



**SGVU** SURESH  
GYAN VIHAR  
UNIVERSITY  
DIRECTORATE OF DISTANCE EDUCATION

**For Admission:**

☎ : +91- 7385577774

✉ : admission@sgvu.edu.in

🌐 : www.sgvu.edu.in

# Sure Career Growth with **Most Awarded University**



**A Grade**  
Accredited with  
**NAAC**



**A++ University**  
**Pioneer**



**Best E-campus**  
**AICTE Chairman**



**Ranked No. 1**  
Private University  
**DNA**



# INDEX

<b>ABOUT SURESH GYAN VIHAR UNIVERSITY (SGVU-DE)</b>	<b>1</b>
<b>RECOGNITION</b>	<b>2</b>
<b>PROGRAMMES</b>	<b>3</b>
<ul style="list-style-type: none"><li>● Bachelor of Business Administration (BBA)</li><li>● Bachelor of Computer Applications (BCA)</li><li>● Masters of Business Administration (MBA)</li><li>● Master of Computer Application (MCA)</li></ul>	
<b>FEATURES</b>	<b>6</b>
<b>APPLY ONLINE</b>	<b>8</b>
<ul style="list-style-type: none"><li>● Registration Process</li><li>● Admission Policy</li><li>● Student Support Services</li></ul>	
<b>ADMISSION FORM</b>	<b>14</b>

# ABOUT SURESH GYAN VIHAR UNIVERSITY

## - Distance Education

Suresh Gyan Vihar University is one of the finest universities which has received following awards from diverse measures :



The Suresh Gyan Vihar University - Distance Education (SGVU-DE) is established in the year 2012 to serve the aspirant students who could not enter the regular colleges for higher education. Today owing to the quality of educational programmes offered and the degree awarded on par with the regular mode. There is a great demand for the programmes offered by Suresh Gyan Vihar University - Distance Education (SGVU-DE) around the country. SGVU-DE offers 5 programmes in UG & PG stream viz., BBA, BCA, PGDCA, MBA, and MCA.

The theoretical as well as practical classes are conducted as per the norms laid down by Distance Education Council (DEC). Conduction of the programmes is strictly coordinated, monitored and controlled by the Staff Members, Senior Officers, and the Director of SGVU-DE.

To accomplish higher goals within busy schedules is a challenge which only Distance Learning can solve. Suresh Gyan Vihar University – Distance Education (SGVU-DE) presents young as well as adult learners with a suitable alternative outside conventional class-room teaching. It frees learners from the limitations like: ongoing job, no good educational institution within reach, expensive higher qualifications, etc. The University has introduced a contemporary wide range of curricular options to train the students in different fields of specialization through teaching, research and extension. The distance Education programs have obviously multiple advantages to the country, the student-community and the University. Distance Education is an idea whose time has come because of its large benefits.

Suresh Gyan Vihar University – Distance Education (SGVU-DE) offers industry oriented professional courses with updated inputs from experts in the specialized field. The course structure is developed by highly qualified faculty members with education cum- industry experience. The resource books of Suresh Gyan Vihar University Distance Education Centre only contain up to date information but also contains live case studies and projects, relevant to the program.

- Comprehensive Courses meeting the industry requirements
- Curriculum is reviewed periodically incorporating the current trends
- Developed and designed by seasoned academicians and senior corporate executives
- Application oriented multi-disciplinary approach towards learning

# RECOGNITION

## The University

Suresh GyanVihar University is incorporated by Government of Rajasthan Act 2008 (Act no 16 of 2008) and established through an extraordinary gazette notification on 21 April 2008. The University is entitled to conduct various courses at UG, PG and Doctoral level in the disciplines described in schedule II of the Act.

## DEB Approved

The joint committee of UGC-AICTE-DEB, New Delhi has recognized SGVU-DE for imparting distance education.

## UGC Approved

University Grant Commission has release the approval for the establishment of the University and empowered to award degrees as specified by the UGC U/S 22 of UGC Act 1956 through its notification no. F.9-38/2008(CPP-I) dated 1 April 2009.

Under the guidelines for private university regulation 2003,UGC has constituted an expert committee to assess the University. The report of the committee was considered by the commission in its 467th meeting and approves the report of UGC expert committee in respect of the University (F.NO.9-38/2008(CPP-I/PU) dated 17 February 2010.

