



# **SRI BALAJI VIDYAPEETH**

Deemed-to-be University  
U/S 3 of UGC Act 1956

## **SBV POLICY AND GUIDELINES ON DEFERMENT OF STUDIES/LEAVE OF ABSENCE FROM STUDIES - 2014**

**SRI BALAJI VIDYAPEETH**  
(DEEMED-TO-BE-UNIVERSITY)  
PILLAIYARKUPPAM, PONDICHERRY 607 402



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## **TITLE AND APPLICABILITY: SBV POLICY AND GUIDELINES ON DEFERMENT OF STUDIES/LEAVE OF ABSENCE FROM STUDIES - 2014**

The Policy on Deferment of Studies/leave of absence from studies, as applicable to the students enrolled at Sri Balaji Vidyapeeth would henceforth be known as **ACADEMIC DEFERMENT POLICY OF SRI BALAJI VIDYAPEETH 2014.**

### **PREAMBLE**

The procedure supports the conditions under which the deferment of studies and leave of absence can be considered on the basis of genuine applications received from the students. It could include deferment prior to commencement of studies or leave of absence, following commencement. Students with a pre-existing disability/ health condition or such of those students under prolonged adverse circumstances may be deemed eligible for assistance and support, depending upon the approval of the administration.

### **PURPOSE**

This policy has been prepared with due emphasis laid on the students of SBV to claim academic deferment of studies either prior to joining the course / programme or during the courses of the programme.

### **SCOPE**

The policy embraces the students of all Constituent Colleges and Centres of SBV, who pursue the academic programmes in the regular mode. The Policy does not apply to such of the courses/programmes undertaken on a part-time basis or through non-conventional modes such as online courses.

### **PROCEDURE FOR DEFERMENT OF STUDIES AND LEAVE OF ABSENCE**

The procedure applies to all domestic students of the Constituent Colleges/ Centres/Schools of Sri Balaji Vidyapeeth, Deemed to be University, pursuing higher education programs, regardless of the training/delivery mode (on-campus, off-campus, online) including those offered through partner providers. However, it does not apply to applications lodged by international students which will be accessed according to the Deemed University's deferment guidelines.

The following points provide a succinct account of the proposed policy that would come into force with the approval of the Board of Management:

- Any deferral, leave from studies or withdrawal from all studies applications received must be treated by all parties as strictly confidential.
- Information forming part of the application shall only be discussed with, or made available to, a person who is a party to the application, is or has been legitimately involved in the Management of that application or has a formal management role in following up the consequences or implications of the application.
- Parties must be aware of the consequences, if there is any breach of confidentiality, which may warrant disciplinary action.
- Students admitted into the academic programs at Sri Balaji Vidyapeeth who wish to defer must essentially submit a Request for deferment to the Office of The Registrar, through the Faculty Dean. Requests will be considered strictly based on the bonafide reasons cited therein and on a case-by-case basis.
- Deferral of studies means the postponement of the commencement of studies at the Deemed University, available only to commencing students who choose to defer the commencement of their courses of their studies until a later teaching period rather than accepting the offer to begin in the current teaching period. This is different from applying for leave of absence during a course.
- A student can defer his/her studies for a maximum period of one year, subject to the sanction granted and based on the circumstances on case to case basis.
- In order to make a request seeking deferment, the student must duly complete the application form that must be necessarily endorsed by the Faculty Dean.
- Upon application seeking deferment, the candidate cannot claim approval as a matter of right. The application can be rejected, if the reasons cited therein are apparently not genuine. However, if the candidate wishes to

appeal, he/she may do so by addressing it to the Vice-Chancellor who would be the Appellate Authority, whose decision will be final and binding.

- Leave of Absence means and amounts to Intermission of studies (or) temporary suspension of the course that is awarded officially by the Deemed University after the student joins the course.
- Except for those courses which provide otherwise, the student may be permitted a maximum of two years for a leave of absence, which shall be granted only on medical grounds, after being duly certified by the Competent Authority.
- Seeking leave of absence, by faculty who has registered as internal candidates in various programs (CBCS) of SBV, citing official workload is strictly not permitted.
- To apply for a Leave of Absence the candidate should complete the form duly endorsed by the Faculty Dean.
- While on a Leave of Absence the candidate would not be permitted to gain access to University premises or resources or subject himself/herself to any form of assessment or evaluation.
- If the candidate takes a Leave of Absence following enrollment, but before completing the module, any summative (graded) assessment submitted will be carried forward and will contribute to further assessment result for that module upon the return of candidate from LEAVE OF ABSENCE, provided the same assessment regulations remain.
- Retrospective claims for Leave of Absence will not be considered on any grounds. Hence, it is imperative to request as soon as the candidate is aware of the problem.
- If the candidate fails to return from the permitted Leave of Absence and does not enroll within a fortnight from the expected date of return, the candidature will be summarily cancelled and discharged from the course.
- In case of approval or rejection the student will be notified accordingly. The student has the right to withdraw his/her application up to the point that the

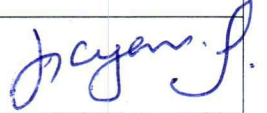
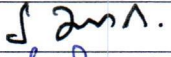

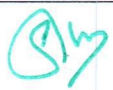
decision has been made and will need to make their intent known to the Faculty Dean.

#### **OFFICERS IN-CHARGE**

- The Dean/Principal of the Institute will be responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure.
- Registrar, SBV is responsible for maintaining the content of this policy, as delegated by the Faculty Dean.
- Secretary to the Dean/Principal of the Constituent College, in association with the Assistant Registrar, SBV is responsible for the administrative support rendered towards the maintenance of this policy, as directed by the Dean of faculty, SBV.

#### **APPELLATE AUTHORITY**

For all difficulties pertaining to this policy, the power to remove difficulties rests with the Vice Chancellor, who is the Chairperson of both the Academic Council and the Board of Management.

Sl.No	Role	Name	Designation	Signature
1	Prepared by	Prof. Pajanivel	Professor of TBCD	
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2	Reviewed by	Dr. Krishnan. S	Dean, MGMCRI	

Approved by: Prof. A.R. Srinivasan, Registrar, SBV:

