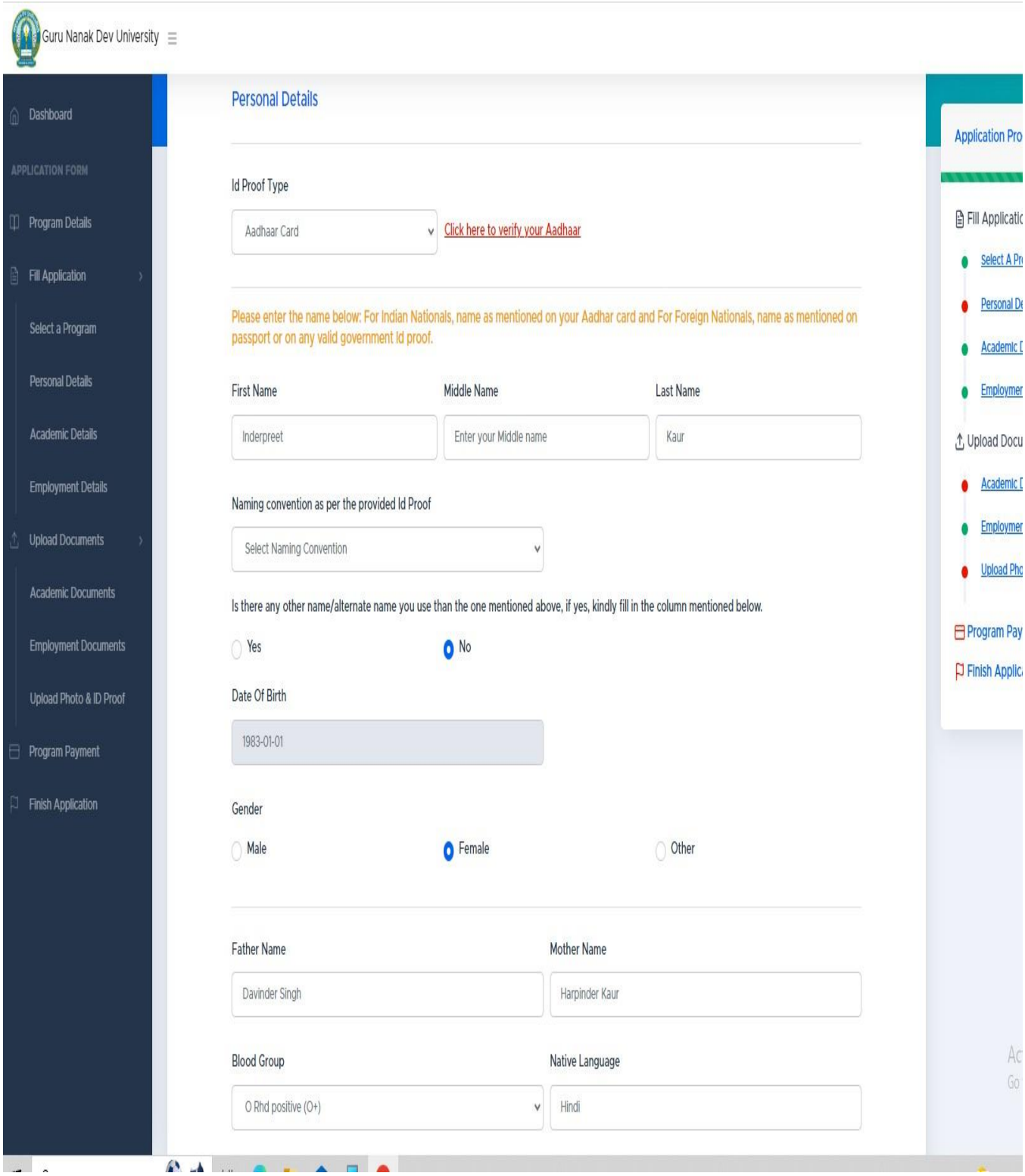
2. After the creation of your account, you will be directed to the dashboard of your account.



