Since 1983

MIT-WPU

॥ विश्वशान्तिर्ध्रुवं ध्रुवा ॥

STUDENT MANUAL
2026-27

S. No. 124, Paud Road, Kothrud, Pune - 411038, Bharat.

+91 20 2570 3400 +91 20 2544 2770 mitwpu.edu.in

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Message from the Founder President

Greetings!

The human race is witnessing scientific and technological developments like Artificial Intelligence Instant Communication, Space travel, and medical breakthroughs on one hand and total chaos, terrorism, bloodshed and massacre in the name of caste, creed, religion and resources on the other hand.

There is a degradation and disregard of social, moral, cultural and ecological values. A culture of revolt and action rather than patience and tolerance seems to be emerging in today's youth. Amidst this challenging environment, I am happy that an island of hope is emerging with a mission to promote the ethos of value-based education, and at the same time creating awareness amongst the students about the importance of establishing a Culture of Peace for a holistic global society.

In an era when we are struggling to keep up with our ancient value education system; character building among the young global citizens of MAEER's MIT, now MIT- World Peace University, is encouraged, to the spirit of mutual co-operation and respect and blend it with professional careers of its learners. Today, it's the moment of pride to see the glorious achievements of MIT-World Peace University and my dream of VALUE BASED UNIVERSAL EDUCATION
SYSTEM coming into reality.

For thousands of students, MIT-World Peace University is a gateway to their professional life. For nearly four decades, we have led the development of education in emerging technologies & modern professional practices to meet the need of the challenging and volatile job market. In the demanding environment, quality is paramount. MIT-WPU endeavors to provide the finest environment for teaching, learning, research, innovation and character building.

I hope that the students of MIT-WPU family with their wide exposure to academic and
professional fields will leave a mark nationally or globally, by exhibiting their sound professional knowledge, unimpeachable character, sense commitment. I wish my MIT-WPU family and all the freshman of the incoming batch grand success and the Best of Luck.

Rev. Prof. Dr. Vishwanath D. Karad

Founder & President
MIT World Peace University
Website: http://www.vishwanathkarad.com

Message from the Executive President

Greetings!

I am delighted to welcome the aspiring students of Higher Education to a journey of learning at MIT-World Peace University (MIT-WPU), which is the Flagship University of MIT Group of Institutions. You will surely attach a sense of pride with these precincts that boasts of its legacy of four decades which has produced brilliant and gifted minds over the years. We have always been uniquely committed to providing the young minds not just the necessary means and knowledge to excel in their professional lives, but also teaching the values that are vital to mold them as complete human beings. Over 1, 00, 000 proud Alumni, doing extraordinary assignments around India and the globe, are testimony to our commitment and high standard of teachings.

Having the status of a 'State University' now, we have the autonomy to incorporate the best for imparting world class education for our students.

While we will be following UGC guidelines, but have set 'Technology, Research, Social Innovation and Partnerships' as university's' core approach. With the synergy of academia with technology, technology with research, research with industry, industry with economy, economy with social innovation and social innovation with peace, we are committed to make MIT-WPU a world class space of intellectual excellence, where reason and rationality reigns, humanism rules, and learning becomes a great adventure.

With this vision, the peace component in the curriculum and yoga practices have been quite thoughtfully added to the credit system. Our prominent National Initiatives- Bhartiya Chhatra Sansad, National Teachers Congress, Rashtriya Sarpanch Sansad, and National Women's Parliament involving active student participation aids in sensitizing them towards their role in nation building efforts.

I invite you to join hands with us to synergize our efforts for developing the young minds as global citizens by keeping the development of our society and nation at the core of their hearts. With Best Wishes,

Dr. Rahul Karad

Executive President

MIT-World Peace University, Pune-India

Website: http://rahulkarad.com

Message from the Vice Chancellor

Dear Students,

Welcome to MIT-World Peace University – a World of Opportunities! As you embark upon this new journey in your life, you will come across numerous opportunities in the form of high-quality teaching pedagogy; sprawling and picturesque campus; state-of-the-art laboratories, workshops & simulators; technology incubators; student clubs; innovative courses like Peace Programmes and Rural Immersion Programmes; international faculty teaching; national and International study tours; Internships and student exchange Programmes; hackathons & other competitions; sports and cultural activities and so on to explore, participate and experience. At the same time, you would be carrying on your shoulders a responsibility and duty to be an integral part of this MIT-WPU Family. MIT-WPU aims to impart value based holistic education for life transformation to make their students physically fit, mentally alert, intellectually sharp and spiritually elevated and become responsible global citizens in their illustrious careers. This Resource Book shall give you glimpses of how you could achieve a successful fulfilment of those objectives of life transformation while you are on the campus. Let us begin this journey and look forward to creating a brighter future for yourselves as well as for the institution!

Dr. R. M. Chitnis

Vice Chancellor

About MIT-WPU & Student Attributes

MIT-WPU prides itself on offering a holistic education catering to an individual's educational, physical as well as spiritual well-being. Our syllabus reflects our pursuit to balance the
requirements of the industry along with advancement in scholarly learning. The teaching methods employed are a perfect blend of practical knowledge, industry visits, guest lectures, student exchange Programmes and rural immersion visits. We have numerous Programmes, events, clubs and activities undertaken throughout the year for the refinement of our student's extracurricular abilities and social skills.

Vision

'Powering The Future'

With Effective, Sustainable, Inclusive, and Progressive Transformation that impacts society with Education, Innovation, and Culture.

Mission

- Me-Culture in our shared commitment to lead by example
- We-Culture of empathy and compassion, reflected in our focus on improving the current state of affairs
- Co-Culture in our interdisciplinary and collaborative approach

Part-A University Guidelines

1. General Guidelines:

Code of Conduct

1. Cleanliness of the premises must be maintained by everyone in the MIT-WPU at all points of time.

2. There is an acute shortage of parking space and the students are instructed to park their two wheelers in the designated area marked for two wheeler parking. Students are not encouraged/permitted to bring cars onto the university campus. Instead, they are encouraged to use public transportation like Metro, City Buses, etc to support the vision of a green campus. University is located in the heart of city with the availability of plenty of public transportation. Two-wheeler vehicle sticker is compulsory for parking the vehicle on campus.

3. Any problem regarding administrative facilities, faculty and classrooms etc., must be addressed through the class teachers who will take it up with the Programme Office. In the absence of a satisfactory response, the student may approach the Students service wing, Programme Manager, Assistant Registrar /Deputy Registrar/ Dean/Directors of the school/ Registrar, MIT-WPU.

Students are advised to follow below steps:

Step 1. Refer University Policies

Read and refer University documents such as Student Manual, Examination Ordinance and Academic Ordinance to seek clarity about University Policy and guidelines.

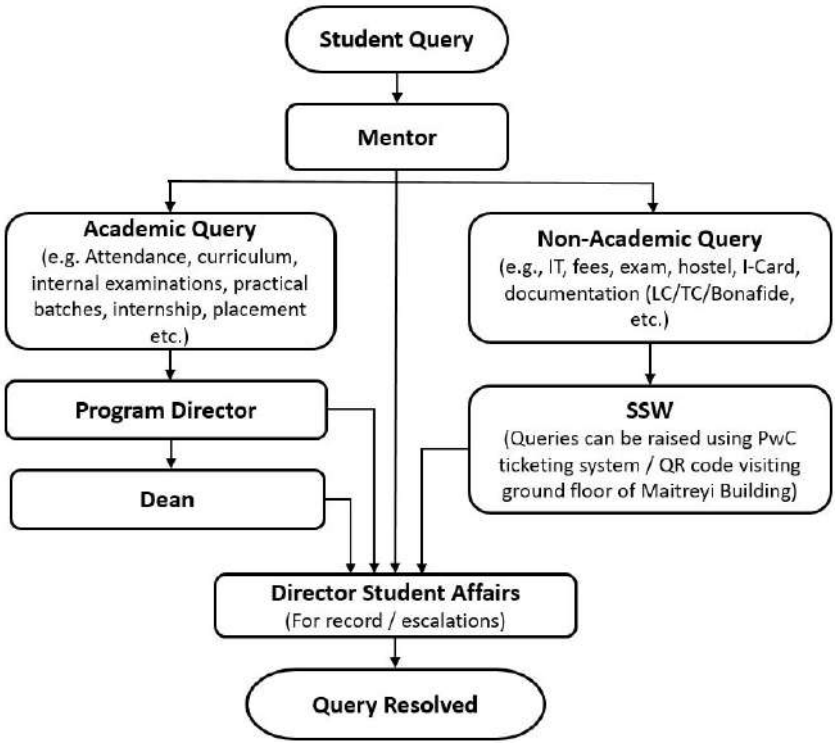
Step 2. Refer University Circular and Notification from time to time

Stay informed about University circulars and notices received via your official email, ERP, notice boards and the University Website. Your awareness, adherence, and acceptance of these processes and guidelines are essential and binding for the timely resolution of any concerns or issues.

Step 3: Interacting with respective Mentor

Students should first meet with their assigned mentor to address both academic and non-academic issues. The mentor will provide guidance based on university policies and will address the issue. If the issue remains unresolved, the mentor will direct the student on the appropriate next steps for escalation.

Step 4: Escalation Flow Chart:



Note for Mentors

1. Mentors are required to address student queries in accordance with the university's published and approved policies, guidelines, and ordinances, ensuring that all responses align with the official standards and procedures of MIT-WPU.

2. If the query does not fit within standard guidelines, mentors should guide the student on how to escalate the matter according to the prescribed flow.

3. If any query, whether academic or non-academic, remains unresolved after following the escalatio process, it will be forwarded to the Registrar's Office or, if necessary, to the Vice Chancellor's office for further resolution.

4. Written documentation, including appropriate remarks from the last consulted authority in the escalation matrix, isrequired for any query or issue to be considered and escalated further to University Authorities. Verbal communication alone will not be accepted.

5. Each concern/query/issue must be registered individually for effective resolution.

Note for Students

1. Ensure that you fully exhaust the escalation matrix before reaching out to University Authorities. This will help ensure that your concerns are addressed through the proper channels and in a timely manner. Failing to follow the mentioned escalation matrix will be considered a violation of university rules and regulations and may be regarded as misconduct.

2. Support and Guidance: For any additional support or guidance students shall first reach out to the Dr. Hitesh Joshi (Director- Student Affairs) at the Maitreyi Building. Based on the requirement Dr. Hitesh Joshi will seek involvement of Student Council.

Student's Grievance Redressal Committee (SGRC):

In adherence to UGC guidelines, MIT-WPU provides a robust mechanism through the Student's Grievance Redressal Committee (SGRC) to address specific types of grievances. Students can register grievances that fall under the following categories through the SGRC link provided on the University Website https://mitwpu.edu.in/academics/student-grievance or on email grc@mitwpu.edu.in.

As per UGC guidelines, grievances may include complaints related to:

1. Unfair treatment.
2. Harassment or victimization.
3. Discrimination based on caste, gender, or disability.
4. Withholding or refusal to return any document.

For all other complaints, follow the appropriate escalation matrix.

4. In case of Lecture Cancellation, the Executive/Sr. Executive will inform said changes to class teachers/ respective students through the Student ERP Module / email /Notice Board. Class teachers will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.

5. Use of cell phones on campus is not permitted inside the classroom/ laboratory/ library. Any student found using the cell phone inside a restricted area will be penalized as per the regulations in force from time to time.

6. Classrooms are fitted with an LED projectors / Smart Boards for the utility of the faculty and the student. In case a student requires an LED / Smart Boards for his/her presentations, he/she must make a prior booking through the Programme office executive/ Sr. executive. Portable LED's if required are allotted on a first come first serve basis.

7. Mode of Communication to students is via Student ERP Module / Email on institutional mail id only/ Notice Board. Students are advised to check the Student ERP / Email /Notice Board at least once a day, and not rely on rumors or hearsay in any matter.

8. All students are provided with an Identity Card, which they are required to wear mandatorily. Entry is strictly through Identity Card and will be monitored by the MIT-WPU authorities and security personnel. Penalty will be levied / action will be taken for non-compliance. If the student misplaces the original ID- Card, duplicate ID-card be issued from school by paying the prescribed fee. ID card is used for access control to MIT-WPU campus.

9. Fire extinguishers are placed in strategic areas to ensure the safety and welfare of everyone at MIT-WPU. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.

10. Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly.

11. Students are strictly advised not to detract from their academic pursuits and have any participation in any political organization or party or Programmes, whether on or off-campus.

12. If any student during the tenure of studentship gets registered in a police case on his/ her name, he/she is liable for appropriate actions.

13. Any type of social media defamation about University and University employee and management on any social media platform would be considered a serious offence and would be resolved in consultation with the Cybercrime branch or Police.

14. All students are bound to abide by this Code and the rights, responsibilities including the restrictions flowing from it.

15. The University endeavor is to administer student discipline that is equalitarian, conscientious, and meteoric.

16. At the time of admission, every student is required to sign a statement agreeing to and abiding by this Code.

17. Every student shall be regular and must complete his/ her studies in the University within the prescribed tenure.

18. In the event, a student is forced to discontinue studies for any legitimate reason, such student may be relieved from the University subject to the written consent of the Dean.

19. In case of such relieving, the student shall be required to clear pending fees of the University and the hostel fee including mess dues and if the student was awarded scholarship at the time of admission, the University shall revoke scholarship.

20. Every student shall uphold academic integrity, respect all persons and their rights and property and safety of others.

21. Participation in an illegal or unjustified strike or abetting, inciting, instigating or acting in furtherance, whether alone or in combination with others is not advised.

22. Theft, fraud, giving bribes or any other illegal gratifications to any employee or dishonesty in connection with another student or employee will be considered as violation of Code of conduct.

23. All issues pertaining to students, faculty and University at large must be resolved bilaterally through student grievance redressal mechanism only. Involving any third party individual or organization or association etc shall be treated as violation.

24. Prohibition of smoking and use of tobacco within the campus and in a 200-meter radius outside the campus.

The following actions will be considered as Violation of Code of Conduct :

- Collecting contributions for any purpose whatsoever at any time without the permission of the Dean of the respective school.
- Engaging in trade within the University without the written permission of the Dean of the respective school.
- Drunkenness or riotous, disorderly, indecent, or improper behavior, use of abusive language, threatening, intimidating, coercing, or interfering with the work of other students' employees, assault or threat of assault either provoked or otherwise within the University or the commission of any act subversive of good and proper beginning within the University.
- Commission of any act or conduct subversive of the discipline whether within the premises or outside in connection with University.
- Habitual negligence or neglect of instructions.
- Causing damage, whether willful or due to irresponsible actions or damage due to negligence or carelessness to any property of the University or within the University or any instigation or abetment thereof.
- Organizing, holding, attending or taking part in any meeting within the establishment without the prior sanction of the Registrar.

- Disclosing to any unauthorized person any information regarding the processes or any interests of the University which may come into the possession of a student.
- Gambling within the University.
- Smoking within the University.
- Possession or consumption of alcohol or narcotic drugs or psychotropic substances within the University or during travel outdoor visits conducted or authorized by the University.
- Failure to observe duly notified safety instructions or interference with any safety device or equipment installed within the University.
- Marking attendance of any student other than his own.
- Declared and being carried in the registers of police as a bad character or conviction by any court of law for any criminal offence.
- Registration of any criminal case for any act directly or indirectly connected with the University.
- Doing private or personal work, within the University with or without tools or materials belonging to the University without prior written permission of the Dean of the respective school.
- Distribution or exhibiting within the University handbills, pamphlets, posters or causing to be displayed by means of signs or writing or other visible representations any matter without the previous written sanction of the Dean of the respective school.
- Making false, vicious, and malicious statements in public or otherwise against the University or any student or any member or employee of the University.
- Willful falsification, defacement or destruction of any records of the University, whether maintained by himself or by any student or employee of the University.
- Knowingly making false or misleading statements or misrepresentations.
- Failure to report damage or defects noticed in machinery, equipment, and processes.
- Refusal to submit for medical examination when required to do so by the Registrar.
- Applying for leave or seeking ratification of absence for reasons found to be false.
- Running of chit funds or other schemes for raising loans within the establishment.
- Refusal or failure to wear uniforms within the University premises.
- Shouting any slogan within the University whether alone or in combination with others without express permission in writing by the Registrar.
- Spitting in the University.
- Wilful or deliberate wasting of any food or snacks or beverages supplied by the University canteen or any eatery within the premises.
- Wilful or deliberate misuse of any amenity provided by the University.

- Gaining admission by impersonation or by production of false identity card or fake certificates.
- Any conduct that is likely to endanger the life or safety of any student or employee of the University.
- Habitual overstaying sanctioned leave without sufficient grounds and satisfactory explanation or leaving the premises when leave is refused.
- Refusal to receive any written order or other lawful or proper communications served in accordance with these Rules.
- Making malicious statements against the University or its Officers through either verbal, printed materials, electronic means or online internet intranet facilities.
- Causing any disruptive activity within the University in any manner whatsoever.
- Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks.
- Unauthorized possession or use of harmful chemicals and banned drugs.
- Parking a vehicle in a no parking zone or in an area earmarked for parking other types of vehicles
- Rash driving on the campus that may cause inconvenience to others
- Not disclosing a pre-existing health condition, either physical or psychological, to the Medical Officer which may cause hindrance to the academic progress.
- Theft or unauthorized access of any academic work.
- Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise pushing and shoving inciting or participating in a riot or group disruption at the University.
- Interacting, on behalf of the University, with media representatives or inviting media persons on to the campus without the permission of the Registrar.
- Unauthorized recording of audio or video lectures in class rooms or actions of other students, faculty, or staff without prior written permission.
- Providing audio and video clippings of any activity on the campus to media without prior written permission.
- Posting derogatory comments about other individuals from the University on the social media or indulging in any such related activities having ramifications on the reputation of the University.
- Causing hindrance or interfering or intruding in the privacy of any individual within the University.
- Passing disparaging remarks hurting sentiments of others in any manner.
- Using scripts and other specifically designed software Programmes to break or hack into University intent, whether to steal data or spread malware.
- Not reading all the instruction given by the University from time-to-time through Notice Board, SMS, email, MITWPU Website and other means of official communication.
- Abetting or being part of a conspiracy common offs such as mass bunking, hooliganism, attempt to defame MITWPU on social

media and electronic media, misleading and enticing fellow students to stage illegitimate protest university on account of false assumptions, misinterpretation of university rules and regulations.

- Indulging in any form of Forgery of any document.
- Not reporting to Hostel within the time prescribed.
- Claiming the work done by others as their own claiming academic rewards for activities that are not relevant done during previous academic periods any false academic claims.

Disciplinary Actions

The Registrar, Chairperson of Sexual Harassment, Anti-Ragging, Discipline committee etc. of the University shall be the Authority to impose the following punishments prospectively on any student:

- INTERIM SUSPENSION: A student may be suspended for a specified period of time pending enquiry into allegations of misconduct which will entail prohibition on participating in student related activities, classes, labs, Programmes etc. However, the student shall not be prohibited from writing exams presenting Dissertations or Projects attending Viva Voce during such Interim Suspension. Such interim suspension shall not be treated as Punishment on the student until a final decision on the misconduct is arrived at.

  Any student on whom a criminal case is registered may be liable for suspension depending on the gravity of the criminal case. The decision of the Registrar shall be final and binding. Such suspension shall not be treated as Punishment on the student until a final decision on the misconduct is arrived at.

- WARNING: Indicating that the action of the delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- RESTRICTIONS: Reprimanding and Restricting access to various facilities on the campus for a specified period of time, including and not limited to restricting access to hostel facilities etc.
- COMMUNITY SERVICE: Ordering the Student to do certain community services within the University campus or outside the campus for a specified period.
- SUSPENSION: Student shall be imposed with punitive suspension for a specified period, not exceeding one term which will entail prohibition on participating in student related activities, classes, labs, Programmes etc.
- EXPULSION: Expulsion of a student from the University permanently on account of violation of code of conduct with respect to Zero Tolerance to Misconduct such as Ragging, Sexual Harassment, consumption of Alcohol Narcotic drugs, smoking cigarette, e-cigarette, weeds etc.
- MONETARY PENALTY: A student may be imposed with monetary penalty of one time fine, suspension for scholarship, fellowship or a specific time period.

  Ineligibility to reapply for admission to the University for a period of three years.

Appeal

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he or she may appeal to the Registrar who may after affording an opportunity of hearing the student, may Retain the punishment imposed. Refer the case back to the committee for reconsideration. The decision of Registrar shall be final and binding.

World Peace Prayer

World Peace Prayer is an integral part of our campus life at MIT-WPU. This prayer, played every day at 10:45 am, provides us with a moment to come together as a community and seek blessings for a peaceful and harmonious World. It transcends all boundaries of caste, creed and religion, uniting us in our shared values of peace and respect.

To uphold the sanctity of this important practice, we request all students to adhere to the following protocol during the prayer:

1. Stand Still: All students are expected to stand still during the prayer.
2. Maintain Silence: Refrain from speaking or making noise.
3. Do Not Use Mobile Phones: Ensure that you do not use mobile phones while the prayer is in progress.
4. No Vehicle Movement: Avoid any kind of movement and maintain decorum throughout the prayer.

Please understand that the World Peace Prayer is a time for us to reflect and connect with the deeper values of peace and harmony that we uphold at MIT-WPU. Cooperation of all the students in maintaining the dignity and solemnity of this prayer is crucial.

Authority of the Department of Student Affairs

The Department of Student Affairs holds the authority to address and take decisions on violations of the Code of Conduct as outlined in this policy. All students are expected to uphold the University's standards of behavior, and disciplinary measures will be enforced in cases of non-compliance.

CODE OF CONDUCT: RULES AND REGULATIONS	PENALTY PUNISHMENT ON VIOLATION OF CODE OF CONDUCT
Unauthorized Activities: Collecting contributions or engaging in trade within the University without written permission.	Formal warning for the first offense, suspension for 7 days on repeated violations.
Disorderly Conduct: Use of abusive language, intimidation, threats, or any acts subversive of discipline.	7 days suspension for initial incidents; expulsion for severe or repeated cases.
Negligence & Non-Compliance: Use of mobile phone during lectures, tutorials, laboratory practical, and Examinations.	1st Default: Loss of Term 2nd Default: Debarred from receiving any awards, rewards like Scholarship, prizes, etc. 3rd Default: Cancellation of Admission
Property Damage: Willful or negligent damage to university property.	15 Days suspension, or expulsion for deliberate actions.
Unauthorized Gatherings: Conducting meetings or gatherings without prior approval.	Warning for the first offense, 7 Days suspension for repeated violations.
Confidentiality Breach: Disclosing confidential University information to unauthorized individuals.	15 Days suspension, potential expulsion for serious breaches.
Substance Abuse & Gambling: Possession, use, or distribution of alcohol, drugs, or engaging in gambling on campus.	1 Month suspension followed by expulsion for further offenses.
Safety Violations: Failure to observe safety instructions or interfering with safety equipment.	Loss of marks,7 days suspension, or expulsion depending on the impact.
Academic Misconduct: Marking attendance for another student, unauthorized access to academic materials, or making false claims about academic work.	Loss of term; admission cancellation for severe cases.

Criminal Activities: Conviction for any criminal offense or being recorded as a bad character in police records.	Immediate expulsion and involvement of law enforcement if required.
Misuse of Resources: Unauthorized use of university resources for personal work.	7 Days Suspension, restrictions on resource access, or monetary penalties.
False Information: Providing misleading or false statements.	Warning for minor cases, 7 days suspension, or expulsion for repeated or serious offenses.
Unauthorized Media Interactions: Recording lectures or interacting with media without permission.	Loss of marks, 15 Days suspension for further violations.
Defamatory Actions: Posting defamatory content about the University or its members on social media.	1 Month suspension, expulsion for serious defamation.
Weapons & Explosives: Unauthorized possession of weapons, explosives, or banned substances.	Immediate expulsion and police case.
Reckless Behavior: Reckless driving within University premises.	Vehicle access restrictions, or 7 days suspension for repeated offenses.
Forgery & Fraud: Forging documents or running unauthorized financial schemes.	Immediate expulsion.
Dress Code Violations: Failing to adhere to the University dress code.	Monetary fine 500 Rs, or 7 Days suspension for repeated non-compliance.
Medical Non-Compliance: Refusing to undergo a medical examination when required.	15 Days suspension until compliance.
Time Violations: Failing to return to the hostel within the prescribed time.	Hostel access restrictions, or 7 Days suspension.
Plagiarism: Submitting work that is not one's own or using others' ideas without proper acknowledgment.	Loss of marks, disqualification from academic awards, or suspension.

Cyber Misconduct: Unauthorized access to University systems, hacking, or misuse of digital resources.	15 Days Suspension, revocation of digital access privileges, or expulsion.
Environmental Violations: Littering, damaging greenery, or improper disposal of waste.	Community service, monetary fine 1000 Rs, or 7 days suspension.
Bullying & Harassment: Engaging in verbal, physical, or digital harassment of any student, faculty, or staff.	1 Month Suspension, expulsion, or police involvement in severe cases.
Disruption of Academic Activities: Intentionally disrupting classes, exams, or University events.	15 Days suspension, or expulsion for repeated offenses.
Inappropriate Conduct in Common Areas: Misuse of library, cafeteria, or other shared spaces.	Temporary ban from common areas and 15 days suspension.
Unauthorized Use of Identity: Using someone else's identity for university-related matters.	Immediate expulsion.
Tampering with Official Records: Unauthorized alteration of official University records or documents.	Immediate expulsion and police case.

This policy serves as a comprehensive guide to maintaining discipline and ensuring a safe, respectful, and productive environment for all members of the University.

Dress Code:

MIT-WPU is a place which is visited by eminent personalities from different walks of life, corporate leaders and international visitors. For this purpose, it becomes essential to adhere to broad guidelines for dress and appearance.

As per the policy, all students must be dressed in appropriate formal wear while on campus every Monday and Thursday as well as whenever specifically requested (i.e. Formal Functions, Examinations, Interviews, Presentations etc.) to be in uniform. Every student must wear the MIT-WPU identity card at all times and it should be displayed on the dress in a properly visible manner.

Dress Code Specifications:

Sr. No.	School	Dress Code
1	Law	White Shirt, Black Trousers, Tie, Blazer.
2	Government	White Shirt, White Trousers, Brown Jacket
3	Rest of All	Sky Blue Shirt, Navy Blue Trousers, Tie, Blazer.

Students attire Dos and Donts:

DO's	DON'Ts
Keep your hair properly trimmed, combed and maintained as a professional.	Avoid untidy appearance.
Wear sober clothes or dress on non-uniform days.	Do not wear inappropriate / unsuitable apparel
T-Shirts with collars permitted.	Round-neck T-Shirts are more apt for sports, you are requested to avoid them in class.
Only Dark blue or Black jeans are permitted. The condition of the jeans should be decent, properly washed and in presentable condition.	Excessively faded/patch worked/ripped-off Jeans are to be avoided on university premises.
Students can wear sports shoes, leather shoes, sandals etc.	Bathroom chappals and rubber slippers are not permitted.

Penalty : Failure to adhere with the above dress code policy will result in fine of Rs.500/- for not wearing Identity Card, Rs 1000/- for not wearing Uniform on designated days with failure to record Attendance.

Punctuality:

i. Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority to restrict late comers to enter the classroom.

ii. Students are required to be present for all events of school/ MIT-WPU University, including the Convocation, Sports Day, Republic Day, Independence Day, Guest lectures, Compulsory workshops, and other events as intimated on the Student ERP / Notice board/ email. Record of attendance will be kept for action. The school/MIT-WPU reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated /displayed on the Student ERP / Notice Board/ email from time to time and / or remark on the transcript or any other decision by the university.

iii. Students are required to be in city on all days of the trimester/semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the HOS/Dean. This applies even to those students who are representing the MIT-WPU for social, cultural, and co-curricular events.

iv. Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school or the faculty concerned. Do not approach faculty members and others to change or extend deadlines.

Academic Honesty:

Academic Honesty is central to the conduct of academic work. Understanding what constitutes academic honesty and respecting the University's Rules on academic honesty will help students be successful during their stay at MIT-WPU and throughout their professional careers.

Rules of Academic Honesty:

a. The Rules on Academic Honesty are approved by the Vice Chancellor to regulate student academic honesty matters and adjudicate student academic dishonesty cases.

b. Academic honesty is central to the conduct of academic work. Students are expected to present their own work, give proper acknowledgement of other's work, and honestly report findings obtained.

c. Academic dishonesty is regarded as a serious offence in the University. Any related offence can lead to disciplinary action with a penalty including expulsion from the University and debarment from re-admission.

d. Students must comply with regulations promulgated by the University and the academic units in examinations and coursework.

e. All students, faculty and staff have the responsibility to report academic dishonesty cases to the Director of the respective Schools.

f. For violation of academic honesty rules, The Vice Chancellor shall constitute the Committee of Academic Honesty for handling all complaints and penalties. The composition shall be as under:
   i. Professor of the University: Chairman
   ii. Three teachers including one lady teacher of the University as members
   iii. A nominee of the Director of the school to which the act of indiscipline or misconduct pertains.
   iv. The tenure of disciplinary Board shall be for a period of two years.

g. The penalties imposed by the Committee may consist of:
   i. an oral or a written warning;
   ii. requiring a student to re-submit the work, with suitable deduction from his/her score;
   iii. lowering the mark/grade in a particular component of the course;
   iv. lowering the grade in the concerned course

Rights and Responsibilities of the Student

Statement on Student Rights

MIT-WPU mission is to educate and nurture students, to create knowledge, and to provide service to our community and beyond. Committed to excellence and proud of the diversity of our University family, we strive to develop future leaders of our nation and the world.

MIT-WPU students enjoy the right to learn, both within and outside of the classroom, in an environment that is free from discrimination on the basis of caste, creed and religion.

The University encourages academic, social and spiritual growth among our students and strives to maintain a campus climate that welcomes interactions on a myriad of topics and endeavors to provide forums for the exchange of new and varied ideas.

   i. The right to be treated equally in academic and social settings
   ii. The right to live and/or attend classes in a physically safe environment
   iii. The right to express diverse opinions in an intellectually safe environment
   iv. The expectation of a positive living/learning environment

The right to be educated and nurtured.

i. The right to learn without disruption
ii. The right to pursue academic interests
iii. The right to engage in mutual collaboration
iv. The right to explore personal growth and development

The right to participate in the creation of knowledge

i. The right to know academic requirements and to be evaluated fairly
ii. Access to available facilities and resources

Statement of Student Responsibilities

Admission to MIT-WPU is a privilege and the values, principles, rules and regulations of the University are accepted by each student upon his or her voluntary registration. Central to the educational experience is the trust that all students will learn in, and benefit from, an academic environment that is both rigorous and fair. All MIT-WPU students are responsible for promoting the values of Honesty, Responsibility and Integrity.

Students at MIT-WPU enjoy the right to exercise freedom of conduct that is consistent with the mission and values of the University. Protection of academic and social freedom is both an individual and community responsibility. Standards of behavior have been established by the University and are intended to ensure that the exercise of individual rights does not deny rights to other individuals or the community.

Personal responsibility

a. Responsible for cultivating personal growth and development through academic and social engagement.

b. Responsibility to pursue educational opportunities to the best of one's ability.

c. Responsible for academic progression and career planning.

d. Responsibility to explore personal growth and development.

Responsibility to other students

a. Responsible for approaching differing and diverse views and opinions with an open mind

b. Responsibility to recognize the value of diversity and an exchange of ideas within a university community

c. Responsibility for showing respect to other students

Responsibility to the community

a. Responsible for complying with laws, rules and regulations of the university and the state and nation.

b. Accountability for one's own actions

c. Responsibility to maintain the property and facilities of the University.

d. Responsibility to maintain a positive image of the University.

2. Attendance and leave of absence guidelines for all students:

General Guidelines

i. A student is required to monitor his /her own attendance regularly. All doubts regarding attendance should be

ii. clarified with concerned faculty within appropriate time (at the end of each class during break or at the end of class hours of the day). If the student is marked absent even when present, he/she should immediately inform the concerned faculty by submitting a written application justifying his/her stand.

iii. Attendance record of all the students would be displayed on ERP on daily basis. If a student has any issue or find any discrepancy in his/her attendance he/she should inform the office in writing regarding the same within 3 days of the publication of attendance record. No claim shall be entertained under any circumstances after that. No changes will be permitted once attendance reports are finalized.

iv. For All absence, prior intimation through prescribed application form is to be given to Course Coordinator. In emergent situations, intimation must be given to Course Coordinator on phone/ fax/ email within 24 hours of the absence. Any absence without written intimation will be treated as unauthorized and will be reflected in the records as such.

v. Parents of the students may be intimated with the attendance record of their ward if the student has less than 80% attendance on a monthly basis through email/SMS. Students have to notify the Programme office in case of a change of any contact information of parents. Parents may be called to school to discuss the consequences of remaining absent.

vi. Students must refrain from approaching the visiting and full-time faculty members for attendance-related issues and exemptions. They must submit an application to the concerned coordinator for necessary approvals.

vii. If the student remains absent due to any medical issues, he / she should submit medical certificate along with copy of all the medical reports to the office within 3 days of resuming the classes after medical leave. No certificate shall be entertained under any circumstances thereafter.

viii. Final attendance of term may be published on ERP after end of classes. If the student has any issues regarding attendance will notify the Programme Head/HoS/Dean in writing and the same will be placed before an appeal committee at school/faculty level. The decision of the committee will be final.

Attendance rules for all schools

i. It is expected on the part of the student to attend each and every Lecture, Tutorial, and Laboratory practical sessions in a course for the academic excellence. However, due to any contingencies, the attendance requirement will be a minimum of 80% of the classes scheduled/ held.

ii. It is mandatory for the students to attend National Day i.e. 15th August, 26 January and Department/school/University level events as per timely notifications given with the university dress code or Dress code mentioned in the timely notification. All personnel must wear their identity cards in a clearly visible and appropriate location during events.

iii. In exceptional cases such as sickness, hospitalization, death in the family or marriage of blood relative. and for instances of students participating in events organized/sponsored/representing the university, the attendance will be considered in the remaining 20% of which students are responsible for ensuring fulfillment.

iv. Any candidate who fails to meet the attendance criteria indicated as above in any course shall not be allowed to take the end term examination of that course unless he/she fulfils the minimum attendance criteria.

v. The attendance records will be announced/displayed periodically to sufficiently warn the students who are falling short of attendance.

vi. The final attendance records for the entire trimester /semester / annual will be displayed by the respective teacher/course instructor handling a course, with the intimation to the Heads of School, before the last day of classes in the current trimester /semester / annual, or on the date as mentioned in the Academic Calendar.

3. Academic Guidelines

ABC ID (Academic Bank of Credits ID)

Academic Bank of Credits has been established on the lines of the National Academic Depository (NAD), in the sense, NAD is the backbone of ABC, where the students' academic data are held and academic awards are stored (i.e. storehouse of academic awards). Despite the fact that ABC enables students to register or commence credit transfer, the final outcomes of credit redemption and issuance of certificates, as well as the compilation of award records, are administered by academic institutions via the NAD Platform. Hence being the owner of academic awards, Academic Institutions must mandatorily register themselves under ABC via NAD.
The detail guidelines in this regard are available with following link: https://www.abc.gov.in/assets/resources/Step_by_Step_Guide_ABCID_Students.pdf

Credit Structure

Credit structure is defined in terms of contact hours assigned for various academic components of a Programme. This includes classroom lectures, tutorials, practical sessions, projects, seminars, lab work, group work internship, immersion Programmes and any other academic activity for which contact hours are assigned in the curriculum. The credit details are as follows:

Details	Credit	Equivalence in hrs per week	Total Hours in a min. 15 weeks
Class room teaching	1 credit	1 hour	15 hrs
Lab/Tutorial/group/presentation work	1 credit	2 hour	30 hrs
Lab / Tutorial (applicable for Technical Schools)	1 credit	1 hour	15 hrs
Seminar (subject to schedule throughout semester)	1 credit	2 hour	30 hrs
Project work& Dissertation	1 credit	2 hour	30 hrs
Internship	1 credit	-	40 hrs

The broad components of evaluation for any course/subject may be as follows. The total marks for each course with maximum that can be assigned for each component will be as per specific requirements of school.

- Class-participation/ Individual presentation in class
- Quizzes/ Class test/ Surprise test/ Assignments (announced/unannounced)
- Individual assignment/ Group assignments/ Presentations/ Decision sheets
- Term papers/Decision sheets/ Project reports
- Research Paper Presentations /Viva
- Tutorials
- Sessional / Mid-term examination
- End-term examination
- Any other school specific component
- It is advisable for every course to have at least 3-4 evaluation components.

Term End examination is a compulsory component. The mode of the Term End Examination will depend on the course learning objective.

i. Duration of examination

ii. Minimum duration of Mid –Term Examinations: 1 hr

iii. Minimum duration of End-Term Examinations: 2 hrs

iv. Examination duration can also be more than the above specified time as defined by resp. schools.

v. The internal evaluation marks once shared with the students and finalized cannot be changed subsequently.

vi. For all the Programmes, the weightage for each component will be specified by the Faculty and will form an integral part of the course outline (as per specific requirement of school/Programme). The Faculty has flexibility to formulate and implement evaluation system with weightage specified in course outline. While approving the courses, the Programme Directors/ HOD/ Associate Dean/ Dean/ Director will ensure that the evaluation components and weightage points assigned to each component are fair.

vii. The minimum number of students to offer a course/s will be decided by the Dean/PVC/Divisional Head of respective schools on the basis of total number of students registered in that particular course/s.

viii. Project Guidelines: From time-to-time Faculty may assign projects to students in their course.

ix. After submission, Faculty will also carry out checks of these reports to ensure integrity using software, which can check documents within the batch, across the batch, across past years, worldwide web, etc. Plagiarism is a serious offence, which is unethical and illegal. If a student is found guilty (intentionally or unintentionally), it will be considered as misconduct in terms of MIT-WPU policies and will be dealt with as per rules of MIT-WPU.

x. For more details on Academic / Project guidelines, refer Part II for school specific inputs.

xi. Feedback Mechanism: MIT-WPU has a well-established online feedback mechanism through ERP for communication of perceptions. Online Feedback through ERP is taken using a questionnaire preferably in the last session of every course in each term. This feedback is compiled, and statistics are placed before each faculty member by the end of the term. All students should get involved in this mechanism seriously as it truly helps the MIT-WPU improve the quality of services and teaching provided. These are open ended questions in which student can reflect learning and teaching aspects of the course. MIT-WPU uses feedback to improve the teaching learning process proactively. While sharing the feedback to the faculty members, student's identity is kept confidential.

Adding and Dropping of Courses

i. A student on the recommendation of his Academic Counselor duly endorsed by his HOD may be allowed by the Director of the School to add or drop course(s) within a period of two weeks from the date of commencement of a term as notified in Academic calendar.

ii. A student who is on disciplinary probation may be allowed to change the course, only with the approval of the Vice Chancellor.

iii. A student may be required to drop a course at any stage if it is found that he does not meet the pre-requisites of the course, or if there is a clash in the student's timetable preventing him from attending the course, or if he is found not entitled to register for that course for any other reason(s

4. Guidelines for Choice-Based Credit System (CBCS):-

The CBCS offering is a concept which is in line with NEP 2020 and the international academic system. The selection of CBCS courses across different streams will enable students to the knowledge of other domains. To support CBCS, MIT-WPU offered specialized tracks and several professional/open electives.

The CBCS offerings of courses will be opted from a UG Programme to UG Programme and PG Programme to PG Programme across all schools.

5. Examination Guidelines:

Examination Scheme

An Examination scheme of continuous evaluation (60%) and Term End examinations (40%) is employed. Student to ensure separate passing (minimum 40%) in the continuous evaluation and term end examination.

Communication

The student is required to follow the Department of Examinations communication and deadlines sincerely and rigorously. The instances of failing to adhere the deadlines and communications will not be entertained under any circumstances. The University ERP, official email id and University Examination Management System are the only modes of communication.
Student shall ensure visiting University website (Examination webpage) regularly and remain updated for examination communication. The important documents such as Examinations Ordinance, Examination instructions manual, Examination Activity Schedule (EAS), Examination Timetable, Result declaration, FAQs are available at the website which shall be read and understood by the student. Ignorance to the clauses mentioned in those documents do not qualify the consideration.

Student Service Wing (SSW)

Students shall access the Student Service Wing (Ground Floor, Maitreyi Building) for all academic document requirements. The Student Service Wing (SSW) has been established with the sole purpose of providing comprehensive support to all our students. It is designed to be a one-stop solution for all student-related issues and queries, ranging from academic support, documentation, examination related queries and beyond. Understanding the importance of accessibility and efficiency, we encourage you to interact with the SSW digitally. To make this process as seamless as possible. Documents like Bonafide Certificate, Leaving Certificate, Migration certificate, Demand Letters, etc could be issued though SSW.

Digital examinations

The University maintains the technology lead and have integrated the technology in examinations. The various creative assessment methods, beyond pen-n-paper, are employed to measure the course outcomes of the students and strengthen student potential. Student shall ensure the digital readiness in terms of own-gadget (mobile, laptop, tablet) and compatible network at the time of examination. The Department of examination uphold the digitization and discipline as the highest virtues. The students are to abide the same.

Examination eligibility

Student shall achieve the examination eligibility by fulling the academic requirements. Only eligible students will be allowed to appear for the examination. Minimum 80% attendance and required passing marks at continuous evaluation is mandatory to appear for End Term examinations.

Promotion Criteria

The student should score CGPA ≥ 5 AND 50% of total credits to be earned for particular Academic Year (AY).
The student shall be granted admission only in the odd term of the respective odd term of the AY. No admission at the even semester under any situation.
Note: Other promotion criteria are applicable as per the Examination Ordinance. For more details refer Examination ordinance published on University Website and connect to Examination department of the university)

Additional Promotion Criteria

In addition to the regular yearly promotion criteria an additional promotion criteria are applicable as per the Examination Ordinance.

Divyangjan Support

The Department of examinations is committed to extending the support to Divyangjan students. The Divyangjan student will be contacted by the Department of examinations to understand the requirements and facilitate the same.

Award of Degree

After successful completion of the course and credit requirements as approved by the Academic Council, a Provisional Degree Certificate will be issued to eligible students by the Controller of Examinations. The degree will be conferred on the student during the subsequent Convocation.

Student Identity Card

1. Upon admission and enrolment at MIT-WPU, each student is issued a photo identity card, which is valid during his/her period of study at the University.
2. Each student is responsible for the use of his/her Student Identity Card, which is not transferable to any other person. Students must ensure that their Student Identity Cards are kept secure and are not deliberately or inadvertently made available for use by any other person.
3. The Student Identity Card must be presented for identification purposes at the request of an authorized person of the University. Any student refusing to provide the Student Identity Card when requested by such an authorized person may be subject to disciplinary action.
4. A student who has lost his/her Student Identity Card should report this to the Academic Office of their respective Schools as soon as possible to invalidate the card and apply for a replacement by completing the appropriate application form.
5. Replacement of Student Identity Card due to loss, damage, theft or change in name will attract a charge as determined by the University.
6. Students should return their Student Identity Cards to the University for cancellation upon withdrawal or termination of studies.
7. Alteration, falsification, or misuse of the Student Identity Card is a violation of the Code of Student Conduct, and other related university rules and regulations, and will be subject to disciplinary action.

University Extra-Curricular Activities

Students are encouraged to participate and volunteer in all co-curricular and curricular initiatives by the University as well as your respective Schools. These range from cultural fest to sporting extravaganza like Detour and Ablaze.

Change in Name in Academic Documents

1. It shall be ensured that name of the student in the application form for eligibility and statement of Marks passing certificate, Degree certificate of the qualifying examination or in any other document enclosed therewith is the same.
2. If there is a difference in the name proof for a change in the name, such as a copy of the Government Gazette or Marriage Registration Certificate affidavit should be enclosed along with the application form.
3. Eligibility certificate shall not be issued in absence of such documentary proof.

Reissuing of Academic Transcripts & Degree Certificates

If a student misplaces or damages the academic transcript or degree certificates issued to him/her by the University, the student needs to submit an application form in the prescribed format. He/She will have to pay the prescribed charges by the University.

