



# SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A' grade (3.58/4) | Awarded Category - I by UGC

Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

SIU/J-11/2020/1691

Dated 13 May, 2020

## CIRCULAR 15 OF 2020

(In view of COVID-19 Pandemic)

**Admissions, Online Teaching-Learning, Cancellations of Admission,  
and Refund of Fees for MBA and MA (Mass Communication)  
(For Academic Year 2020-21)**

### I. Introduction

Covid-19, the global pandemic has created unprecedented uncertainties and disruptions. Education Sector has been one of the worst victims of this pandemic. However, historically, such uncertainties have encouraged humankind to invent and re-invent itself to continue the ecosystem.

Symbiosis International [Deemed University] has been at the forefront of the pro-active measures to ensure safety of its students and continuity of learning. The steps initiated by the University, as always has been consistent with the Guidelines / Directives of Government / Regulatory Bodies. While we are optimistic that the present situation will improve gradually, we are also simultaneously cognizant of the importance of continuing the educational process making effective use of technology and exploring other available options to engage the students in effective and constructive manner.

SIU has therefore charted out a plan with respect to Admissions, Online Teaching-Learning and Refund of Fees to the candidates in the event of cancellation of admissions in the Academic Year 2020-2021 and is hereby notifying Symbiosis International [Deemed University] Circular on the same for the academic year 2020-2021 with following objectives:

- i. Ensuring good health, safety and security of the students, faculty and staff.
- ii. Facilitating the students to participate in further academic processes.

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## **2. Admissions to MBA and MA (Mass Communication) programmes:**

Admissions to MBA programmes were offered at the Constituents of the University are made through Symbiosis National Aptitude Test (SNAP) well in advance every academic year. Therefore, the process of provisional admissions to MBA and MA (Mass Communication) programmes are almost completed.

Although an average of 80% of the admitted students have completed their graduation, the University is well aware that 20% of the students are still to undertake their terminal examination and are engaged preparing for the same.

Further, for the students who may still have to undertake their terminal examinations, the University has decided to use the synchronous and asynchronous mode of online teaching-learning and faculty members have been advised to interact with all students in online sessions to resolve the doubts and problems of students. The students who are engaged with preparation of their terminal examinations will be able to access these online contents as per their convenience from our LMS system and interact with our faculty. Considering these factors, the University has decided to modify the date of online teaching communicated earlier.

## **3. Teaching Learning through Online mode**

Symbiosis International (Deemed University) (SIU) has a robust IT infrastructure and its faculty members are adept at using appropriate tools for the teaching-learning process. In anticipation of an extended lockdown, SIU geared up to adopt online mode of teaching / learning. As such, the teachers have designed and developed content to be delivered online (both synchronous and asynchronous) and will include online assignments and assessments. Students will also be given access to the rich, online library resources to support their learning. In addition, efforts are being made to make available other MOOCs courses to augment the learning experience.

## **4. Commencement of Online Teaching:**

Considering the limitations / restrictions due to COVID-19, and in view of SIU's preparedness to deliver on-line teaching and keeping the academic interests of students intact and also considering the flexibility accorded to universities in the UGC Advisory Guidelines issued on 29<sup>th</sup> April 2020 and in accordance with the Calendar issued by AICTE for academic year 2020-21 SIU has decided to commence its MBA and MA(MC) for the Academic Year 2020-2021 as follows:





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- The last date of Admission will now be 31<sup>st</sup> July, 2020.
- The date of commencement of MBA and MA (MC) programmes will be 1st August, 2020; but the online sessions will start from 16th July, 2020.

The University has already developed a concrete plan to utilize the remaining academic year to enhance the teaching-learning experience with additional interventions. Further, although the commencement of the programmes is on 1st Aug 2020 and the online session will start from 16<sup>th</sup> July 2020, the Academic Year 2020-21 may get extended in order to ensure robustness of the academic delivery.

## 5. Cancellations of Admission and Refund of fees:

In consonance with the notification issued by UGC regarding refund of fees in October 2018, the University had issued a notification on rules for refund of fees and non-retention of original certificates in January, 2019 and the same was published in our prospectus.

However, in view of COVID-19 and all the challenges it poses, these provisions were discussed at a high level committee meeting and the University has rescheduled the last date of admission as 31 July, 2020 for MBA and MA(MC).

## 6. Refund Rules

*(Applicable to MBA and MA in Mass Communication; for the Academic year 2020-21 due to COVID -19 pandemic)*

If a student applies to withdraw/cancel his/her admission from the programme in which he/she is enrolled, the Constituents shall follow the following four tier system for the refund of fees already remitted by the students.

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## Table: Refund of Fees

Last date of admission for MBA: 31<sup>st</sup> July, 2020

Last date of admission for (M.A. in Mass Communication): 31<sup>st</sup> July, 2020

Sr. No	% of refund of fees *	Point of time when the notice of withdrawal of admission is received in the Constituents / University	Actual Date on which the withdrawal of admission is received in the Constituents / University
1	100%	15 days or more <b>before</b> the formally-notified last date of admission	Till 16 <sup>th</sup> July, 2020
2	90%	Less than 15 days <b>before</b> the formally-notified last date of admission	From 17 <sup>th</sup> July, 2020 to 31 <sup>st</sup> July, 2020.
3	80%	15 days or less <b>after</b> the formally-notified last date of admission	From 1 <sup>st</sup> August, 2020 to 15 <sup>th</sup> August, 2020.
4	50%	30 days or less, but more than 15 days <b>after</b> the formally-notified last date of admission	From 16 <sup>th</sup> August, 2020 to 30 <sup>th</sup> August, 2020.
5	00%	More than 30 days <b>after</b> the formally-notified last date of admission	From 31 <sup>st</sup> August, 2020

### \*Note:

- In case of (1) in the table above, the University shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.
- Fees shall be refunded by the University to an eligible student within 15 days from the date of receiving a written application from him/her in this regard.

### 7. Hostel and Mess Fee:

In respect of hostel and mess fee, the calculation will be done at the end of the academic year 2020-2021, depending on the number of months of occupancy as compared to the previous years and the excess amount, if any, will be adjusted/refunded accordingly.

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## 8. Miscellaneous:

- The circular for admission, commencement, cancellation of admission and refund of fees regarding all other programmes [other than MBA and MA (Mass Communication)], will be issued in due course.
- For any clause not mentioned in this circular, the earlier notification No. SIU/28/798 dated January 16, 2019 regarding refund of fees and non-retention of original certificate will be applicable.

### NOTE:

This Circular shall supersede the earlier Circular No 13 of 2020 dated 5<sup>th</sup> May, 2020 and Circular No 14 of 2020 dated 8<sup>th</sup> May, 2020.

*M. Shejul*  
Dr. M.S. Shejul 13/05/2020  
Registrar

