

**UPES ONLINE
STUDENT BULLETIN
ACADEMIC YEAR
2026-27**



Dr. Sunil Rai

Vice Chancellor



Dr. Sunil Rai is the Vice Chancellor of UPES and a distinguished academic leader with over four decades of experience spanning academia, defense, and the corporate sector. His professional journey includes 25 years in academics, 21 years in the Indian Navy, and leadership exposure in the corporate domain.

Prior to joining UPES, Dr. Rai served as the Vice Chancellor of MIT Arts, Design & Technology University, Pune, and as a Director on the Board of the Maharashtra Information Technology Corporation, Government of Maharashtra.

Widely recognized for driving institutional transformation, Dr. Rai has held senior leadership roles including President, Vice Chancellor, Pro Vice Chancellor, Director, Dean, and Chairperson. Across these roles, he has played a key role in shaping universities into strong, credible brands through process-driven governance, faculty development, and accreditation-led growth.

A defense veteran, Dr. Rai was a commissioned officer in the Indian Navy for 21 years, where he managed ships and technical establishments in various capacities. His service includes assignments on INS Vikrant, Nilgiri, Himgiri, and the oil tanker Shakti, experiences that continue to influence his structured and resilient leadership approach.

Dr. Rai holds a PhD in Business Continuity Management from BITS Pilani, an MTech from IIT Bombay, an MBA from IGNOU, a Master's in Marine Engineering from INS Shivaji, and a BSc (Hons) from JNU. His career reflects a unique blend of management, engineering, and the performing arts, with research interests centered on technology-enabled, people-driven organizational development.

He serves on the Board of Advisors for Outreach Programs at Virginia Polytechnic University, USA, and is the co-founder of Cambridge Global Partners, Edinburgh. A respected thought leader and speaker, Dr. Rai has published widely on Business Continuity and higher education and frequently addresses national and international forums.

ABOUT UPES ONLINE

UPES Online, erstwhile Center for Continuing Education, is the digital learning vertical of UPES, aimed at empowering professionals looking to advance in their careers, students aspiring to upskill, and individuals striving to achieve personal goals. It offers a range of flexible, industry-relevant programs designed to equip learners with the skills needed to thrive in today's dynamic job market. UPES Online offers MBA, MCA, BBA, and BCA degrees, all enhanced with industry masterclasses and immersive experiences, maintaining the same level of academic rigor as traditional in-person programs. Additionally, the platform provides intensive 10-month Post Graduate Certificate Programs (PGCP) in fields such as Oil and Gas, Renewable Energy, and Industrial Safety.

UPES Online is an extension of UPES, a UGC-entitled, multidisciplinary, not-for-profit, research-driven university, committed to academic excellence, exemplary student outcomes, and social impact. As the 'University of Tomorrow', it pioneers transformative education, shaping learners into changemakers. With seven schools, including Computer Science, Advanced Engineering, Health Sciences and Technology, Design, Business, Law, Liberal Studies and Media, UPES provides industry-ready education to over 19,000 students at its campuses in Dehradun.

As per the National Institutional Ranking Framework (NIRF) 2025, UPES has been ranked 45, with a rank of 41 in engineering and a rank of 36 in management. In addition to this, the university has been ranked the No.1 private university in academic reputation in India by the QS World University Rankings 2026 and is among the top 2% of universities in the world. UPES has received 5 stars on Employability (placements), by globally acclaimed QS Ratings. Fifty (50) faculty members of UPES are among the world's top 2 researchers as per the Stanford University list.

For more information, visit upesonline.ac.in or contact the UPES Online toll-free number at **1800-203-7801**

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VISION

To be an institution of global standing for developing professionally competent talent contributing to nation-building.

MISSION

- ▶ Develop industry-focused professionals with an international outlook.
- ▶ Foster effective outcome-based education system to continually improve teaching-learning and Research.
- ▶ Inculcate integrative thought process among students to instill life-long learning.
- ▶ Create global knowledge ecosystem through training, research & development, and consultancy.
- ▶ Practice and promote high standards of professional ethics and develop harmonious relationship with environment and society.

UPES ONLINE CORE VALUES

Respect

Passion

Trust

Innovation

Inclusivity



ACADEMIC INFORMATION

UPES Online – Degree Programs

In order to democratize management education and, with a view to making it more learner-centric, UPES Online offers a vast range of online management programs carefully designed to meet the current industry requirements. They are not only flexible and affordable, but they also cater to diverse learning needs and equip learners with valuable skills for personal and professional growth. UPES, Dehradun, allows people across the globe to a UPES Online quality education. This is also an elixir for working professionals who may not have access to traditional educational institutions due to location, time constraints, or other commitments. Programs at UPES Online offer self-paced learning options, allowing the learners to progress through the study material at their own speed. This personalized four-quadrant approach caters to different learning styles and ensures that learners can fully grasp concepts before moving on to the next topic. Live weekend classes also allow for more in-depth exploration of complex subjects or additional practice for challenging concepts. Thus, UPES Online programs promote active participation and collaboration, develop critical thinking and life skills, and foster a dynamic learning environment that goes beyond traditional lectures.