Transfer/Migration Certificate Policy

Transfer/Migration Certificate will be issued on the basis of the following guidelines:

1. A candidate who has appeared in an examination conducted by MIT-WPU and has passed the UG/PG examination conducted as per the scheme of studies may obtain a migration/transfer certificate after payment of the prescribed fees.
2. Migration Certificate is not a right it is only in the interest of the university and can be issued only after proper scrutiny process.
3. Students must submit an application requesting for TC/MC duly signed by the candidate and countersigned by parent or legal guardian.
4. The original application shall be accompanied by original fee receipt, ID card (if issued) and dues clearance certificate.
5. All the final semester students who have successfully completed their Programme, have to complete the No Dues Process before leaving the University campus. Thereafter, the students shall be handed over the transfer certificate on request during or after the Convocation ceremony.
6. In case the student wishes to pursue his/her higher education at another University, the Migration certificate shall be sent directly by the MIT-WPU Student Support Division to the new University via speed post at a nominal cost. It shall be issued only after the receipt of an official email or application letter from the New University stating the request for a migration certificate.
7. A Transfer Certificate or Migration Certificate shall be issued only if the applicant student has no dues.
8. The fees to MIT World Peace University is annual fees and not semester fees. For the convenience of the students and parents, it is charged in pre-specified installments.
9. Students have to ensure that the fees is paid for the whole academic year.
10. Transfer/migration certificate will be issued only once in a year in the month of July.
11. While issuing MIT-WPU Transfer / Migration certificate the previous Transfer Certificate / Migration certificate submitted by the student will not be returned.

6. Library Rules and Regulations:

i. Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and with any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behavior towards library staff for consideration within the terms of the appropriate MIT-WPU disciplinary procedures.

ii. Access to the MIT-WPU Library is restricted to staff and students of the MIT-WPU who are in possession of a current valid ID card issued by MIT-WPU, and to such other persons as may be authorized by the Librarian.

iii. Students are required to carry their MIT-WPU student ID-card and staff to carry their MIT-WPU staff ID-card to get entry and to use the Library. This card must be used only by the member to whom it is issued.

iv. Bags, eatables are not allowed in the Library. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.

v. Silence is required in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off or silent mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and /or suspension of student for 3 weeks.

vi. The consumption of food and beverages (with the exception of bottled water) and the use of personal audio equipment are not permitted in the Library.

vii. Photography, filming, video-taping and audio-taping in the Library is not allowed.

viii. Humanly operated personal equipment should not be used without the prior permission of the Librarian.

ix. Users are required to comply with copyright regulations as displayed by the photocopiers.

x. Data retrieved from the Library's electronic resources may not be used for purposes other than teaching, research, personal educational development, administration and management of MIT-WPU and development work associated with any of the aforementioned. Use of the data is not permitted for consultancy / services leading to commercial exploitation of the data / for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.

xi. The removal of any material from the Library must be properly authorized and recorded. Damage or unauthorized removal of material constitutes a serious offence and may lead to a fine or to disciplinary action.

xii. Borrowing entitlement: Five books for the period of fifteen days. Renewal is possible if the book is not in demand.

xiii. Fine of Rs.5.00 per day per book is levied on overdue books. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid.

Reference books, Journals/ Magazines and Audio/Video material are strictly to be used/ viewed in the library only.

xiv. Users are responsible for material borrowed on their ID cards and will be required to pay for any damage, or loss of material borrowed at replacement cost, plus an administrative charge.
Borrowing rights are withdrawn while payment is outstanding.

xv. Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts off the MIT-WPU are outstanding.

xvi. The award of a MIT-WPU qualification will be deferred until all books and other library materials have been returned and outstanding fines/charges paid. Clearance from Library is must for the same.

Library @ a Glance:

Total No. of Books: 1,86,111 Total No. of Print Journals : 70

List of E Resources:

Sr. No	Div.	Name	Link
1	I	IEEE (ASPP ONLINE + POP ALL)	https://ieeexplore.ieee.org
2	II	Prowess IQ	https://prowessiq.cmie.com/kommon/bin/sr.php?kall=wh-page&ln=1
3	II	CMIE Industry Outlook	https://industryoutlook.cmie.com/
5	II	CMIE Economic Outlook	https://economicoutlook.cmie.com/
6	II	CMIE Consumer pyramids	https://consumerpyramidsdx.cmie.com/
7	II	EMRALD (Management)	https://www.emerald.com/insight/
8	II	EBSCO-Business Source Complete	https://search.ebscohost.com
9	II	SAGE Publication (E books)	https://etext.sagepub.in/etext
10	II	HBSP	https://hbsp.harvard.edu/home/
11	II	EPWRF India Time Series (EPWRFITS)	www.epwrfits.in
12	III	J-Gate	https://jgateplus.com/search/login/
13	IV	J Stor	https://www.jstor.org/action/showLogin?redirectUri=/
14	IV	Manu Patra	https://www.manupatrafast.com
15	IV	SCC Online	https://www.scconline.com/?login=true
16	IV	Lexis Nexis	https://advance.lexis.com/in?identityprofileid=Z7C4VP63762
17	IV	AIR Database	https://www.aironline.in/login.html
18	All Div	Wiley 550 Online Journal Collection	https://onlinelibrary.wiley.com/
19	All Div	Elsevier Science Direct	https://www.sciencedirect.com/browse/journals-and books
20	All Div	Elsevier Scopus	https://www.scopus.com/standard/marketing.uri
21	All Div	DELNET (Institutional Membership)	https://delnet.in/

7. Plagiarism Policy

MIT-WPU plagiarism policy is that plagiarism, whether deliberate or unintentional, is a form of cheating and is unacceptable. It is expected that all students are educated in correct academic practice, including writing and referencing, early in their careers at the University and know what is expected of them and understand the meaning of plagiarism and its consequences.

Definition of plagiarism

MIT-WPU definition of plagiarism makes explicit that copying from texts or web or other sources and copying work from other students constitutes plagiarism. It reads:

1. Plagiarism is the act of taking or copying someone else's work, including another student's, and presenting it as if it were one's own.
2. Plagiarism is said to occur when ideas, texts, theories, data, created artistic artefacts or other material are presented without acknowledgement so that the person considering this work is given the impression that what they have before them is the student's own original work when it is not.
3. Plagiarism also occurs where a student's own work is re-presented without being properly referenced.
4. Plagiarism is a form of cheating and is a disciplinary offence.

Student declaration

The standard coursework submission sheet for the receipting of coursework includes an explicit reference to the University's definition of plagiarism as follows.

I declare that this is my own work and that any material I have referred to has been accurately and consistently referenced. I have read the University's policy on plagiarism and understand the definition of plagiarism as given in this manual. If it is shown that material has been plagiarized, or I have otherwise attempted to obtain an unfair advantage for myself or others, I understand that I may face sanctions in accordancewith the policies and procedures of the University. A mark of zero may be awarded and the reason for that mark will be recorded on my file.

Types of Plagiarism

1. Using another writers' words without proper citation. If you use another writers' words, you must place quotation marks around the quoted material and include a footnote or other indication of the source of the quotation.
2. Using another writers' ideas without proper citation. When you use another author's ideas, you must indicate with footnotes or other means where this information can be found. Your instructors want to know which ideas and judgments are yours and which you arrived at by consulting other sources. Even if you arrived at the same judgment on your own, you need to acknowledge that the writer you consulted also came up with the idea.
3. Citing your source but reproducing the exact words of a printed source without quotation marks. This makes it appear that you have paraphrased rather than borrowed the author's exact words.
4. Borrowing the structure of another author's phrases or sentences without crediting the author from whom it came. This kind of plagiarism usually occurs out of laziness: it is easier to replicate another writers' style than to think about what you have read and then put it in your own words.
5. Borrowing all or part of another student's paper or using someone else's outline to write your own paper.
6. In computer Programmeming classes, borrowing computer code from another student and presenting it as your own. When original computer code is a requirement for a class, it is a violation of the University's policy if students submit work they themselves did not create.

Punitive Measures for Plagiarism

The University's Policy provides simple, graduated frameworks of penalties for plagiarism relating the severity of penalties to the number of offences and gives individual, formative advice after the first offence. There are both academic and disciplinary consequences. If found guilty, the student will receive one of the following sanctions, listed in order of increasing severity. All actions are reported to the Director of the School.

Disciplinary Warning

Verbal or written notification that the student has not met the University's standards of conduct, and that a repeated offense will result in more serious disciplinary action. It is not the case that first offenses automatically receive a warning; most first offenses receive a stricter response, with warnings reserved for cases with unusual mitigating circumstances.

Reprimand

A written statement censuring a student for violating University regulations, and stating that another offense will result in more serious action. This is normally considered a lenient response, even for first offenses.

Restitution

Requirement that the student, compensate the University or other persons for damages, injuries, or losses. Failure to comply results in canceled registration and a hold on future registration.

Disciplinary Probation

An action that places conditions on the student's continued attendance at the University, including the statement that further violation of University policies will likely result in dismissal.

The Committee fixes the term and conditions of academic probation. First offences often result in probation.

Suspension

A written statement notifying a student that his or her enrollment has been suspended for a specific period of time for violating University policy. The statement includes the terms and length of the suspension, as well as the conditions for re-admittance.

Dismissal

A written statement notifying a student that his or her attendance at the University has been terminated for violating University policy. Unlike suspension, dismissal is considered to be a permanent action. However, the institution may also provide conditions for re-admittance.

Framework of Penalties for Plagiarism Offences for Under-graduate and Post graduate courses :

First Offence	Reduction in marks based on exclusion of plagiarized work. Formative interview wit module coordinator and/or lecturer.
Second Offence	Mark of zero for assignment containing plagiarism. Interview with Head of School and/or Course/Subject Director and/or lecturer. Formal letter of reprimand from Head of School. Copy placed on student file.
Third Offence	Mark of zero for assignment containing plagiarism and maximum mark of 40% (UG) or 50% (PG) for course-work element. Case referred to Director of the School with recommendation of reprimand and fine not exceeding the maximum amount permitted. Interview with Director of the School. Formal letter of reprimand from Director of the School. Copy placed on student file.

Framework of Penalties for Plagiarism Offences in Doctoral/Research Programmes

Initial Assessment	Plagiarism will generally be dealt with by a verbal warning. The student will be asked to resubmit the report. A record may be placed on the student file. The student may be referred to the University Disciplinary Committee
Confirmation Assessment	The student will be required to resubmit the report for further assessment. The student will be interviewed by a senior member of A record will be placed on the student file. The student may be referred to the University Disciplinary Committee.
Thesis	Examiners will be asked to examine the thesis and to make an academic judgment on it, taking into account the nature and extent of the plagiarism. If the thesis is deemed worthy of the degree, it must be resubmitted with all plagiarized material eliminated. The student may be referred to the University Disciplinary Committee. Depending on the extent and nature of plagiarized material in the thesis, the examiners may recommend discontinuation of studies at the University. A record will be placed on the student file.

8. Internship and Placement Guidelines:

The Career Services Department under Centre for Industry Academia Partnership acts as a facilitator in inviting organizations for placements and internships. Registration for the process does not guarantee placements or internships; it depends on the performance of the student during the campus recruitment process.

Internship Pre-Placement Offer:

1. The PPOs obtained from internships from the campus shall be considered as campus, placements job offers and normal placement rules would follow.
2. Incase students gets a pre-placement offer, then he/she should communicate and submit a copy ofthe offer letter duly signed along with their acceptance to Career Services office immediately.
3. If a student has been already selected through campus recruitment process and later gets a pre- placement offer, from a company of dream status, then in this case the student gets a choice, if he or she so desires, to accept the PPO (as defined by Career Services and respective faculty/schools together).

Campus Recruitment Process (CRP):

Introduction: The Career Services team shall liaise with recruiters and organize the Campus Recruitment (hereafter referred as CRP) process on the Campus or as a part of a "Pool-in" Campus.

Eligibility at the University Level:

i. Students need to submit an undertaking as per format "Final Placement Undertaking" to enroll for the Campus Recruitment Process.

ii. Only those students having given the undertaking within the stipulated time frame are eligible for placements. Post deadline students will not be allowed to register for placements.

iii. Students need to have mandatory 80% attendance for every Employability Enhancement Programme and other training Programmes conducted by the University, to register for placements.

iv. Students need to have mandatory score of 60% & above in Employability Enhancement Programme, Assessments, and other training Programmes, conducted by the University, to register for placements.

Eligibility at the Recruiter's Level:

The recruiter might stipulate certain eligibility criteria for their CRP. Students need to meet the respective criteria to appear for the campus recruitment process. Team career services has no role to play in either setting up the criteria or shortlisting of students.

Internal Communication Protocol:

a. The Career Services shall communicate the recruiters' requirements, timeline, and other instructions primarily through Superset portal or at times through email / group emails.

b. After the deadline of the registration process or no spot registrations will be entertained whatsoever. No student registrations for placements will be allowed post-deadline.

c. Students must have the Superset App installed on the mobiles and should be timely updated with the notifications sent on the portal. Students should also keep checking the e- mails frequently. (A detailed process document for the same will be shared by Career Services, is to be referred by students)

d. Students must pass on the correct and working cell phone numbers to the Career Services office. In case of any update, it will be the onus of student to inform Team Career Services of the same through his reporting career services officer. This is to avoid the communication gap or information flow.

e. Students must not switch off their cell phone during the placement season and always remain accessible.

f. If in case students are leaving Pune for any reason whatsoever, they must inform respective school's Career services office in writing / email in advance and seek permission. Students absent without seeking prior approval will be treated as not appeared for the placement process.

g. A student will be given a maximum of 10 core opportunities for placement, post which the student will be taken off the placement process.

h. three eligible job postings, then it may validly imply that the student is not interested in pursuing the placement assistance process.

i. In such cases, the student will be denied further placement assistance and marked as "Not interested in placements".

j. Students are required to keep a track of the communication regarding the companies with Job opportunities on Superset

Preparation for CRP:

It is expected that students prepare a file, in hard with (a) Bio-data (b) University Identity Card (c) Few Passport size color Photographs (d) Original /photocopies of Mark sheets / Certificates / Awards, right from S.S.C. & Project works done when appearing for campus recruitment process. Career Services team shall try to get maximum information about the offer prior to the Registration / PPT / Actual Selection process. However, many times the recruiters may not disclose full information in advance. In such a situation, the interested students must seek required information about the Company / Job offer during the Pre-Placement Talk. If required they should seek help from the Career Services office.

Pre-Placement Talk: Pre-Placement Talks (PPTs)

a. A company will be allowed to hold pre-placement talks to enable them to share

b. information among the students about the job profiles they may be offering or about the

c. company in general or about the recruitment procedure being followed by them. It will generally be followed by some time for questions and clarifications. All students who wish to apply for a particular company are compulsorily required to attend the PPT.

d. Students must be punctual in reporting for the recruitment process. Reporting time should mandatorily be strictly noted and followed for every process. Latecomers will not be permitted for the Recruitment processes.

e. It is mandatory for the students to be in full University dress code while appearing for the recruitment process.
    i. Boy: To wear formal black shoes during the process. To have clean shave and short hair cut
    ii. Girls: To wear formal dress code. To wear sandals or formal shoes for the recruitment drives. To have hair neatly done and tied up.

f. It is mandatory for those who have registered for process to attend the PPT.

g. In case of a Pool-In Campus, the Career Service team shall coordinate with the students and guide the students.

h. PPT is the last chance for students to communicate directly with the recruiter and get their queries resolved. Hereafter in case of any queries, they shall speak only Career Services team.

