




**OFFICE OF THE DIRECTOR
DISTANCE AND ONLINE EDUCATION
KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY
DEEMED TO BE UNIVERSITY**

Online Learning Education Admission Guidelines

S.No.	Index	Page No.
1.	Online Admission Process and Instructions	1
2.	Admission cum Academic Calendar	6
3.	Student Support and Escalation Matrix	7
4.	Turn-Around Time (TAT)	7


**Director
Distance and Online Education
KIIT Deemed to be University
Bhubaneswar-751024
Odisha**

1. Online Admission Process and Instructions

Adherence to UGC, Kalinga Institute of Industrial Technology, Deemed to be University is approved to offer proposed programs for Undergraduate and Postgraduate degree (Based on UGC (ODL Programmes and Online Programmes) Regulations, 2020) under online mode.

The following permissible proposed programs to be offered under online mode are as follows.

S. No.	Name of Programme	Level of the Programme (UG / PG)
1	Bachelor of Arts (Journalism and Mass Communication)	UG
2	Bachelor of Business Administration (Management)	UG
3	Bachelor of Commerce (Hons) (Accountancy)	UG
4	Master of Arts (Economics)	PG
5	Master of Arts (Journalism & Mass Communication)	PG
6	Master of Arts (Sociology)	PG
7	Master of Arts (Tribal Studies)	PG
8	Master of Commerce (Accountancy)	PG
9	Master of Commerce (International Business)	PG
10	Master of Business Administration (MBA)	PG
11	Master of Computer Application (MCA)	PG

Registration Process:

Registration Process for Online Programs through University Website: onlinecourses.kiit.ac.in

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

General Instructions:

- i. All Students should carefully read and understand the eligibility conditions given in this document and mentioned on the University website before applying for the online programs. There would be no refund of Registration Fees under any circumstances.
- ii. Prospective Students should register on the University Website for Online Programs and upload all properly scanned color copies in the university application portal.
- iii. Furnishing incorrect information/suppression of information would lead to rejection of application form for admission.
- iv. Student should note the Admission Batch / Course Specialization / Electives to which they are registering; no request for changes in the Admission Batch / Course Specialization / Electives would be accepted by the university under any circumstances.
- v. Always visit our website onlinecourses.kiit.ac.in, student account and check the mail notifications sent by university from time to time.
- vi. All correspondence will be made through email to the registered email id of the candidate (i.e. email id entered in the application form for admission).
- vii. Foreign Students, who are not Indian Citizens, are also eligible to seek admission provided the relevant AIU equivalence is taken by the student before applying for the Online Programs.
- viii. Indian Students who have completed education from Foreign University need to get the AIU equivalence before applying for the Online Programs.
- ix. The Admission Process is at discretion of the University; any documents required by University at any time during the course conduction; the students abide to submit the same on time to University for processing the same.
- x. Only after the final of verification by the University Enrolment Team, the enrolment number would be generated for confirmed students.
- xi. The Prospective Student must ensure that their education / qualifying degree has been issued from a recognized university/board only. It should be recognized by regulatory authority of Government of India.
- xii. Prospective Students to check eligibility based on Qualifying Exam Date and the Current Batch of Admission with our University: Students should have passed the qualifying exams before the Start of Admission Batch.
- xiii. The admission would be processed as per the information provided by the student and in case of any discrepancy in the same, the university would have the right to cancel the admission and the fees paid would be forfeited.
- xiv. The name mentioned on application form should be exactly the same as it is mentioned on 10th Std. Mark Sheet.
- xv. The name mentioned on 10th Std Mark Sheet also must match the name mentioned on the degree certificate /degree mark sheets in case of PG Programs.
- xvi. In case of name change / deferred name (10th Std and Degree Certificate or Mark sheet) a name change Gazette Document has to be submitted by the prospective students.
- xvii. Sometimes Father / Mother name also gets changed in mark sheets / photo id; please keep a check

on the same as there would be requirement of name change document like gazette for father and mother as well.