## AICTE Approved

Besides the fact, that Suresh GyanVihar University is running several programmes approved by AICTE, kindly note that as per the AICTE notification (advertisement no. UB/04(03)/2010) University does not require prior approval of AICTE to commence a new department or course and programme in technical education. For conducting technical courses approval of AICTE is not necessary, however, Universities have obligation to conform to the standards and norms laid down by the AICTE (reference Hon'ble Supreme court of India for the interpretation of the provisions of the AICTE Act in the matter of Bharathidasan University vs. AICTE and others).

## Distance MBA now eligible for all Central/State and Private Jobs

The Distance Learning Division in the Ministry of Human Resource Development receives a number of queries from the general public seeking clarifications in respect of recognition of academic qualifications acquired through distance mode and their acceptance for the purpose of employment in Central/State Government service.

Central Government, as an Employer, had made its position clear in respect of academic qualifications; acquired through distance mode of education; for the purpose of employment under vide Gazette Notification No.44 dated March 1, 1995.

The Gazette Notification referred to above is equally applicable to the qualifications acquired from private as well as public institutions/universities.



# PROGRAMMES

## Masters of Business Administration (MBA)

### Introduction

Our major aspect of introducing the MBA programme is to provide highly skilled, well trained and employable professionals to the industry equipped with latest knowledge and technology as per the requirement of niche industry. The curriculum has been so designed to help the learners to become not only employable but also encourage them to become dynamic entrepreneur. Our MBA specialisations provides in-depth understanding and covers national as well as global issues.

- Banking Management
- Branding & Advertising
- Business Analytics
- Business Leadership
- Digital Marketing
- E-commerce Marketing and Management
- Entrepreneurship
- Finance Management
- Financial Planning & Analysis
- Foreign Trade & Global Business Management
- Healthcare Management
- Human Resource Management
- Information Technology Management
- International Marketing
- Investment Banking & wealth Management
- Marketing Management
- Mass Communication
- Media & Entertainment Management
- Operation & Production Management
- Project Leadership Management
- Risk Management
- Strategic Management

### Fees for Indian Students (in Rupees) :

MBA (2 Years)	At time of Admission	After 6 months	After 12 months	After 18 months	Total Fees	You save!
Lumpsum	Rs. 64,400	0	0	0	Rs. 62,400	Rs. 12,000
HalfYear (4 installmetns)	Rs. 20,400	Rs. 18,000	Rs. 18,000	Rs. 18,000	Rs. 74,400	0

### Fees for Foreign/ NRI Students (in Dollar):

MBA (2 Years)	At time of Admission	After 6 months	After 12 months	After 18 months	Total Fees	You save!
Lumpsum	\$ 2500	0	0	0	\$ 2500	\$ 600
HalfYear (4 installmetns)	\$ 1000	\$ 700	\$ 700	\$ 700	\$ 3100	0

## Master of Computer Application (MCA)

### Introduction

MCA programme of SGVU-DE is designed to help students meet the increasing demand of qualified professionals in the field of Computer Science and Information Technology. It emphasizes on the

application of software's to solve scientific as well as commercial problems. The programme provides thorough and sound background in theoretical and practical application including latest trends in software development. MCA is the dynamic course designed to provide foundation for research in the core and emerging areas of the discipline.

#### **Fees for Indian Students (in Rupees) :**

MCA (3 Years)	At time of Admission	After 6 months	After 12 months	After 18 months	After 24 months	After 30 months	Total Fees	You save!
Lumpsum	Rs. 86,400	0	0	0	0	0	Rs. 86,400	Rs. 18,000
Half Year (6 installmetns)	Rs. 32,400	Rs. 14,400	Rs. 14,400	Rs. 14,400	Rs. 14,400	Rs. 14,400	Rs. 1,04,400	0

#### **Fees for Foreign/ NRI Students (in Dollar):**

MCA (3 Years)	At time of Admission	After 6 months	After 12 months	After 18 months	After 24 months	After 30 months	Total Fees	You save!
Lumpsum	\$ 4500	0	0	0	0	0	\$ 4500	\$ 1200
Half Year (6 installmetns)	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950	\$ 5700	0

## **Bachelor of Business Administration (BBA)**

### **Introduction**

Bachelor of Business Administration (BBA) is an interdisciplinary three years graduate degree programme offered by SGVU-DE. With BBA, graduates can either launch their professional career in top corporates or progress to pursue a PG programme.