Selection Process

i. Once the student registers for the recruitment process, he/she has to go through all the stages of the selection process as defined and scheduled by the recruiter.

ii. Students cannot back out at any stage hereafter.

iii. Students should not discuss any matter with the Recruiter's directly. They must place their queries with the Career Services office.

iv. Students should not discuss any points (Package, Job profile, Location etc.) at the time of interview.

Acceptance of Offer:

i. Students cannot reject the offer for what-so-ever reason once he/she is selected through all the rounds of the selection process.

ii. Students who reject an offer will automatically be marked opted out of placements and will not be eligible for any upgrade or dream offer.

Joining Formalities:

i. Students must complete all the joining formalities immediately as per the schedule given by the Recruiter.

ii. The Career services shall act as the Point Contact for all issues related to Placements.

Getting a job offer outside the campus recruitment process (off campus):

i. If a student gets a job on his/her own the same must be communicated to the career services office. A copy of the offer/appointment letter must be submitted to the Career Services office within 3 days of receiving the same.

ii. The students shall be permitted to take up the offer after discussions with the Career Services office.

iii. These students will still be eligible for seeking jobs through Campus recruitment process.

9. Guidelines on "Bring your own Device" & Usage of University Account:

i. For the students who are pursuing courses which require extensive use of Computers and software, it is mandated that the student bring their own device to ensure hands-on learning basis instructions and guidance from the respective faculty in-charge. This provision will also enable the students to undergo rigorous practice while being in the classroom itself and the faculty or student need not just wait for the scheduled practical session as per the time-table. Kindy note that the university has already initiated scaling up of the campus as fully integrated wi-fi campus and developing an ecosystem for ICT enabled classrooms.

ii. Student must install licensed copy of required software and/ or open source software while using their device on-campus. IT Dept/ Computer Centre/Lab Assistants may be asked for necessary facilitation for installation of required software as deemed necessary for the required Programme/course of study.

iii. Students may be required to submit their devices to IT department for configuration before using them in the class rooms.

10. Guidelines for IT and Social Media Usage:

Representing Oneself:

i. Students are encouraged to be mindful of how their identity, statements or views appears online and are reminded that future employers and industry contacts may view social media profiles when hiring to get an idea of a candidate's character, personality, or employability. Students should therefore be conscious of making posts today that may hinder them, for whatever reason, in the future.

ii. Students may find university to be a good time to clean up their existing social media accounts and start to transition to a more professional appearance.

iii. All students must read and act in accordance with the principles of these guidelines, and regularly check for the update pertaining to the said guidelines

iv. Students must be aware of the potential impact and permanence of anything posted online.

v. Therefore, students should avoid posting anything that is objectionable in the public domain

vi. Any digital material posted online could reach a wider audience than expected or intended.

vii. Always exercise sound judgement and common sense while posting anything on social media. And as they can be shared by anyone anywhere so you should assume whatever you post is already public.

viii. Ensure others know that your personal account or statements don't represent our university. You shouldn't state or imply that your personal opinions and content are authorized or endorsed by our university. We advise using a disclaimer such as "opinions are my own" to avoid misunderstandings.

ix. Avoid sharing intellectual property like trademarks, university logo etc on a personal account without approval. Confidentiality policies and laws always apply.

x. Avoid any defamatory, offensive, or derogatory content. It may be considered as a violation of our university's anti-harassment policy, if directed towards colleagues, clients or partners.

xi. Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions.

xii. Strictly do not use your university's email address or University's given mobile phone number (if any) to open any social media account

xiii. If something, you are about to post makes you stop and think then you probably shouldn't publish it without 3rd / neutral person's advice

xiv. Society is increasingly using social media for raising complaints. However, any students wishing to raise a complaint should do so via the established Student Complaints Procedure (through Students Grievance Redressal Cell). This is the fastest way to get a response and resolution to your problem.

xv. Use of social media must not infringe on the rights, or privacy, of other students or staff and students must not make ill-considered comments or judgements about other students, staff or third parties.

xvi. The following non-exhaustive list is of an unacceptable nature and should never be posted:

   a. Confidential information (which may include research not yet in the public domain, information about fellow students or staff or personal matters, non-public or not yet approved documents or information)
   b. Details of complaints/potential complaints and/or legal proceedings/potential legal proceedings involving the University

c. Personal information about another individual, including contact information, without their express permission

d. Comments posted using fake accounts, made-up names or using another person's namewithout their consent

e. Inappropriate material, including images, that is, or may be perceived to be threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual, group or entity

f. Any other posting that constitutes, or may constitute, a criminal offence

g. Anything which may bring the University into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff, and those connected with the University.

h. And any other details / information which is the subject matter if social media policy from time to time.

Representing University:

a. Be respectful, polite and patient, when engaging in conversations on our university's behalf. You should be extra careful when making declarations or promises towards any stakeholders.

b. Be honest about who you are and what you do at university. Use real name and avoid writing anonymously. Don't misrepresent yourself.

c. Avoid speaking on matters outside your field of expertise when possible. Everyone should be careful not to answer questions or make statements that fall under somebody else's responsibility.

d. Follow our confidentiality policy and data protection policy and observe laws on copyright, trademarks, plagiarism and fair use.

e. Inform our [PR/Marketing department] when you're about to share any major-impact content.

f. Avoid deleting or ignoring comments for no reason. They should listen and reply to criticism.

g. Never post discriminatory, offensive or libelous content and commentary.

h. Correct or remove any misleading or false content as quickly as possible.

Actions on inappropriate usage:

i. If a student is found to have acted in breach of this policy this may lead to disciplinary action being taken against him / her within the framework of Social Media policy and on any other.

ii. Any individual suspected of committing a breach of this policy will be required to cooperate with any investigation in accordance with the disciplinary procedure. Non-cooperation may lead to further disciplinary action.

iii. Any individual may be required to remove internet or social media posts that are found by the university to be in breach of the policy. Failure to comply with such a request may result in further disciplinary action.

iv. Any breach of this policy must be reported in line with MIT-WPU Student Complaints Procedure. In the first instance, any breaches must be brought to the attention of the MIT- WPU Registrar.

v. Failure to obey instructions of any MIT-WPU disciplinary authority. Failure to comply with written or oral communications from an authorized MIT-WPU official to appear for a meeting or hearing.

vi. Engage in any conduct which is unbecoming of a student of the MIT-WPU.

Punishment on found guilty:

If a student is found responsible for the violation(s) of the SMP, disciplinary action will be taken as under: -

Minor Punishment

i. Oral Reprimand. Advised and cautioned about misconduct orally.

ii. Written Reprimand. Advised and cautioned about misconduct in writing.

iii. Written Warning. Warning may be imposed during period of stay at MIT-WPU. To be communicated in writing mentioning that further violations of any section of SMP, will result in more severe disciplinary action.

Major Penalties:

i. Restrictions/Suspension of Privilege. Prohibits participation in or attendance at certin events, activities, or class/lab; restricts specific campus student privileges.

ii. Hostel Privileges

iii. Use of Lab Facilities

iv. Use of Library facilities

v. Use of Cafeteria Block

vi. Use of Sports Facilities

vii. Membership in Clubs and Other bodies

viii. Placement Activity

ix. Internship/academic associations with partner institution

Disciplinary Probation:

Written notification that further violations of SMP may result in suspension. The terms of disciplinary probation shall be determined on case to case basis.

Suspension:

Student will be withdrawn from all courses carried in that semester and forfeit fees. Student shall be refrained from visiting the university premises unless approved in writing by the Disciplinary Committee. Suspension may involve course drop, semester drop, rustication for a specified period depending on the severity of the offence(s). The student can be reinstated on receipt of a written request from him/her after completion of the suspension period.

Expulsion:

Forfeiture of all rights and degrees not actually conferred at the time of the expulsion, forfeiture of right to study and fees. Student can only visit the university premises only if the permission is issued in writing by Disciplinary Committee.
Any inappropriate social media engagement which comes under Indian Cyber Crime Cell will directly be dealt by law officials and employee would be appliable for appropriate IPC actions.

11. Guidelines for the Use of Computing Facilities:

i. MIT-WPU invests significant resources in the provision of computing resources for the students. To ensure maximum availability, computing resources must be used in a responsible way. Students are responsible for ensuring that these resources are used in an appropriate manner. The list of websites which are blocked for use at MIT-WPU and at the Hostels is given in the annexure.

ii. You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subjectto change without any prior notice. The latest version of this document will be available with the Programme Office.

iii. The internet access to students will be as per the MIT-WPU policy. Any change request must be routed through the Registrar in writing.

iv. Food and/or beverages are allowed only in cafeteria. Food and/or beverages (except drinking water) will not be permitted in the Computer Centre. The students of MIT-WPU are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with this primary aim, or that otherwise, acts against the interests of the MIT-WPU is prohibited. In the event of non- approved usage of the computing facilities, MIT-WPU reserves the right to withdraw access to computing facilities at any time.

v. Use of MIT-WPU computing facilities for students' commercial gain is prohibited.

vi. Computer Centre facility will be provided on priority to the students of the concerned Programmes, where students aren't mandated to bring their own device. Students are not allowed to connect personal pen drives/ Laptops to the systems installed in the classrooms.

vii. All students will be given MIT-WPU email ID.

viii. Use of computing facilities is governed by various applicable IT Acts, laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the MIT-WPU. It is student's responsibility to ensure that student's activities do not contravene these or any other laws.

ix. Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of MIT-WPU computing facilities. Improper behaviour towards staff will result in disciplinary action.

x. MIT-WPU endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, students should lodge a written complaint in a Complaints Register available in Computer Lab. No action will be taken on any verbal complaint.

xi. The Information Systems Group will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through notice boards/ email placed in the Computer Lab as well as Student Notice Boards/ emails/ERP. It is your duty to regularly check the emails/ERP notification and plan your use of the facilities accordingly.

xii. The failure of any element of the computing service will not be accepted as a valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.

xiii. Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily. These guidelines describe the reasonable and appropriate behaviour required by the Regulations for Use of Computing Facilities.

xiv. Use only own login id and password and don't allow the password of any account issued to you to become known to any other person. If you allow another person to use your account, it must be in your presence, under your supervision and only for the purpose of assistance or collaboration. You remain responsible for that person's use of your account and must identify that person to the MIT-WPU authorities if any breach of university regulations is suspected in connection with that use.

xv. You should not copy or share other's data resulting in data theft of any kind under IT Act. Do not use or adopt any name or alias or user reference whether real or fictitious other than your own. Request to be placed only for required resources or access rights that you need.

xvi. Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The MIT-WPU accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.

xvii. Removal, borrowing, connecting, or disconnecting of any IT equipment is not permitted.

xviii. Neither deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance Programme or file into any IT facility or network / campus, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this. Do not in any way cause any form of damage neither to the MIT-WPU IT facilities, norto any of the accommodation or services associated with them.Without permission of the account owner or system administrator, do not hack, access,

xix. copy, delete or amend or attempt so to do the computer account, information, or resources of another user.

xx. Important: In the event, the guidelines are not followed and there is a consequent damage to any computing facility, MIT-WPU reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action

12. Guidelines for Use of Infrastructure

i. All the assets of MIT-WPU like hostels, building infrastructure, sports facilities, laboratories, libraries are for all of us and must be used / handled carefully.

ii. Students are expected to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior.

iii. Students should contribute to maintain a safe and orderly University / school environment that is conducive to learning and to show respect to property and other persons.

iv. All students are expected to be caring, persevering, and forward-looking to take diligent care of university properties and premises

v. All students are to make effective use of university property and platforms created for their development.

vi. Do leave the areas in school / University in a better condition and state of cleanliness after use. Cleanliness includes the maintenance of the immediate surrounding areas too.

vii. Show consideration to others by keeping the noise level low.

viii. Our University encourages students to use all the science aids, lab equipment and other facilities including Gym equipment's and transport liberally but under the supervision of the concerned teacher/staff. This prevents breakage and damage to the costly equipment/other property.

ix. However, any student found mishandling the equipment/other property by himself/herself without the supervision of the teacher or staff/without authorization of teacher or staff, which he is not supposed to do, would be penalized.

x. A student who damages/vandalizes/defaces school property will be held responsible for those actions. The student shall be subject to disciplinary consequences including possibility of restitution, suspension, expulsion, and exclusion from school/university.

xi. Care must be taken of all school/university property and no students shall scratch on or spoil the desks or chairs or damage any school furniture, write or draw anything on the walls or in any way damage things belonging to others.
Any damage done even by accident shall be reported at once to the school/university authorities. Any damage done will be made good by the student responsible for it.

xii. Some of these replacements could be very expensive or beyond means of repair. This policy is to set out the parameters in which the parents will be asked to pay for damage caused by students. We would like students to be responsible and show care while using school property and consider the consequences before acting.

xiii. No person, either alone or with others, shall Intentionally damage or destroy school/university property or the personal property of a teacher, administrator, other person unlawfully.

xiv. Obstruct the free movement of any person in any place to which this code applies.

13. Mentoring Programme / 'Psychologist and a Counsellor'

Mentoring Programme:

Students have been assigned faculty mentors whose role is to help assimilate the MIT-WPU culture, facilitate intelligent choice making regarding selection of courses and help in identification of resources needed by all students. Do meet your faculty mentor regularly as per their convenience and availability.

Psychologist and a Counsellor:

A counsellor is a non-judgmental friend who understands, ensures privacy & confidentiality and counsels you by giving choices so that you make right decision. Counselling is based on structured and research-based therapies.
Managing emotions is important to ensure all rounded progress in life. To learn something new, we need to break the old walls of myths and misconceptions. Visiting a counsellor helps us to relearn some more helpful, progressive, reality-based thinking. Personal counselling is very important at every step in life even at the corporate level. What we think about situations affects our subconscious mind deeply which interferes with our present life and hinders our ability to lead a healthy life.
As normal human beings at any given time in life we could go through challenging times and have no one to share or guide us. We often do not share our issues with family or friends due to the fear of upsetting them. We worry that perhaps they may not understand or could become judgmental. At such times we recommend Personal Counselling.

- "I cannot concentrate or focus nor can I sleep, at times I get so scared that I go blank in my exams!"
- "Since the time he left me I cannot put my attention to anything I will not be able to live anymore…… can't bear it if she is not in my life!"
- "I have lost my confidence I feel worthless /hopeless; no one loves me. I don't want to live anymore".
- Nobody understands what I am going through….people become judgemental instead of understanding and supporting, Whom to share it with?
- Where do I seek help? Who will be able to really help?