- xviii. Cancellation and Refund Process as per the University norms mentioned in this document and also mentioned on the university website for online programs which is onlinecourses.kiit.ac.in
- xix. University reserves the right to seek additional documents for eligibility verification purpose from enrolled students at any point of time during the course conduction. The students by applying for Online Programs; they undertake to abide all the University norms.
- xx. By Applying for University Online Programs, the student undertakes to abide by all the policies of the university as issued from time to time.
- xxi. For checking the 10th / 12th Recognized Board, please refer the link for Recognized Boards: <https://www.cobse.org.in/recognized-educational-boards-list/>
- xxii. For checking the Recognized University in India Check – www.ugc.ac.in
- xxiii. Students who have done engineering program in distance education mode even from recognized universities are not eligible for applying to the online programs with the university.
- xxiv. Program Validity Extension Fees after completion of Degree Program validity period would be Rs.5000/- for 1 Year of extension.
- xxv. Course Change or Specialization Change Fees would be Rs. 1000/- if applied within 2 month of admission registration process. However, the request is not accepted after the batch closure.
- xxvi. The university has the right to cancel the admission or/and de-activate the online services if the information provided by student is found wrong or the fees which is due during course conduction as per the fees plan chosen by the student, which has not been paid.
- xxvii. Upon successful completion of program, the university would provide the certificate only if all the mandatory documents have been submitted to the university.
- xxviii. In case the university requires any documents for verification at any point of time during course conduction or within duration of the program, the student would need to re-submit the same to the university.
- xxix. The university reserves the right to amend the policies at any point of time and adhere to the UGC norms, Govt. of India.

Admission Internal Process

Admission and Eligibility Internal Process based on student communication mentioned on onlinecourses.kiit.ac.in website for online programs:

- i. University to provide their Single Point of Contact for Admission Eligibility who would be handling the said Admission Portal of University.
- ii. University Enrolment Team to Verify the documents and provide eligibility for each case within 48 hours after the student has uploaded the documents and pays the registration fees.
- iii. In case of any pending document required or a discrepancy; the university team member would communicate the same to the said student.
- iv. University Admission SPOC who provides eligibility confirmation through the admission portal to

students, only then students would pay the online program fees.

- v. Eligible students once confirmed by University Team Member and the University would provide the Confirmed Enrolment Number immediately; they would be provided LMS access for accessing the Online Program Courseware.
- vi. From Students' My Account, the Students would get soft copy of ID Card, fees receipt and LMS credentials to access courseware after eligibility confirmation and after enrolment number has been generated by the University Enrolment Team.

Cancellation and Refund Policy

- ☐ If Student is not eligible for admission; student is eligible for 100% refund except registration fees component, student needs to submit the cancellation form as per university format in the annexure. No refund for Registration fees component would be done.
- ☐ Students should fill the Cancellation Request Form which is part of this document in the Annexure and it is also available on website onlinecourses.kiit.ac.in
 - ✓ 100% Refund (If cancellation request received 15 Days or more before the formal-closure date of admission batch)
 - ✓ 90% Refund (If cancellation request received in less than 15 days before the formal-closure date of admission batch)
 - ✓ 80% Refund (If cancellation request received is 15 days or less after the formal-closure date of admission batch)
 - ✓ 50% Refund (If cancellation request received in 30 days or less, but more than 15 days, after formal-closure date of admission batch)
 - ✓ 0% Refund (If cancellation request received more than 30 days after formal-closure date of admission batch)
- ☐ Students who have enrolled through EMI based Loan Facility offered through a Non-Banking Financial Company (NBFC)
- ☐ Students would need to adhere to the cancellation process / foreclosure policy of NBFC companies who have provided the said loan facility to the students.
- ☐ The foreclosure charges of NBFC would be applicable for students as per NBFC policy and University would have no role in such third-party loan facility undertaken by the student.
- ☐ Students need to coordinate with NBFC company for said loan foreclosure process and check for their foreclosure charges with NBFC.
- ☐ For approved cancellation cases, University would refund the amount as per university policy to the NBFC company directly and the students would be notified for the same.
- ☐ Refunds for eligible cases would be done within 45 days from date of cancellation request received from the student.

Cancellation Process for University – Internal Process

- ✓ Students would mail the Cancellation Form on support mail id as per the timelines above.

- ✓ University would follow the date of mail communication done by the student for such cancellation request done along with duly filled cancellation form.
- ✓ Support Team would try to retain the students and try to resolve student concern.
- ✓ University Finance Team would refund the student fees directly to the student.
- ✓ Refund would be processed within 45 days from receipt of cancellation request of the student on university mail id.