BBA offers students a core of mandatory courses in Computer Applications, General Business Law, Economics, Finance, Marketing and Management. On successful completion of the programme students will acquire adequate knowledge and skills in Communication Skills, Logical Reasoning, Business Management, Presentation Skills and Computer Applications besides achieving a remarkable improvement in their overall personality.

## **Bachelor of Computer Applications (BCA)**

### **Introduction**

Bachelor of Computer Applications (BCA) is a 3 year graduation programme in computer science. The course is designed to meet the growing demand for qualified professionals in the field of IT. The curriculum of BCA course offered by SGVU-DE is designed considering the need of different Software Houses in India and abroad and has a high job potential in IT Sector.

## Fees for BBA & BCA

### Fees for Indian Students (in Rupees) :

BBA & BCA (3 Years)	At time of Admission	After 6 months	After 12 months	After 18 months	After 24 months	After 30 months	Total Fees	You save!
Lumpsum	Rs. 72,000	0	0	0	0	0	Rs. 72,000	Rs. 20,400
(6 installmetns)	Rs. 26,400	Rs. 13,200	Rs. 13,200	Rs. 13,200	Rs. 13,200	Rs. 13,200	Rs. 92,400	0

### Fees for Foreign/ NRI Students (in Dollar):

BBA & BCA (3 Years)	At time of Admission	After 6 months	After 12 months	After 18 months	After 24 months	After 30 months	Total Fees	You save!
Lumpsum	\$ 3200	0	0	0	0	0	\$ 3200	\$ 1150
Half Year (6 installmetns)	\$ 850	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 4350	0

# APPLY ONLINE

## Follow these step-by-step explanations for admission procedure.

Fill apply now form on the right. After successfully filling the form, our counsellor will call for free career counselling and to guide you through the admission process. Once you are satisfied & confident, you can then proceed to apply for the course of your choice. After filling the admission form with the required documents, you can proceed to pay the fees. You can choose from the multiple fee-payment options available. Study material will be dispatched via courier within 15- 20 working days after confirmation of your admission & generation of student ID.



### Free Counselling

Explore different career opportunities and know which course is the best for your career growth. Talk to our Counsellors on phone **(+91- 8055554426)**, Chat with them or simply Apply Now.



### Application

Students can apply online or send their application through email or post.



### Fees Payment

Pay fees in installments or in a lump sum for exciting offers. Convenient payment options like debit/credit card, bank transfer, cheques, etc.



### Enrolment

Once we receive your documents, they are thoroughly verified and sent for further enrolment process. For any guidance or clarification, feel free to call us or chat with us.



### Dispatch & Delivery

After enrollment confirmation, student ID is generated and the student kit along with I-card, admission letter and study material is dispatched via courier within 21 working days.

**“Students should check the Admission Batch and Last date for registration for Admission batch- In case of any Pending Documents for admission purpose the student would be considered for next batch provided all mandatory documents are received.”**



# ADVANTAGES



## DEB-UGC Recognized

All the distance programmes provided by SGVU are approved by the joint committee of DEB- UGC, New Delhi.



## Digital Campus

Digital Campus provides enriched, exciting and significantly enhanced learning environment whereby students can connect, communicate and collaborate for a holistic development.

### **Mobile App Learning:**

Innovative, trendy and evolving mobile app for personalized learning, knowledge enrichment and to unlock new learning resources

### **E-library:**

E-library of SGVU-DE has a remarkable collection of streaming audio and video lectures along with e-books, e-journals, case studies and other electronic information resources

### **Student Portal:**

Student portal is an interactive learning platform and a gateway to virtual classroom, academic faculty chat facility, educational resources like articles, videos, presentations etc. for overall development of the individual student.



## Placement Support

In association with India's leading HR Company- PeopleStrong, SGVU-DE provides excellent placement support

### **Promoting Skill Assessment test score on LinkedIn:**

We publish Skill Assessment Test score on LinkedIn to increase students' credibility and attract potential recruiters. Students also receive lifetime job suggestions from LinkedIn.

### **PeopleStrong Placement Support:**

For best job opportunities, students' information is added in the database of PeopleStrong, who places 3000+ students every month across diverse industry sectors like Automotive, IT, Aviation, Manufacturing, FMCG & more.



## Instant Student Support

Advice and support is always available for all our students. We have a dedicated student support team for the complete student life cycle to guide them and resolve all their queries.



## Skill-Building

Advice and support is always available for all our students. We have a dedicated student support team for the complete student life cycle to guide them and resolve all their queries.

### **PeopleStrong:**

In collaboration with PeopleStrong, India's No.1 HR Company, we offer excellent job opportunities with leading corporate companies.

### **Wheebox – West & Selfie Scan:**

Free skill assessment Tests for skill set screening and sharp career trajectory insights to promote you to potential recruiters from top corporates.

### **Career Advisory :**

Careers Advisory offers advice, guidance and counselling on career for a number of purposes, such as job hunting, building career skills and overall professional development.

# Registration Process

Candidates may apply for admission online, gain information regarding admission procedure, call our counsellors or chat with us.

The prospective students are required to submit the admission form duly filled up and signed by them along with the mandatory documents and the applicable fees required for admission process. The mandatory documents and online fees receipt can be submitted online by email to the university or can be couriered.

## Mandatory Documents for Admission

- Duly filled Admission Form (Name should exactly as it is mentioned on 10th Std Mark Sheet)
- Student Signature on Admission Form has to match with ID Card Submitted
- Self Attested Photocopy of Degree Certificate (for MBA/MCA Program)
- Self Attested Photocopy of All year/All Semester Mark sheets (for MBA/MCA Program)
- Self Attested Photocopy of 10th Std. Mark sheet & Certificate (For All Programs)
- Self Attested Photocopy of 12th Std. Mark sheet & Certificate (For All Programs)
- Passport size color Photo-3 copies/or Soft Copy
- Photocopy of Govt. Photo ID Proof (e.g. PAN card, Voter's ID, Aadhaar Card, Driving License, Passport etc.)
- In Case of Name Change, need Name Change document
- For Foreign Student Foreign Address proof or copy of Passport
- Fees as per the university policy. Cheque/DD/Online Payment Receipt.
- In case of Installments Post Dated Cheques are mandatory to be submitted at time of admission)
- Letter of Undertaking, if Required (as per case requirement and norms of university)
- For further details, please visit the website [www.sgvu.edu.in](http://www.sgvu.edu.in)

## Important Note

- The eligibility criteria for every program is clearly mentioned on our website under the programs. The student should ensure that they satisfy the eligibility norms for the program they wish to enrol.
- The candidate has to ensure that their education / qualifying degree has been issued from a recognized university/board only. It should be recognized by regulatory authority of Government of India.
- The name mentioned on 10th Std Mark Sheet has to match the name mentioned on the degree certificate / degree mark sheets in case of MBA/MCA admissions.
- The name mentioned on admission form should be exactly the same as it is mentioned on 10th Std. Mark Sheet.
- In case of name change / deferred name (10th Std and Degree Certificate or Mark sheet) a name change document/affidavit has to be submitted to the university for processing.
- Submission of documents and payments to university is subject to eligibility criteria as per the guideline of the university.
- 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.
- Upon receipt of all the documents with applicable fees the documents are scrutinized by the course administrators. It is then forwarded to the enrolment department for final verification and processing the admission for generation of enrolment number.

## ADMISSION POLICY

- All the information regarding eligibility norms and mandatory documents required and registration is available on this website.
- The candidate has to ensure that their education / qualifying degree has been issued from a recognized university only.
- At the time of online registration the candidates have to scan and send all their relevant documents as mentioned in registration process on this website.
- The admission would be processed as per the information provided by the student and if at any stage, it is found that a candidate has furnished any wrong or misleading information, his/her candidature will be cancelled immediately. In any such case, no claim for refund of any type will be entertained.
- The student should ensure that they satisfy the eligibility norms for the program they wish to enrol.
- Submission of documents and payments to university is subject to eligibility criteria as per the guideline of the university.
- The student has the options as mentioned above for selecting the fees payment plan at the time of admission only.
- In case of deferred/installment payments as mentioned above, postdated cheques should be accompanied with the admission form.
- Upon receipt of complete set of mandatory documents and applicable fees, the University enrollment team would then verify all the documents with respective fees.
- The enrollment number would be generated within 21 working days after receipt of complete set of documents and applicable fees. In standard conditions the student should receive the enrollment number and study material dispatch intimation within 21 working days after submission of all mandatory documents & applicable fees. (Courier delivery timelines additional at actuals)
- The admission will be treated as enrolled only after Enrollment / Registration Number has been generated by University subject to provisional or confirmed enrollment.
- University reserves the right to change the program structure, course curriculum, eligibility norms and course conduction pattern and revise fees at any point of time.

## STUDENT SUPPORT SERVICES

- At SGVU-DE, we have a dedicated and integrated student support team to help & assist students'. They can call the student support team to resolve queries related to the course.

### Course Conduction

The student would be provided with the hard copy of books/study material along with the login credentials of the Learning management system (LMS) for accessing the courses online.

The LMS would have semester wise buckets for subjects of the respective programs as enrolled. Every subject would have 3 activities for the students to complete as follows-

- **Access to Chapter Wise E-Book**

- **Access to Chapter Wise Study Guide**

- **Access to Chapter Wise Practise Test**



## Assignments

After completing the above activities the student would get access to the subject wise assignments.

- The students have been provided with Assignment Response Sheet along with their study material.
- Students should submit 2 hard copies written assignments per subject in the assignment response sheet one month before the exams.
- The questionnaire for the assignments would be provided to students.
- The student should score 40% in every assignment to pass in respective assignment.
- Assignment marks are considered in the final mark sheet generated by the university and assignment would have 30 percent weightage for the same while exams would have 70% weightage for final score card.
- Hard copy assignments for all subjects of every semester to be submitted one month before the respective semester exam to the University address as mentioned below-

### **Suresh Gyan Vihar University (SGVU-DE)**

Directorate of Distance Education

Main Campus, Library Building, Mahal, Jagatpura, Jaipur, Rajasthan - 302017

Phone - 8055554407      Email - support@sgvu.edu.in

## Examination

- Examinations are tentatively conducted between 15th – 30th January and July. The time table details would be communicated to students in advance.
- The student can give backlog examination for previous semester if any, in the next exam cycle or with the fresh subjects of the subsequent semester as per university guidelines
- To know about passing criteria please refer examination guidelines.
- Students should be present at the allotted exam center along with ID Card /Photo Id 15 minutes before the exam starts.
- Second Attempt Examination Fees (Per Subject): Indian Student INR 300/Foreign or NRI \$45
- Examination Fees are non-transferable and non-refundable
- Students who have past due payments or any pending document as required by the university will not be allowed to give their examinations

## Examination Eligibility

Admission Batch	Month of Admission	Assignment Hard Copy Submission Last Date	Time Table / Exam Form Submission	Tentative Exam Month
January	Nov, Dec, Jan, Feb, March, (April)	30th May	1th-25th June	15th - 30th July
July	May, June, July, Aug, Sept, (Oct)	30th November	1th-25th December	15th - 30th Jan

## Eligibility for Exam

1. No fees should be due before the examination
2. Submission of assignment for all the subject with passing score as per the assignment deadline above.

It would be student's responsibility to check the website for any new notifications made by the university.

## Exam Exceptions

There will be no exam exceptions at all for students.

## Exam Results

The results would be declared within 3 months from date of examination is conducted.

## Project Guidelines

- For programs with project work students are required to submit a soft copy of the project
- The project should be industry related topic selection & finalization will be done by the institute
- For project guidelines, please email: support@sgvu.edu.in
- Project evaluation charges are Rs. 300/- for Indian student/ for foreign and NRI students it is \$25.
- The project should be done by the student and must be original. Plagiarism will not be accepted.

## Mark Sheets & Certification

- Once the student completes all the mandated assignments, examinations and projects (if applicable) the final mark sheet and certificate would be dispatched by the university.
- The semester wise mark sheet would be issued by the university within 3 months from date of conduction of exams.
- All pending payments/dues need to be cleared by the student, before the certification.
- The student has to apply for certification once he/she has completed the full course wherein the student have to re-submit the mandatory documents like degree certificate/mark sheets etc of the qualifying exam which student had submitted at time of admission.

**Other Fees:**

Particulars	For Indian Students	For Foreign /NRI Students
Duplicate ID Card	Rs. 200	\$25
Cost Per Additional Book	Rs. 500	\$25
Bonafide Letter	Rs. 300	\$25
Duplicate Certificate	Rs. 500	\$25
Duplicate Marksheet	Rs. 300	\$25
Transcripts	Rs. 500	\$25
Additional Specialization	Rs. 5000	\$500
Specialization Change Fees	Rs. 1000	\$250
Course Change Fees	Rs. 1000	\$250
Exam Re-Appearing Fees (per paper)	Rs. 300	\$45
Lateral Entry Fees	Rs. 2000	\$100
Project Evaluation	Rs. 300	\$25
Cheque Bounced Charges	Rs. 500	
Validation Extension Fees (1 year)	Rs. 5000	\$500

**How to reach University Support Services?**

The Student Support Team can be reached via the following:

Student Support Helpline: 020 6724 5648 or email to [support@sgvu.edu.in](mailto:support@sgvu.edu.in)





### EMPLOYMENT DETAILS

S. No.	EMPLOYER NAME	DESIGNATION	TENURE

### PAYMENT OF FEE

Mode of Payment ☐ Cash ☐ Cheque ☐ DD ☐ Online ☐

DD/Cheque No./ Online Transaction ID: \_\_\_\_\_

Date: \_\_\_\_\_ Bank Name: \_\_\_\_\_ Amount: \_\_\_\_\_

#### Incase of installment Post Dated Cheques (PDC) details

Cheque No: \_\_\_\_\_ Date: \_\_\_\_\_ Bank Name: \_\_\_\_\_ Amount: \_\_\_\_\_

Cheque No: \_\_\_\_\_ Date: \_\_\_\_\_ Bank Name: \_\_\_\_\_ Amount: \_\_\_\_\_

Cheque No: \_\_\_\_\_ Date: \_\_\_\_\_ Bank Name: \_\_\_\_\_ Amount: \_\_\_\_\_

Cheque No: \_\_\_\_\_ Date: \_\_\_\_\_ Bank Name: \_\_\_\_\_ Amount: \_\_\_\_\_

#### Self-Attested photo copy of following documents attached herewith (Please Tick):

☐ Degree Certificate ☐ Diploma Certificate ☐ Provisional Certificate ☐ Degree all year Marksheet ☐ Marriage Certificate

☐ Photos 3 nos ☐ Service Certificate ☐ Copy of Passports (NRI/ Foreign student) ☐ Photo Identity ☐ 10th Marksheet ☐ 12th Marksheet

#### Terms & Condition:

Suresh Gyan Vihar University (SGVU-DE), reserves the right to change the body of knowledge, prescribed books, the curriculum, examination pattern, evaluation system, rules and regulations. The students are governed by the latest regulations applicable to them during the relevant academic year. This document is designed to provide the prospective students with information only. SGVU-DE, Jaipur, Rajasthan has no liability of any kind to any person for providing this information, whether or not such persons rely on it and even if they inform SGVU-DE of their reliance on it.

This document may contain forward-looking statements like, but not limited to, general market, macro-economic, governmental and regulatory trends, technological developments, legislative developments, court decisions, scope for further studies, career opportunities for graduates from SGVU-DE. Such forward-looking statements contained herein are subject to certain risks and uncertainties that could cause actual results to differ materially from those reflected in the forward-looking statements. SGVU-DE undertakes no duty to update any forward-looking statements, to reflect future events or circumstances.

**Enrollment Agreement:** The "Application Form for Enrollment" is the Enrollment Agreement (hereinafter referred to as the Agreement) between the applicants who wish to enroll for SGVU-DE programmes.

**Entire Agreement:** This Agreement constitutes and expresses the entire agreement and understanding between SGVU-DE and the students of SGVU-DE in reference to all matters herein referred to, all previous discussions, promises, representations and understandings relative thereto, if any, had between the parties hereto, being herein merged.

**Conclusion of the Agreement:** The Agreement is irrevocably concluded after the applicant signs the application form and submits it along with the required amount, physically, electronically or otherwise.

**No Third Party Beneficiaries:** Enrollment of any student into the programme, shall not entitle any person (including, without limitation, members) to any rights as third party beneficiary.

**Balance of Dues:** The liability of the student to pay the balance of dues continues until the last installment is cleared even if the student, for any reason, withdraws from/discontinues the pursuit of the program. Wherever students have arrears of payment, they will not be permitted to register for the examinations or their examination result will not be released and their mark-sheets, pass certificates will not be issued. Further, such students will be considered as inactive on the rolls and their names are liable to be removed from the records.