Have you had any of these repetitive thoughts or are you facing a rejection that you are not able to cope up with?
Have you reacted very angrily first and then later realized that reacting to the event was not really needed and in the process you harmed the relations you had with your friends and family? You just do not know what went wrong then? Do not understand what triggered you?
Just as we would treat a sprain with some ointment, we try to heal our emotional pain on our own. At times when the sprain is not healing we visit the doctor and similarly one visits the counsellor sometimes when we are unable to clear our own emotional challenges. The counsellor needs to check how deep your wound is and usually you are helped by putting a plaster of protection (counselling). Sometimes the wound may have been too deep /chronic or your bone is broken it could also need psychiatric intervention and give appropriate help.
We may be unaware of the implications of our behavior on others but it eventually could affect our relations in daily life at home, in class, or at work. When the past emotional situations are not dealt with therapeutically, we could develop unhealthy negative thoughts and feelings which we need to be aware of as they could again lead to complications and could affect our performance, decision making, logical thinking, studies, relationships, and career. This form of continued stress can gradually affect our body and physiological health causing hypertension, respiratory ailments, gastrointestinal disturbances, migraine and tension headaches, pelvic pain, impotence, frigidity, dermatitis, and ulcers.

The biggest myth is to believe that to be emotional is to be weak so often we push all our emotional issues under the blanket and then to avoid sleepless nights take up unhealthy habitslike smoking, drinking, and substance abuse. We do this hoping to feel better which lasts only forshort term on the other hand creating long term damage and may lead to unhealthy dependency.

MIT-WPU wants to ensure holistic development of the students and therefore have appointed a team of psychologists and a counsellor.

World health organization and the U.S. National Library of medicine articles: National library of Medicine: Psychosomatic disorders in developing countries: www.ncbi.nlm.nih.gov/pubmed/16612204

WHO | Prevention of bullying-related morbidity and mortality:

14. Fulfilment of Eligibility Criteria

Fulfilment of Eligibility Criteria

To continue your academic journey and convert your provisional admission into confirmed admission at MIT-WPU, please submit the following documents downloaded through the DigiLocker portal.

Through Online Mode: - https://forms.gle/iY593tsRTGvFZBg36

Procedure to follow: -

- Signup/Register at https://www.digilocker.gov.in/
  Signing up for DigiLocker is easy. All you need is your mobile or Aadhaar number. Your mobile/Aadhaar number will be authenticated by sending an OTP (one-time password) followed by setting your security PIN for 2-Factor authentication. This will create your DigiLocker account.
- Create APAAR/ABC ID through DigiLocker (ABC = Academic Bank of Credits)
- How do I get my ABC ID in DigiLocker if I am already registered?

1. Login to DigiLocker. Students with a DigiLocker account can create an APAAR/ABC ID.
2. Search for Education. The Education category shows the Academic Bank of Credits service.
3. Create APAAR/ABC ID. Select your university and click on Generate APAAR/ABC ID.
4. Accumulate Credits.

Once you have signed up with DigiLocker and created an ABC ID, please fetch and download the following documents through the portal:

Document	Remark
10th Mark Sheet	Digi-Locker copy to be submitted
12th/Diploma Mark Sheet	Digi-Locker copy to be submitted
Indian Nationality/ Domicile/ Birth Certificate/ Passport	Digi-Locker copy OR Self-attested photocopy of the document to be submitted
Aadhar Card (with photo and address)	Digi-Locker copy OR Self-attested photocopy of the document to be submitted
Leaving/Transfer Certificate	Please Apply to your previous /last attended College/Institute/ University for Leaving Certificate & Submit a Scan Copy.
Migration Certificate (If Applicable)	DigiLocker copy OR Self-attested photocopy of the document to be submitted.
Entrance Examination Score Card	Self-attested scan copies to be submitted (If Applicable)
Caste Certificate – issued by Govt. of Maharashtra (If Applicable)	Digi-Locker copy OR Self-attested photocopy of the document to be submitted (Applicable to Maharashtra domicile students belonging to reserved caste category)
Gap Certificate (If Applicable)	In the form of notarized affidavit on 100/- stamp paper.
Graduation Mark-sheets (If Applicable)	Digi-Locker copy OR Self Attested all semester combined marksheet/ final year marksheet with results in a single PDF - Applicable to Master / PG Programme students only.

Offline Eligibility Process/ Document Submission: - In case your educational board/previous university is not registered at DigiLocker, please follow the guidelines below to complete the eligibility process:

- Apply for Leaving & Migration Certificate to your previous last attended college/university/institution immediately.
- Please fill the google form and attach scan copies of educational documents & visit the Student Service Wing (SSW) – Maitry Building Ground Floor, MIT-WPU Campus with all Original Documents for verification.
- Submit a set of self-attested photocopies of all relevant educational documents.
- Take an acknowledgment receipt of eligibility documents submitted to the SSW and keep it at safe your end.

Important Note:

1. Original Leaving/Transfer Certificate and Migration Certificate issued by your previous college/ university & Proforma(s), Gap Certificate (if applicable) to be submitted to the Student Service Wing- Maitry Building, Ground Floor on or before the schedule mentioned below.

The last date(s) for submission of the required documents (Offline) are as below:

Programme	Last Date	Extended Last Date with Penalty
Diploma and Under-Graduate Programmes	31 August	31 October
Post-Graduate /Master Programmes	30 September	31 October

2. If you fail to submit the required documents or fail to complete the eligibility process within the prescribed time, your provisional admission will be treated as cancelled.
3. Before proceeding further, please review the admission policy and Programme eligibility criteria. https://mitwpu.edu.in/assets/frontend/pdfs/Admission-Policy-26-27-revised.pdf
4. If you notice any discrepancies regarding your eligibility, please visit the Department of Admissions at MIT-WPU by July 5th August, 2026,
   MIT-WPU authorities will verify your educational documents through online/offline mode, and you will be notified of the confirmation of admission or any discrepancies in the documents via email on your official email.

15. Academic Break / Re-admission

Academic Break

Following rules are applicable for all the schools of MIT-WPU.
After commencement of any Programme, if a student wants to take a break for certain valid reason, then he / she can do so as per the following norms –
The academic break can be granted to any student by respective Dean/Director of School/campus. The maximum period for an academic break is one year only.

Eligibility:

Academic break can be granted to any student for any of the following reasons:

- Serious personal medical reasons involving hospitalization.
- Serious 'family' related issues.
- Financial constraints.
- Temporary transfer to another country / city.
- Maternity.

The Dean of respective school will approve the academic break and forward the application of the student to Programme Office for necessary process.
The academic break can be granted to any student at best twice during the Programme as long as the total period of academic break is not exceeding one year and not exceeding maximum validity period of that Programme.
If a student wants to take academic break after the commencement of the academic year, but he / she has not attended the classes, then the fees paid shall lapse (no refund or adjustment can be claimed) and while seeking re-admission he/she must pay the total fee applicable to the resp. batch where he/she is getting re-admitted continuing his/her studentship.

Re-Admission Rules:

A student can seek re-admission in next academic year in case he / she fails to fulfill the minimum passing standards for promotion to higher class or the student was on approved academic break. Such students must pay the total fee applicable to the resp. batch where he/she is getting re-admitted continuing his/her studentship
A student can take re-admission in different years as long as total period of the Programme does not exceed the validity period of that Programme. Admission to the subsequent years is subject to maximum duration permissible for completion of the Programme (in years). Such admissions will be at the students' own risk of non-completion of the Programme during the maximum permissible duration (in years).

Sr no.	Duration of the Programme (in years)	Maximum duration permissible for completion the Programme (in years)
1	1 years	3 years
2	2 years	4 years
3	3 years	5 years
4	4 years	6 years
5	5 years	7

16. Guidelines for Admission Cancellation & Refund

Admission Cancellation procedure:

Admission cancellation, withdrawal, refund of fees, and all related matters shall be governed exclusively by the Admission Policy of Dr. Vishwanath Karad MIT World Peace University applicable to the relevant Academic Year, as amended from time to time.
Students are advised to refer to the official MIT-WPU website for the latest Admission Policy and refund provisions.

Sr no.	Admission Cancellation/ Withdrawal Description	Refund Calculation Procedure
1	Withdrawal request received before 30th September 2026.	The entire fee paid, after deducting the processing fee of Rs. 1000/-, will be refunded.
2	Withdrawal request received after 30th September 2026.	No refund.

Conditions

- A request for cancellation of admissions must be sent through the registered email of the candidate to the email address mentioned in the offer guide or from the University Student Portal. No other method will be accepted.
- A refund will be made as per the university norms and UGC norms.
- A refund will be made only after the submission and verification of the proof of fee paid, the provisional seat and the allotment letter. The refund will be made through an account transfer to the account number mentioned in the withdrawal request. Hence, the correct bank account details must be provided in the withdrawal request.
- A refund would be considered only in respect of the Programme/Academic Fee paid by the applicant. No refund shall be allowed in respect of Application Fees, entrance examination, or any other levies.
- In case the student fails to fulfil the eligibility criterion, then the student must communicate the same to the university within 10 days from the date of the declaration of the result from the concerned Board or University. (If the student fails to do that and the seat remains vacant, then the university will refund the fee paid after deducting '{10,000/ -; else no refund shall be admissible)

Important Notes

- All refunds shall be remitted only to the bank account of the student/parent as per the NEFT details furnished by the applicant and shall be made within 30 working days from the date of approval of the cancellation or withdrawal.
- For more details regarding admission cancellation and refund: Please refer to the Admission policy published on University's official website.
- If the student has submitted a fake score, then the student is liable to be cancelled for the admission, without any intimation and without refund of fees at any stage during his tenure at the university. In such cases, legal action may be taken.
- All disputes related to the refund of fees will be subject to Pune jurisdiction only.

17. Scholarships

MIT-WPU offers financial assistance and scholarships worth INR 50 Crore to its meritorious students based on their academic performance in the National level/State Level entrance exams and internal tests conducted by MIT-WPU (MIT-WPU CBT Score) for the academic year 2026 -27.

The categories of Merit Scholarships are detailed below.

1. Dr.Vishwanath Karad Scholarship: This scholarship provides a 100% fee waiver for the entire duration of the Programme and is applicable for 5% of the total students' intake. (Subject to the fulfilment of conditions mentioned under the respective policy.)

2. MIT-WPU Merit Scholarship-I: These scholarships are provided at the rate 50% fee waiver in total academic fee for the entire duration of the Programme up-to 10% of the total students' intake. (Subject to the fulfilment of conditions mentioned under the respective policy).

3. MIT-WPU Merit Scholarship-II: These scholarships are provided at the rate 25% fee waiver in total academic fee for the entire duration of the Programme up-to 12% of the total students' intake. (Subject to the fulfilment of conditions mentioned under the respective policy

Scholarship	Fees Award	% of Intake	Total no. of seats
Dr. Vishwanath Karad Scholarship	100% fees waiver	5% of total Intake	406
MIT-WPU Scholarship - I	50% fees waiver	10% of total Intake	812
MIT-WPU Scholarship - II	25% fees waiver	12% of total Intake	974

- Note: For more details regarding Scholarships: Please refer to the Admission policy published on University's official website.

18. Hostel Policy :

i. Students are permitted to stay at hostel only when are registered for any course during at the University and is bonafide student with academic engagements.

ii. The student are expected to stay in the allotted room for one completeyear. Change/interchange in rooms in mid-semester is not permitted.

iii. The attendance timing is 8.45 pm to 9.45 pm daily at the reception desk.

iv. The hostellers to declare the medical history of chronic medical problems,if any at time of admission. Such students, in case of incident, may need to evacuate the room as personal medical care by parent / guardian will be necessary.

v. If a student is expelled from the University, involved at in disciplinary action,he/she should immediately evacuate the hostel on the day of expulsion from the University. His / her continuance in the hostel will be considered unauthorized. No fees shall be refunded.

vi. Hostellers are personally responsible for safeguarding their belongings at all times.

vii. Hostellers are advised not to keep large amounts of cash (Max.3000) or valuables like gold, costly wristwatches, electronic gadgets, etc., in their rooms. In case of theft or loss of any items it should be reported to the authorities.

viii. The hostel rooms will be inspected by the Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items are kept in the room.

ix. Strict silence shall be observed in hostel from 10.00 pm to 6.00 am, any manner of festivities/celebrations which may disturb the decorum of hostel should not be practiced.

x. Alcohol / Drugs / Smoking / Gambling is not permitted in hostel premises.

xi. If any hosteller is found indulging in any form of instigation / intimidation / threat to any other hostellers he / she will be asked to vacate the hostel forthwith.

xii. Students shall conduct themselves with decorum and dignity. They mustobserve self-imposed discipline in all activities. The hostellers shall dress decently at all times and maintain the dignity of premises.

xiii. Ragging in any form whatsoever is strictly BANNED. It is a cognizable offence and violation will invite action as per university norms.

xiv. Any physical / mental harassment towards fellow students including ragging, quarrelling, using abusive language and violent behavior is prohibited.

xv. Any act of uploading derogatory remarks or image ridiculing a person in the eyes of others against the University/hostel will invite disciplinary action.

xvi. All the students of the hostel should take their food in the allotted mess/dining hall as per the schedule. Students are expected to maintain the decorum of the dining hall.

xvii. In case of damage to hostel property he/she is liable to pay the applicable charges.

xviii. Students can submit their leave request to the Warden 3 days before their departure. The Chief Warden may contact the Parents/ University for verification, if required.

xix. Students can Leave the hostel or report back to the hostel only between 8 am to9:45 pm only. Hostel campus remain closed after 10 pm. Hostellers coming to the Hostel after the gate closing hours without prior permission or without valid reason will undergo disciplinary action.

xx. Collection of donations for any purpose (Religious/ otherwise) is also strictlyprohibited.

xxi. Students who wish to vacate the hostel at the end of final year are directed toclear the hostel No- Dues procedure.

xxii. Use water and electricity wisely. Students should turn off the switches while leaving the room daily.

xxiii. Students shall not stick any poster or paper in any form on any part of theroom/wall, hostel wing corridor, bathroom or common space of hostel.

xxiv. The students are expected to develop a sense of belongingness. Keep it up-right and clean and create a congenial environment conducive for studies.

xxv. Violation of any of the above mentioned guidelines, unlawful behavior shallbe avoided to continue stay at the hostel premise.

xxvi. The hostel management reserves the right of continuation/ confirmation/ cancellation of admission. The decision remains applicable to the hosteller.

19. Guidelines for participating in National/International Level Contests

All contests proposed for participation must be registered with Dean-Student Affairs at the beginning of the Academic Year.

Any student event of repute organized by external entities or MIT-WPU such as BCS, Arohan, Summit, Robocon, Purushottam karandak, Firodia, Mood Indigo, NCC camp/ parade etc, will be handled by respective faculty In-Charge/Co-ordinator.

Intra-College and Inter-College events and other open contests (like Zest, Kurukshetra, Melange, Pentacle, Vishwanath sports Meet etc.) will be under the purview of Faculty In-Charge/ Co- ordinator and will be handled by the cultural student coordinator/sports student coordinator under the guidance of the Faculty In-Charge Cultural/ Sports.

All contests have to be routed through the respective department Faculty In-charges of Student Activities/HOD/Faculty Sports Coordinator.

All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.