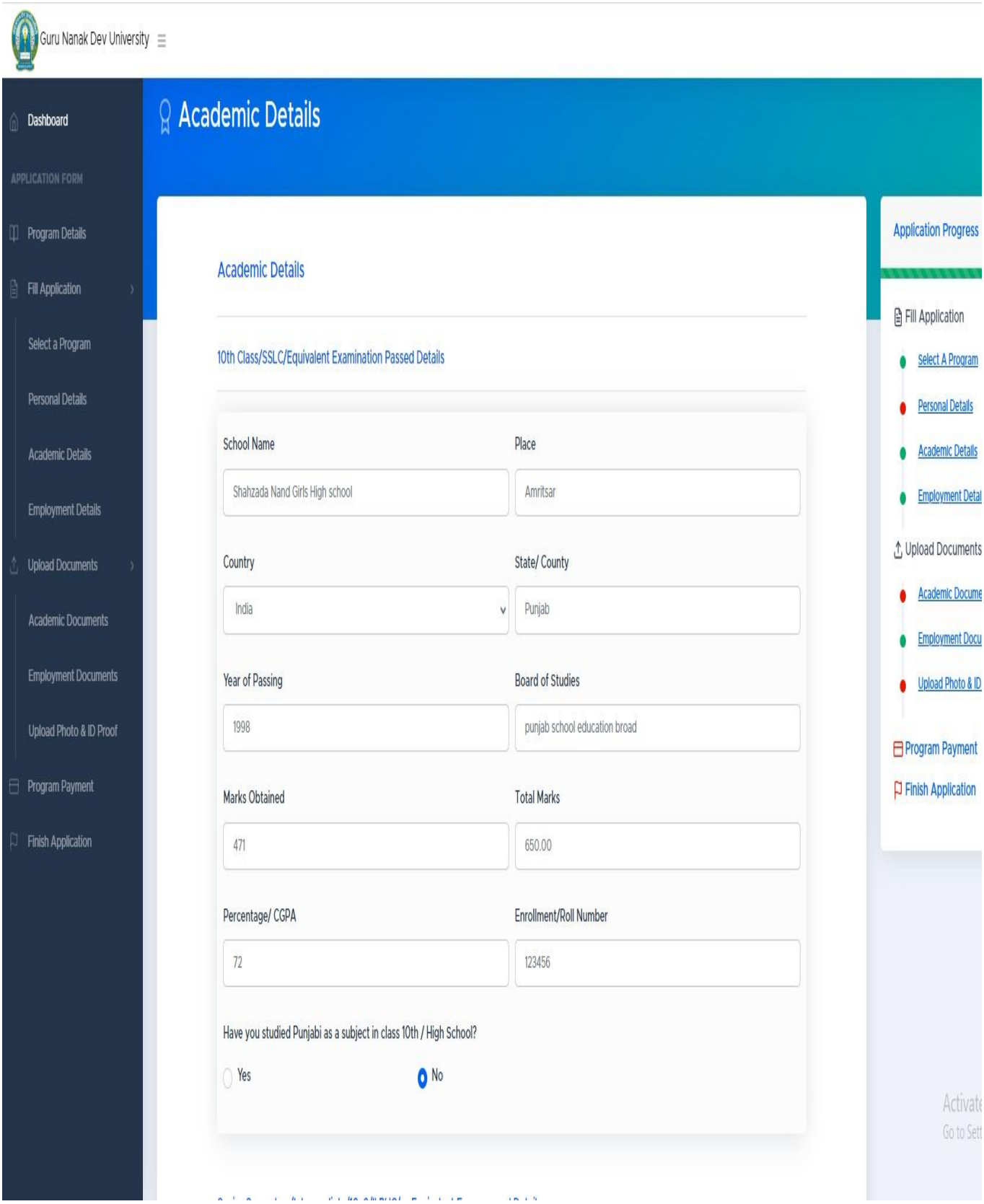
3. Select the course you wish to pursue.



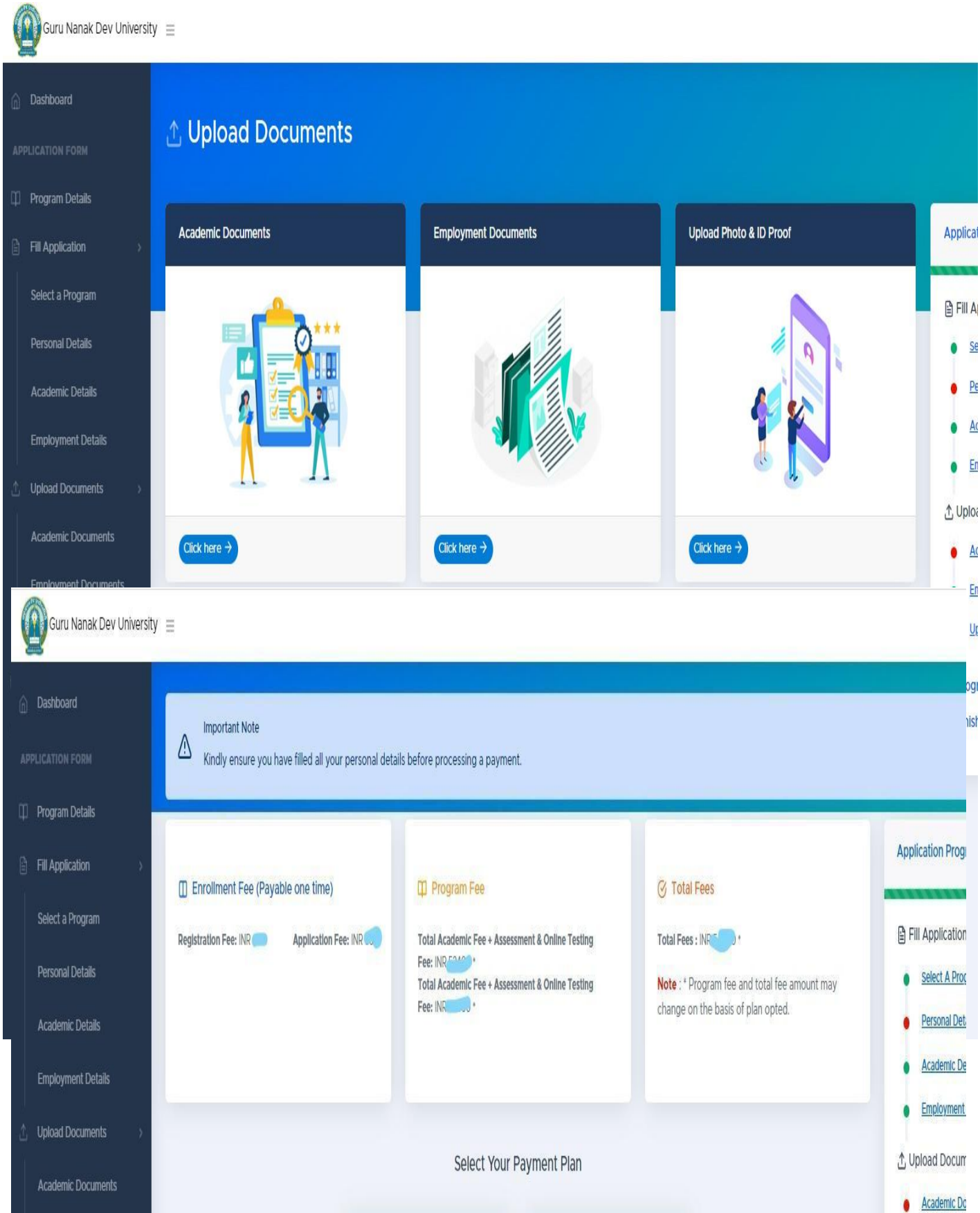
4. Fill in your personal details



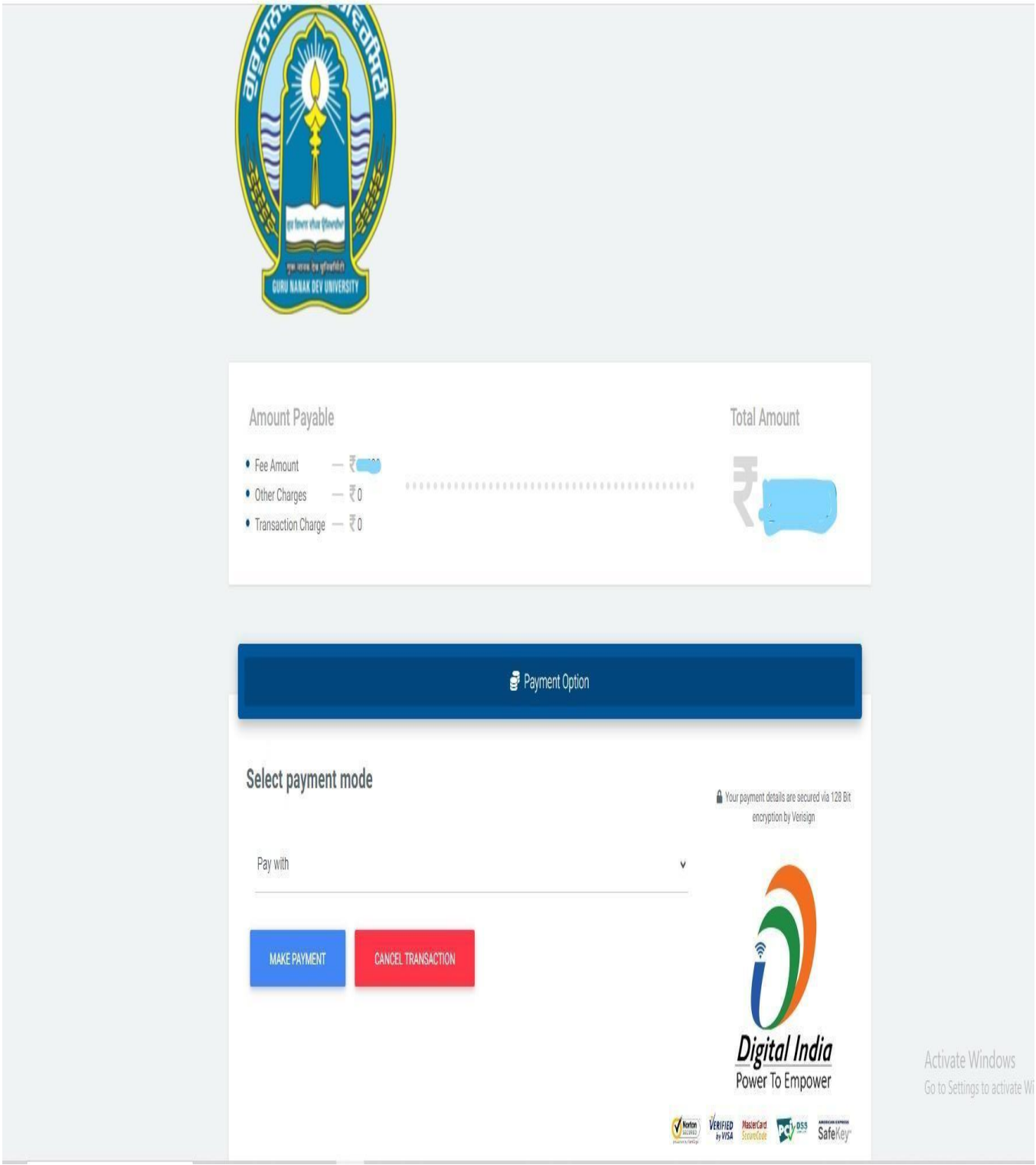
5. Fill in your academic details.