**No Obligation to Services:** SGVU-DE has no obligation to render any services to the student members beyond the period of validity of enrollment. To clarify further, no obligation of SGVU-DE shall survive beyond the period of validity of enrollment.

**Limitation of Liability:** The liability of SGVU-DE towards the students is limited only to the extent of the fee paid by them. To clarify further, SGVU-DE shall not be liable to the students for punitive, exemplary, special, indirect, or consequential damages, including without limitation, lost profits.

**Force Majeure:** SGVU-DE shall not be liable for delay or failure in performance of any of its obligations under the Agreement when such delay or failure arises from events or circumstances beyond the reasonable control of SGVU-DE (including without limitation, acts of God, fire, flood, war, explosion, sabotage, terrorism, embargo, civil commotion, acts or omissions of any government entity, supplier delays, decisions of the University, decisions of the courts and governments, communications or power failure, equipment or software malfunction, or labor disputes).

**Indemnity:** A student agrees to indemnify, defend and hold SGVU-DE harmless from and against any and all loss, damage, liability and expense (including reasonable attorney's fees and costs) arising out of any third party claim, action or proceeding based directly or indirectly on the acts of omission or commission by the member or his/her agents, the breach or alleged breach or failure to comply with any applicable laws or regulations, concerning the practice of profession of management.

**Arbitration:** All disputes relating to or arising out of this Agreement shall be settled by reference to arbitration only and not by recourse to the courts of law including consumer courts/for a, as per the applicable Indian Law including the Arbitration and Conciliation Act of 1996. Arbitration shall be conducted by an arbitration tribunal consisting of a single member only. SGVU-DE's nominee shall be the 'persona designata' as an arbitrator. The venue of arbitration shall be Jaipur, Rajasthan, India. The students should first exhaust the remedy from the Institute Arbitration Tribunal before approaching any court of law and/or seeking redressal under the provision of Consumer Protection Act 1986. The arbitration clause shall however not apply if SGVU-DE and/or the authorized agent decide to prosecute any student for any criminal offences, including but not limited to dishonor of postdated cheques.

**Applicable Law:** The Agreement shall be deemed to have been made in Jaipur in the State of Rajasthan, India and shall be construed and enforced in accordance with and the validity and performance hereof shall be governed by the laws of the State of Rajasthan, India without reference to principles of conflict of laws thereof. Judicial proceedings regarding any matter arising under the terms of the Agreement shall be brought in the relevant courts of Jaipur, Rajasthan.

Jurisdiction for all disputes (if any) relating to SGVU-DE is only/exclusively in Jaipur, Rajasthan, India.

**Certificate of Undertaking:**

- 1. I have understood the payment terms, University Guidelines, other terms and conditions and agree to abide by the University policy and guidelines from time to time
- 2. All documents submitted are true copies, if found illegitimate, admission can be forfeited without any refund
- 3. I agree not to countermand and to honor all the postdated cheques enclosed by me/submitted by me towards the Installment Facility
- 4. I understand that in case I withdraw from the program I will not be entitled to claim any refund of amount paid
- 5. I agree that I will settle the amount with SGVU-DE whether or not I continue in the program, I understand the Jurisdiction for all disputes (if any) relating to the Institute is only/exclusively Jaipur, Rajasthan.
- 6. I hereby declare that the information provided by me in the Application is true and correct to the best of my knowledge
- 7. My signature below certifies that I have read understood and agree to the rules and regulations, including "Legal Aspects" and my financial responsibilities
- 8. Submission of Fees and Admission form does not mean that admission is confirmed. The admission will be treated as enrolled only after Registration Number has been generated by University.
- 9. I am aware that I have applied for the distance education programs offered by the university and my course delivery would happen through the learning management system.

Place: \_\_\_\_\_

Date : \_\_\_\_\_

(Signature of Applicant)

Application No.

FOR OFFICE USE ONLY

	Approved	Processed	Processed
Signature:			
Date:			

Challan No.

Reg No.

Admission Status:

Confirmed ☐

Provisional ☐



---

## **Suresh Gyan Vihar University - Distance Education**

Suresh Gyan Vihar University Mahal, Jagatpura, Jaipur – 302025

🌐: [www.sgvu.edu.in](http://www.sgvu.edu.in) ☎: +91-7385577774 ✉: [admission@sgvu.edu.in](mailto:admission@sgvu.edu.in)