All student contests are classified as follows.

- GRADE A: AIU, Authorized (approved by authorized sports associations) National and International level contests.
- GRADE B: Invitational National and International level contests of high repute.
- GRADE C: Invitational Inter-Collegiate and State level contests

The respective school heads/ Director of Physical Education (DPE) will make the classification of the contest in Grade A/B/C.

The classification of the contest will determine the selection, reimbursement of expenses and appraisal of the students.

Reimbursements

Students going for GRADE A will be provided with 100% reimbursements for travel (Sleeper class with sports concession if applicable) to and fro from the contest destination. (DA will be Provided only for International and National, AIU Contest)

Students going for GRADE B and C contests will be provided 100% reimbursements for travel (Sleeper class with sports concession if applicable) to and fro from contest destination, provided that they have won the contest (1st or 2nd place only).

Students going for GRADE B and C contests will be provided 100% reimbursements of Entry Fees. (Only for 2 reputed contest of each grade in an academic year)

All reimbursements are subject to the approval of the head of the school/ DPE.

All reimbursements will be made only after the student has returned from the contest. All original bills, travel tickets and copy of certificates will have to be submitted to the concerned Faculty In- charge / DPE for processing.

Contest Winners:

Any student who has won any contest is required to provide full details of the contest and award won to the faculty/DPE (video clip/ photographs/reports/ trophies etc.) within 7 days of winning the contest. Any student failing to submit details of the contest will not be considered for approvals and university accolades.

Attendance

i. Students going for GRADE A will be provided attendance for 15 days for pre- competition and actual days of competitions.

ii. Students going for GRADE B and C contests will be provided attendance actual days of competition. (Only for 2 reputed contests of each grade in a academic year)

iii. Attendance is subject to the approval of the head of the school/ DPE.

iv. Potential Athletes/Artists/Performers may get additional exemption in Attendance basis their past and present credentials. Such exemptions must be availed at the beginning of the This is purely on recommendations from Faculty In-charge, HoS/Dean, Dean-Student Affairs and discretion of the Registrar / Hon. Vice Chancellor.

Re-exam

Students going for GRADE A contest, if the examination is scheduled during the competition period the Re-examination will be arranged.

20. Guidelines for International / National Academic Immersion Programme /Rural Immersion.

i. The National academic Immersion and Rural Immersion are mandatory for every student.

ii. The International / National Academic Immersion Programme / Rural Immersion will be organized by the respective HOS/ Dean/ Director of the school/ faculty as per the academic requirements

iii. Students opting for International Immersion, are responsible for arrangement of travel document (passport), visa, travel and medical insurance. MIT-WPU may facilitate these services for group of students if required.

iv. Students who enroll for these immersion Programme, will be responsible for their own conduct in country or in a foreign country. MIT-WPU will not be responsible for any event wherein disciplinary action is taken against student within India or on foreign land. Detailed guidelines will be issued by respective schools from time to time.

21. Student Interface with Account Department

This guidelines/stipulation applies to all the student registered under the Dr Vishwanath Karad MIT-World Peace University. The guidelines sets out the details relating to the university's Programme fees, Hostel fees and other fees, also provides the information and guidance on payment of all fees and fines whilst studying at the university, including deadlines, sanctions, and penalties for non-payment where applicable.

When to pay your fees:

i. Offer holders can pay their fees as soon as they have their offer, Student either can make the full payment or can opt for the payment in installment as declared. Details of Programme fees and installment schedule is attached in the offer letter.

ii. The existing student must pay their fees on or before the due date declared in the Progression/Promotion notification.

How to pay your fees:

The University is committed to offering a simplified payment experience, which is both secure and safe, all fees including tuition fee, Hostel fees and other fees should be paid via ERP System (either through Demand Draft or through Payment gateways of PAYTM, PAYU and CC Avenue or NEFT/RTGS/Imps through unique virtual account).

Education Loan:

The University has tie up with following bank for education loan.

- HDFC Bank Ltd
- Axis Bank Ltd
- Bank of India

Failure to pay your fees:

If any portion of your fees remain unpaid, then following measures will be taken against defaulters.

i. All access to academic ERP and examination platform will be restricted with immediate effect

ii. No access to the Teaching-Learning process. (Academic suspension)

iii. Loss of attendance and formative assessment. No retroactive benefits.

iv. No access to examinations for filling for Term end examination.

v. Loss of Term end examination opportunity

vi. No access to placement, convocation, or any such other on or off campusuniversity activity

vii. Admission status will be cancelled

Penalties for Late payment:

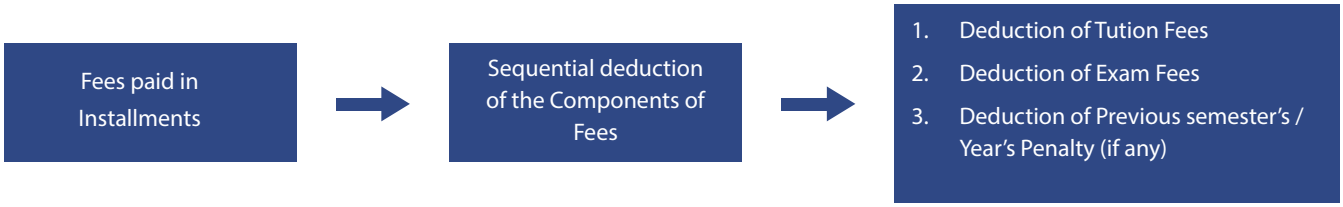
<table>
<tr><th>Type of Admission</th><th colspan="3">Financial Aspects</th><th>Academic Aspects</th></tr>
<tr><td rowspan="4">Fresh admission (UG and PG Programme)</td><td>1st Installment</td><td colspan="2">At the time of admission
(Late Fees Penalty as mentioned below)</td><td>Not applicable</td></tr>
<tr><td rowspan="3">2nd Installment (within 90 Days of 1st Installment date, but no later than 20th October)</td><td>0-15 days from the due date</td><td>No penalty</td><td>· System- generated Fees Payment reminder
· Student ERP login
· Reminder email to Students and parents on 15th day</td></tr>
<tr><td>16-60 days from the due date</td><td>₹250 per day (and Maximum ₹11250/ -)</td><td>· Academic access restricted including class/ lab participation
· Attendance Blocked
· Choice Base Credit System (CBCS) Blocked
· Formative Assessment blocked
· Reminder email to Students and parents on 30th and 45th day</td></tr>
<tr><td colspan="2">After 60 Days</td><td>• Admission Cancellation
· Email to Students and parents on 60th day</td></tr>
<tr><td></td><td>1st Installment (5 July to 20 July)</td><td colspan="2">At the time of admission
(Late Fees Penalty as mentioned below)</td><td>Not applicable</td></tr>
<tr><td rowspan="3">Second Year Onward (Existing Students of UG and PG Programme)</td><td rowspan="3">2nd Installment (on or before 20th October)</td><td>0-15 days from the due date</td><td>No penalty</td><td>· System-generated Fess Payment reminder
· Student ERP login
· Reminder email to Students and parents on 15th day</td></tr>
<tr><td>16-60 days from the due date</td><td>₹250 per day (and Maximum ₹11250/ -)</td><td>· Academic access restricted including class/ lab participation,
· Attendance Blocked
· Choice Base Credit System (CBCS) Blocked
· Formative assessment blocked
· Reminder email to Students and parents on 30th and 45th day</td></tr>
<tr><td colspan="2">After 60 Days</td><td>• Admission Cancellation
· Email to Students and parents on 60th day</td></tr>
<tr><td rowspan="2">Ph. D. Programme</td><td rowspan="2">Full Fee Payment is Applicable for Ph. D. Programme</td><td colspan="2">At the time of admission/ from the date of admission
(Late Fees Penalty as mentioned below)</td><td rowspan="2">· System -Generated Fees Payment Reminder
· Student ERP Login
· Reminder call to scholars
· Conduction of Progress seminars on hold</td></tr>
<tr><td colspan="2">A fine of ₹250 per day will be charged starting from the next day of the payment due date. The maximum penalty shall not exceed 10% of the total annual tuition fees.</td></tr>
</table>

Note:

1. The late penalty is not imposed on Examination Fees.
2. Amount generated from students' penalties is utilised for students' welfare activities.

Note:

Students who choose to pay in multiple Installments will experience deductions in various components of fees according to the following structure.



Seeking Extension for Payment of Fee:

i. Students/Parents can seek an extension of the due date for payment of fee in lieu of genuine and valid reasons including financial hardship due to medical emergency in the family and death of an earning family member. In such or similar scenarios, the student/ parent must submit an application along with requisite supporting documents minimum 30 days prior to the scheduled due date.

ii. The Deans of respective Schools are authorised to recommend the extension of the due date upto 30 days with or without levy of late fee (partial or full) to the committee comprising of The Registrar, The CAFO, and Dean-Student Affairs.

iii. If any student/parent, seeks extension for due date up to 60 days then such applications must be forwarded with recommendations of Dean/ Pro Vice Chancellor to the committee comprising of The Registrar, The CAFO, Dean-Student Affairs for extension of due date withor without levy of late fee on a case-to-case basis subject to careful review of the submitted application

iv. Under no circumstances will an extension for payment of fees be granted beyond60 days or after the commencement of term 2, or whichever is earlier.

Note: After admission cancellation, the student will be treated fresher in case of re-admission. The admission will be offered as per the University guidelines if seat is available.

Examination/Re-examination Fees:

The examination fees which shall be determined from time to time and communicated through suitable mechanism.

The student who has failed and wish to reappear for an examination will be required to pay re- examination fees which shall be determined from time to time and communicated throughsuitable mechanism.

Readmission fees:

A student who is not allowed to progress to the next year due to rules regarding failure in multiple courses/subjects shall be required to take re admission and attend all the classes of the requisite course(s)/Subject(s) of that academic term. He will be required to pay re-admission fees,which will include tuition fees and other fees as prescribed from time to time.
A student who has fulfilled all academic requirement for progression to the next class will have to pay the fees applicable to the respective batch in which he/she is getting admitted.

Note:

- Fees paid will be adjusted against earlier/last year/semester pending fees, if any.
- Bank loan disbursement issue on account of student's poor academic performance or late submission at the bank is not considered.
- The backlog examination form is accepted only when no fees are pending form the previous academic year.

Appendix

UNIVERSITY-LEVEL COMMITTEES:

- Anti-Ragging Committee
- Internal Complaints Committee
- University Student Grievance Redressal Committee

For detailed information regarding the Anti-Ragging Committee, Internal Complaints Committee, and the University Student Grievance Redressal Committee, please visit the official MIT-WPU website at: https://mitwpu.edu.in

Part-B Application Forms

Date: / /

APPLICATION FOR APPROVED ABSENCE

NAME: _____

Email ID: _____ Mobile No. _____

Programme: _____ Trimester/Semester _____ PRN No.: _____

Div: _____ School / Faculty: _____

Leave Period: From: _____ to _____ No. of Days missed: _____

Reason: - _____

Course(s) *	No. of Class held during leave period*	Dates of the Sessions missed*	Dates of previously availed Approved Absence*	Topics taught during leave period*	Details on Compensating the Academic Loss incurred due to leave*	Remark (if any)

*To be filled mandatorily

I have missed above mentioned session(s) and request you to consider my leave as approved absence as per the rules. I undertake that this approved absence is within the 25 % approved absence permitted, for all reasons (Personal, Medical etc.).

I understand that if my attendance falls below 80% then the rules pertaining to low attendance will apply to me.

Any documents attached? Y/N Please specify.

Student's Signature:

(For Office use)

Checked by Senior Executive/Executive (Signature):

Approved by

Assistant Registrar Programme Manager HoS/Dean

APPLICATION FOR BONAFIDE CERTIFICATE

Date / /

To,
The Registrar,
Dr. Vishwanath Karad MIT World Peace University,
Pune – 411 038.

Subject: - Application for Bonafide Certificate.

Respected Sir,
I, undersigned Ms./Mr. _____ is/ was a regular student _____
of this university, studying in Class/Yr. _ _____ Programme/_____
Branch _____ , Roll No _____ , PRN No [ERP ID]

I need the bonafide Certificate for the purpose of Address Proof/ Bus Pass/ Railway Pass/ Railway Concession/ Scholarship Concession/ Bank Account Opening/ Education Loan/ Any other,
please specify _ .
I have paid the charges for bonafide certificate vide receipt number _____ dated _____
I request you to kindly issue me the certificate with address/ without address.

[If students wants address in the bonafide certificate fill following details and submit valid address proofs with this application]	
Permanent Address:	Local Address:

Thanking you,
Yours faithfully,

(Signature of the Student)
Mobile No.:
Note:

1. Student should pay 30/- through ERP system/ to the cashier in the office & show the receipt in the student section at the time of submission of this application.
   Student should attach photocopies of the address proof [Elect. Bill/ Aadhar Card/ Rental Agreement.
2. Fee Structure will be issued after two days from the submission of application.

APPLICATION FORM FOR LC/ TC & MIGRATION CERTIFICATE

To, Date: / / 20

The Registrar,

Dr. Vishwanath Karad MIT World Peace University, Pune

Sub: Application for Leaving/ Transfer Certificate & Migration Certificate

Respected Sir,

I the undersigned student of MIT-WPU wish to apply for Transfer / Migration Certificate. My details are as below:-

Name of Student			
Faculty Name		Programme	
Class		PRN No	
Passed	Failed	YEAR OF PASSING:	
Reason for applying T.C. & Migration			

Kindly issue me Transfer/ Migration Certificate as early as possible.

Student Signature

****

Document to be submitted by the students:-

a) Attested Copy of Previous year Mark Sheet & College I-Card (Original) & Original Mark Sheet for verification.

b) Attested copy of the proof of Date of Birth & Place of Birth (Previous College T.C. / L.C/ Domicile Etc.)

c) Payment receipt sum of Rs. 400/- per copy through ERP as cost of T.C / L.C.& Migration

****

Details to be filled by the student in block latter

1. Name of Previous college (Before joining MIT-WPU)
2. Previous College Passing Year Course Passed :
3. Date of admission in MIT-WPU LASC
4. Date of Birth : Place of Birth :
5. Religion : Cast : Sub-Cast:
6. Reason for Leaving the College :
7. Date of Last attend in MIT-WPU LASC :
8. Email Id: Mob. No.:

****

No Dues from following Departments

Department	Course In-Charge (HoS)	Library	Gymkhana	Accounts	Students Section
Sign / Remark					
Date					

Signature of Programme Manager Signature of Dean

APPLICATION FOR Programme/BRANCH CHANGE

Date: / /20

To,
The Dean-Faculty/School of
Dr. Vishwanath Karad M.I.T. World Peace University,
Kothrud, Pune – 411038.

Subject: Application for Change of Programme/ Branch.

Respected Sir/ Madam,

1. I, Ms./Mr. _____ , PRN No _____ am, a student of MIT-WPU admitted for First Year _____ _____ Branch, Div. _____ , and I am desirous to change my branch.

2. I accept that, in case there is any backlog at the time of consideration of this application, my application will be rejected.