Mandatory Documents for Admission

To be uploaded on the Online Admission Portal by the Prospective Students

Mandatory Documents for Admission Purpose	Format for Upload
Duly filled Online Application Form with uploaded Student Signature	Student Signature, JPEG or PNG Format
Colour Scan Copy of Degree Certificate or Passing Certificate (for PG Programs only)	PDF
Colour Scan Copy of All Year Wise /All Semester Wise Degree Marksheet (for PG Programs only) OR Consolidated Mark Sheets also Accepted.	PDF
Colour Scan Copy of 10th Std. Mark sheet for all Programs	PDF
Colour Scan Copy of 12th Std. Mark sheet for all Programs	PDF
Passport Size Colour Scan Copy for all Programs	JPEG or PNG Format
Colour Scan Copy of Govt. Photo ID Proof: Aadhar Card is preferred. (Other Options: PAN card, Voter's ID, Driving License, Passport etc.) for all Programs	PDF
In Case of Name Change, need Colour Scan Copy of Name Change document which is a Gazette Notification. <ul style="list-style-type: none"> ◆ For Married Women – Marriage Certificate would be accepted – Provided Previous Maiden Name is clearly Mentioned in the same. For all Programs ◆ Father Name or Mother Name to be checked as well as no Name Change would be considered in such cases without a Gazette document. 	PDF
For Foreign Student: Colour Scan Copy of Passport. For all Programs	PDF
For Foreign Students: AIU Equivalence Document in case of Foreign Student coming from Non-Medical background. In case of Medical Program graduates from Foreign Universities MCI (Medical Council of India) Certificate is necessary. For all Programs	PDF
Fees submission Transaction Details or receipt as per university policy for respective online programs. For all Programs	PDF
Signed Undertaking as per the process on not submitting the original document (12 th Marksheet or Degree Certificate)	PDF

Exceptions where students need to submit the Undertaking:

For UG Programs: Students whose 12th Std Online Results are declared recently (12th online results declared not more than 3 months at time of admission), they would submit soft copy of Online Result during admission however, they would need to submit color scan copy of Original Mark Sheet before the student appears for University Exams. Undertaking from Student would be taken for the same. Refer Annexure for Undertaking.

For PG Programs: This is applicable for students who have recently passed out and are waiting for their Degree Certificate only.

Students who have submitted 10th mark sheet, 12th mark sheet and their all-year degree mark sheets during admission process, and they are awaiting the Degree Certificate from their previous University; can apply for the said online programs by providing an Undertaking signed by the student that their bachelor's degree certificate would be submitted before the completion of the master's program with KIIT University.

Students who fail to submit their bachelor's degree certificate; KIIT University reserves the right to hold the master's degree / Mark sheets which would be issued by KIIT University. The Master Degree Application includes submission of Bachelor's Degree Soft Copy as a process along with its applicable degree application fees. Refer Annexure for Undertaking.

As a process for Bachelors Degree; we have incorporated the Degree Issuing process for Online Programs; mentioned in this document. Refer Annexure for Undertaking.

2. Admission cum Academic Calendar

Admission Batch	Month of Admission	Live Session	Assignment Completion Last Date	Exam Form Submission through Website	Tentative Exam Month
Jan	Nov, Dec, Jan, Feb, March, April	1 st April to 30 th June	30 th May	1 st - 25 th June	15 th - 30 th July
July	May, June, July, Aug, Sept, Oct	1 st Oct to 31 st Dec	30 th November	1 st - 25 th December	15 th - 30 th Jan

Above dates are tentative and subject to change as per UGC norms. Students would be communicated well in advance in case of any changes.

3. Student Support and Escalation Matrix

- The Student Support Team can be reached via Students My Account.
- The student can logon to their My Account and students can post their queries enabling the supportteam to revert for query resolution.

Particulars	Contact Details	Remark
My Account Ticketing System	onlinecourses.kiit.ac.in/myaccount/ : This is First Contact Point where through Self-Service Portal, the student raises a Support Ticket through My Account for Support	
Support Level 1	esupport@kiit.ac.in	If through Ticketing System, query is not responded or resolved then mailto Support ID
Support Level 2	escalation@kiit.ac.in	If the above Support Level does not respond or resolve connect to Second Level
Support Level 3	director.qac@kiit.ac.in	If Second Level does not respond or resolve connect to Third Level

4. Turn-Around Time (TAT)

S. No.	Students Communications	Turn Around Time
1.	Online Admission Process and Instructions	Eligibility Confirmation by University Admission Team within 48 Hours of Online Document Submission on Portal by Student
2.	Cancellation and Refund Policy – StudentCommunication	Refund done By University within 45 Days from Receipt of Cancellation Form
3.	Course Delivery through Learning Management System (LMS)	LMS Access within 2 Days from Date of Eligibility Confirmation by Admission Team
4.	Online Assessments: Internals, Online Exams, Projects	Results within 45 Days after last date of Exams
5.	Mark Sheets & Degree Certification	Mark Sheet Within 45 Days from Declaration of Result and Degree within 45 Days from Receipt of Application with Processing Fees
6.	Student Support and Escalation Matrix	Within 48 Hours of Student Query