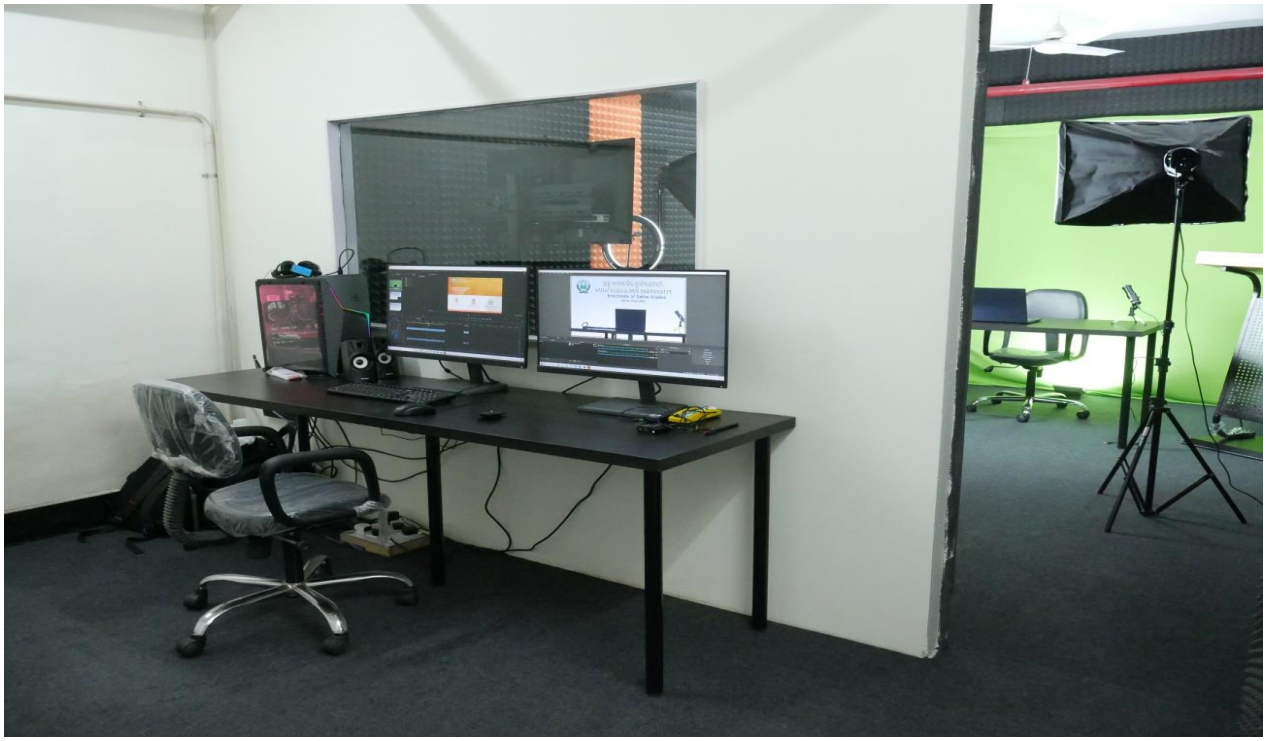
6. Upload your required academic documents (e.g. detail marks card, passing certificates, degree) Aadharcard/Passport (incaseofforeignstudent) employmentdetailsandsampleofsignature.



8. Choose the payment method.



Studio and Proctored Room: An Overview



Promotion Policy& Course Duration

As per progression policy of the online courses, students require a minimum of 50% credits to progress in odd semester from 2nd to 3rd and 4th to 5th semester (odd semester). Student is automatically promoted to even semesters (second or fourth from first and third).

Course Duration	***Maximum time to complete a degree***
Five Years	Seven Years
Four Years	Six Years
Three Years	Five Years
Two Years	Four Years
One Year	Two Years