3. Reason for change of branch/Programme,

My preferences for change of branch are as follows: -

1. _____

2. _____

3. _____

4. I would like to request you to grant me change of branch as per the university rules & regulations.

Thanking you,
Yours sincerely,

(Signature of the student with date)
Mobile No[s].
Documents attached:-

1. Allotment letter issued at the time of First Year admission.
2. Self-attested photocopies of First Year mark sheets.
3. Photocopy of Fees receipt of Second Year

IMPORTANT NOTE: – Once the change of branch is granted by the university, no changes will be allowed there after due to ANY REASON.

APPLICATION FORMAT FOR LOCAL JOURNEY RAILWAY CONCESSION

DATE: / /20

The Registrar,
Dr. Vishwanath Karad MIT World Peace University, Pune – 411 038.

Subject: - Application for Local Journey Railway Concession.

Respected Sir,
I the undersigned student of MIT-WPU wish to apply for the local journey railway concession pass and my details are as follow:

Name		Date of Birth	
Gender		Age	
Faculty	Engineering & Technology	Branch	
Class		Roll No	
PRN No		Academic Yr.	

I request you to kindly issue me the railway concession form for travelling from
to for attending classes / lectures. Sir, I know that, if I do not collect concession certificate from office, I will be liable for appropriate punishment.
I have paid Rs.30/- as charges for railway concession form vide receipt number
dated .

Thanking you,
Yours faithfully,

(Signature of the Student) Mobile No.:

Important Note:

1. Student should submit the photocopy of address proof.
2. The student have to pay Rs. 30/- as charges for railway concession form to the Account Department & have to submit fees receipt & photocopy of student ID card along with this application form to the Student Section of the concerned faculty / department.
3. The railway concession form will be issued after two working days from the date of submission of application.
4. If the student/ applicant dose not collect the concession certificate, within five working days from the date of submission of application, he/she will be liable for punishment.

UNIVERSITY USE ONLY

Recommended/ not-recommendedName &
Signature of Asso. HoS/ HoS

APPLICATION FORMAT FOR LONG JOURNEY RAILWAY CONCESSION

DATE: / /20

To,
The Registrar,
Dr. Vishwanath Karad MIT World Peace University, Pune – 411 038.

Subject: - Application for Long Journey Railway Concession.

Respected Sir,
I the undersigned student of MIT-WPU wish to apply for the long journey railway concession pass and my details are as follow:

Name		Date of Birth	
Gender		Age	
Faculty	Engineering & Technology	Branch	
Class		Roll No	
PRN No		Academic Yr.	

I request you to kindly issue me the railway concession form for travelling to native place as per mentioned vacation date. Details are as follows:

Vacation Type	please mark Summer / Winter	Date of Journey	
Journey form Pune to			
Ticket booked for Up from		Ticket booked for Down from	

Sir, I know that, if I do not collect concession certificate from office, I will be liable for appropriate punishment. I have paid Rs. 30/- as charges of railway concession form vide receipt number
dated.

Thanking you,
Yours faithfully,

(Signature of the Student) Mobile No.:

Important Note:

1. Student should submit the photocopy of address proof.
2. The student have to pay Rs. 30/- as charges for railway concession form to the Account Department & have to submit fees receipt & photocopy of student ID card along with this application form to the Student Section of the concerned faculty / department.
3. The railway concession form will be issued after two working days from the date of submission of application.
4. If the student/ applicant dose not collect the concession certificate, within five working days from the date of submission of application, he/she will be liable for punishment.

FILLED BY HoS / ASSO. HoS ONLY

Vacation Date :

From : / / to / /

Name & Signature of HoS/Asso HoS

National/International Academic Immersion Programme | Rural Immersion UNDERTAKING BY PARENT/ GUARDIAN

DATE: / /20

I, Mr/Mrs. _____ the undersigned, father / mother/ local guardian of Master / Miss _____ studying in your university in FY/ SY/ TY/ of branch for the academic year _____ _____ would like to state that, my son/ daughter is proceeding on the educational tour to _____ _____ [Place of Visit] from _____ to _____ _____ [Period of Visit] with my consent. _____

I herewith confirm that, I have granted him/ her permission to participate in the educational tour and I affirm that, I and my son / daughter will be solely responsible for any loss, accident or any mishap, if occurred during the educational tour period. I also declare that the MIT-WPU will not be responsible for any kind of loss/ mishap or accident beyond control of MIT-WPU, since the university has not made it mandatory for my son/ daughter/ ward to take part in the tour.

Sign. of Parent : _____ Sign. of Student : _____

Full Name: _____ Name of Student: _____

Contact No[s]: _____

Contact No[s]: _____

Address: _____

----------** IN CASE STUDENT DOES NOT BELONG TO PUNE AREA **----------

Sign. of Local Guardian : _____

Full Name of Local Guardian: _____

Address: _____

Contact No[s]: _____

Submitted to:-

The HoS/ Dean – School / Faculty of
Dr. Vishwanath Karad MIT World Peace University,
Svy. No. 123, 124, MIT-WPU Campus,
Ex – Serviceman Colony, Paud Road, Kothrud, Pune – 411 038 (MS).

APPLICATION FORM FOR CANCELLATION OF ADMISSION

Date: ……..…….,

Time:……..

To
The Registrar,
Dr. Vishwanath Karad MIT World Peace University, Sir/ Madam,
I am applying for cancellation of my provisional admission from First/ Direct Second Year-UG/ PG Programme for the A.Y. 20 - .
Full name of candidate: ……..
Mobile No[s]: [Student's]……..…….…… [Parent's] ……..…….…..……
Email ID: ……...…….. Amount of fee paid [in INR.]: ……..…..…….
Date of admission: …… PRN. : …….....……..
Reason for cancellation: …….....……..…..……

Parent /Candidate Bank Account Details: Bank A/C No.: ……..…….....
A/C holder name: ……..…..... Bank Name: …….....
Bank Branch: ……. IFSC Code: ……..……

---- U N D E R T A K I N G ----

I am fully aware that after cancellation, I forfeit my claim on admission in any round by Competent Authority MIT-WPU. I have received my all following original documents which was deposited at the time of admission in good condition. I don't have any objection regarding my cancelled admission or about my original documents and I request you to kindly return my fees as per the university rules.

1 ……...……..……..
2 ……...……..……..
3 ……..……..
4 ……..……..

……..…… ……..……
Signature of candidate with date Signature of parents with date

Encl.:
1. Original Allotment Letter. 2. Original Fees Receipt.
3. Cancelled cheque or photocopy of passbook front page.

---- ACKNOWLEDGEMENT RECEIPT ---

We acknowledge the receipt of application for the cancellation of provisional admission of Mr./Ms. from the Programme ,
Branch for the academic year 20 - .

Date: Time:

Receiver sign with stamp

Application for availing the facility of a Scribe/Writer during Examinations
(To be submitted 7 days prior to the commencement of Examination)
Approved by Exam. Dept

For Office use:

Date:

To,
The Controller of Examination MIT-WPU

Dear Sir,
I wish to avail the facility of a Scribe/Writer during the Examination as per the below mentioned details:
Name of the Student: _____ Mobile No.: _____
Name of the School: _____
Name of Programme: _____ Roll No. _____ Student No.: _____
Academic Year: _____ Trimester. /Semester: _____

Permanent /Temporary Physical Disability / Learning Disability _____
Details of Scribe being arranged by the undersigned

Name of the scribe: _____
Educational Qualification (with proof - Identity card of the current academic year): _____
Address and Contact No.: _____

Yours faithfully,

Signature of the Student Date / /

Enclosed: Medical Certificate from a Registered Medical Practitioner with rubber stamp

UNDERTAKING BY STUDENT AND PARENTS

I/We the undersigned Mr./Mrs. _____ am/are, father/ mother/ parent/ guardian of Mr./Ms. _____ , of Class: _____Year _____of Programme _____ , my/our ward having been admitted to Dr. Vishwanath Karad MIT World Peace University, Pune. I/We have read and are fully aware of the following regulations and norms of the University and hereby undertake to strictly abide by the same.

For Student:

I. That, I shall attend the classes' right from the first day of the Term as per the Timetable & I shall be punctual to attend my classes regularly.

II. That, minimum attendance required as per the MIT-WPU is 80% for granting of the Term. I shall attend all the Theory and Practical classes sincerely and regularly without fail for achieving excellence in Academics. I know that no special consideration is given even on Medical grounds without due certificate form registered medical practitioner.

III. The information furnished in the application form/admission record are true/ correct to the best of my knowledge. If any of the information provided by me found incorrect, my admission shall be cancelled, and I shall be liable for disciplinary action in accordance with rules and regulations of the MIT-WPU.

IV. That, I shall not involve directly or indirectly in any kind of RAGGING and anti-social activities. I am fully aware that ragging is an offence punishable by the law, resulting in imprisonment and / or heavy penalty. If found involved in any such activity directly or indirectly, I shall not only be expelled from the University, but the matter will be reported to the appropriate police authorities, for further action.

V. That, I am required compulsorily to submit assignments and appear for Tests in every subject with full preparation, for grant of Term.

VI. That, I shall complete all the assignments after thorough preparation & I shall neither copy the same from others nor show others to copy my assignments.

VII. That, I shall read and follow all the instructions given by the University from time to time through its Notice Boards, SMS, E-mail, MIT-WPU Website & any other official communications.

VIII. That, I shall put-on my University I-Card every day without fail and will attend the classes in full University uniform on Mondays, Thursdays and on special occasions. I will also wear Yoga Uniform as per the lecture schedule for Yoga session.

IX. I shall dress my hair properly and put on a neat, decent formal dress i.e. Trouser and Shirt / Salwar Kurta (for girls) every day; other than uniform days.

X. I shall not wear any objectionable / indecent dress / clothes like low waist jeans, 3/4th jeans or any shabby looking tight dress during or after the working hours of the University, on the campus.

XI. I shall participate in all curricular, co-curricular, extra-curricular, social, cultural and adventure activities at my own risk. In case of any unfortunate event, accident, any type of injury or fatal casualty, University / Management / Faculty / Staff will not be held responsible under any circumstances. I understand that any breach of the above rules, regulations and norms may result in disciplinary action and even non-granting of my Academic Term.

XII. I understand that any admission secured as a reserved category candidate given against quota, reserved for backward class category is purely provisional and can be cancelled if the caste certificate is cancelled / rejected / invalidated by any Govt. Authority, admission authority or the University and subject to submission of Caste Validity Certificate and / Non- Cream Layer Certificate (as applicable).

XIII. I am aware that my admission is provisional in nature & it will be confirmed upon fulfilling the eligibility criteria & payment of full fees as prescribed by the MIT-WPU.I understand and accept that, I may not be allowed to attending the lectures / practical / Placement process / appearing the Examinations and or representing the University in co-curriculum and extra co-curriculum activities if I fail to fulfill the eligibility criteria and or payment of fees in time

XIV. I will not directly or indirectly get involved in any such behavior which would adversely affect my image and/or the image of the University, failing which I shall be liable for the disciplinary action which may result into cancellation of my admission.

XV. I hereby declare that my admission may be cancelled or I may be suspended, expelled or debarred from the University on account of being found guilty of, abetting or being part of a conspiracy / common offs such as mass bunking, hooliganism, attempt to defame MIT-WPU on Social media / print and electronic media, misleading and enticing fellow students to stage illegitimate protest against university on account of false assumptions, misinter pretation of university rules and regulations.

XVI. I also declare that any issue related to admissions, student affairs, fees, academics, examinations, administration etc. shall be resolved bilaterally only (between students /parents and university authorities) through university grievance redressal mechanism and I or my parents shall not involve any third party (individual or organizations / associations) for necessary resolution of the grievance. Non-adherence to this declaration may result in suspension or expulsion from the university.

XVII. I have read all the rules and regulations framed by the University regarding Discipline and Code of Conduct which are in force and made applicable by the Management of MIT-WPU, Pune and I promise to abide by the same.

Student's Full Name & Signature

I agree with the contents of Undertaking signed by my ward and advise him/ her to abide by the above clauses.

Parents Full Name & Signature

UNDERTAKING REGARDING ANTI-RAGGING

I, Mr/Ms._____ [Student's Name], Son of Mr./Mrs. _____[Parent's Name] Class: _____of _____ Programme., Branch: _____ having been admitted to Dr. Vishwanath Karad MIT World Peace University, Pune,
.AND.
I, Mr./Mrs._____ [Parent's Name], father /Mother /Parent /Guardian of Mr./Ms._____ [Student's Name], Class: REGULAR of GRADUATE Programme, Branch: admitted to Dr. Vishwanath Karad MIT World Peace University, Pune.

1. We have received a copy of the UGC Regulations on "Curbing the Menace of Ragging in Higher Educational Institutions 2009", (hereinafter called the "Regulations"). We have carefully read and fully understood the provisions contained in the said Regulations.
2. We have, in particular, perused clause 3 of the Regulations and am aware as to what all constitute ragging.
3. We have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me / my ward in case I / my ward found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. We hereby solemnly aver and undertake that:
   i. I / My ward will not indulge in any behavior or act that may be constituted or considered as Ragging under clause 3 of the Regulations.
   ii. I /My ward will neither participate nor abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. We hereby affirm that, if found guilty of ragging, I/ my ward shall be liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me / my ward under any penal law or any law in force at that time.
6. We hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my / my ward's admission is liable to be cancelled.
7. Declared this on day, date: / /20 .

We have read and agree with the contents of Undertaking signed by me/my ward.

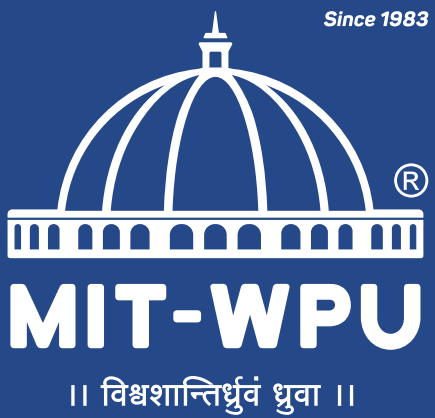
Signature of Father /Mother /Parent /Guardian with name

Place: , Date: / /

Signature of student with name

Sr. No.	Holiday Name
1	Republic Day
2	Shivjayanti
3	Mahashivratri
4	Dhulivandan (Holi 2nd day)
5	Gudhi Padva
6	Ramzan Id (Eid al-Fitr)
7	Dr. Babasaheb Ambedkar Jayanti
8	Maharashtra Day
9	Bakri Id (Eid-al-Adha)

Sr. No.	Holiday Name
10	Ashadhi Ekadashi
11	Rakshabandhan
12	Independence Day
13	Ganesh Chaturthi
14	Gouri Poojan
15	Anant Chaturdashi (2nd Day)
16	Mahatma Gandhi Jayanti
17	Vijaya Dashmi (Dasara)
18	Diwali Vacation


Since 1983
MIT-WPU
।। विश्वशान्तिर्ध्रुवं ध्रुवा ।।