Programs offered by UPES Online (erstwhile Centre for Continuing Education):

Program Name	Duration (in Years)	
	Minimum (n)	Maximum (n+2)
Master of Business Administration	2 years	4 years
Master of Computer Application	2 years	4 years
Bachelor of Business Administration	3 years	5 years
Bachelor of Computer Applications	3 years	5 years
Bachelor of Commerce (H)	3 years	5 years

Students who are unable to appear for any examination within their maximum program tenure may request an extension of 01 years to appear for the examination. However, the approval for extension is completely upon the discretion of the Hon'ble Vice Chancellor.

UPES ONLINE – CERTIFICATIONS

Post Graduate Certificate Programs (PGCP)

The PG Certifications offered by UPES Online provide a unique blend of academic excellence and industry relevance, catering to the dynamic needs of professionals seeking to advance their careers. These programs are designed to offer flexibility and accessibility, allowing students to pursue their studies while balancing work and other commitments.

One of the key advantages of UPES's certificate programs is their industry-driven curriculum, which is regularly updated to align with the latest trends and requirements of the respective fields. This ensures that students acquire relevant knowledge and skills that are directly applicable in their professional roles. Additionally, UPES's strong industry partnerships and collaborations provide students with opportunities for internships, projects, and networking, further enhancing their learning experience and employability. Whether in areas such as energy, supply chain, infrastructure, or industrial safety, UPES's certificate programs equip students with the expertise and credentials needed to excel in their chosen fields and make a meaningful impact in the industry.





E-learning

Advanced Professional Certificate Programs (APCP)

UPES Online also offers standalone non-credit certification programs designed for learners who wish to upskill, reskill, or explore new areas of interest without enrolling in a full degree program. These self-paced certifications provide flexible learning opportunities across diverse domains, enabling students and working professionals to gain practical knowledge, industry-relevant competencies, and recognized credentials aligned with evolving career requirements. The certification programs are developed to support learners at different stages of their academic and professional journeys. With flexible access and learner-friendly delivery, participants can build relevant competencies at their own pace while balancing personal, academic, or professional commitments. These programs focus on practical applicability, helping learners develop skills that can be directly implemented in real-world scenarios.

By offering focused and industry-aligned learning pathways, the certifications enable learners to stay competitive in a rapidly changing job market. They also serve as an excellent opportunity for individuals seeking career advancement, domain specialization, or additional credentials to strengthen their professional portfolio.

Certifications offered by UPES Online (erstwhile Centre for Continuing Education):

Program Name	Duration (in months)	
	Minimum (n)	Maximum (n+n)
Post Graduate Certificate Programs (PGCP)	10 months	20 months
Advanced Professional Certificate Programs- Non-Credit	6 months	12 months

Students who are unable to appear for any examination within their maximum program tenure may request an extension of 01 years to appear for the examination. However, the approval for extension is completely upon the discretion of the Hon'ble Vice Chancellor.

DESIGN YOUR OWN PROGRAM (DYOP)

At UPES Online, the Design Your Own Program (DYOP) initiative empowers students to personalize their learning journey based on their career aspirations, interests, and industry goals. Students enrolled in the Degree programs can choose an additional six-month non-credit self-paced certification alongside their degree. This integrated learning approach enables learners to build specialized skills in emerging and in-demand domains while continuing their academic program. The DYOP model is designed to bridge the gap between academic learning and industry expectations by allowing students to explore interdisciplinary skill sets beyond their core degree specialization. Whether a learner aims to strengthen expertise in areas such as business analytics, digital marketing, finance, leadership, technology, entrepreneurship, or emerging

business domains, the program offers the flexibility to tailor learning according to individual ambitions and career pathways. The self-paced structure also enables students to learn conveniently alongside their regular coursework without disrupting their academic schedule.

Through DYOP, students gain access to practical, application-oriented learning experiences that complement their formal education. The certifications are curated to enhance employability, encourage continuous learning, and help learners stay aligned with rapidly evolving industry trends. Upon successful completion, students receive a certification in addition to their degree qualification, adding further value to their academic credentials and supporting stronger career opportunities in competitive professional environments.



RUNWAY INCUBATOR



Runway Incubator helps start-ups convert their ideas into real and viable businesses. Its goal is to assist brilliant innovators in navigating the early stages of setting up a start-up and reaching the point where they have developed a product/service impressive enough to raise money. This will be achieved through a mix of mentorship, grants and investments, legal and incorporation support, and allocation of workspace.

Runway is not a traditional classroom; it is an intense, mentor-driven incubation program designed for those who are keen to build their businesses. Throughout the program, start-ups

will refine ideas and business models, develop prototypes, and identify key customers and investors.

Since its inception, Runway has worked with several start-ups from different sectors. They have gone on to create compelling products and made a difference to society

Runway Incubator has incubated about 250+ start-ups and 80+ start-ups have been given grants to help their business grow.

To know more - <https://www.runwayincubator.com/>

CAREER ASSISTANCE

At UPES Online, we are committed to equipping our students with the skills and knowledge needed to thrive in the industry. Our comprehensive career assistance program ensures that students are well-prepared for the professional world. Here are some of the key services we offer:

- ▶ **Resume Building:** Crafting a high-quality resume is essential for making a strong first impression. Our experts guide students in creating effective resumes tailored to industry standards.
- ▶ **Email Etiquette:** Effective communication via email is crucial in today's workplace. We provide guidance on professional email writing, ensuring that students convey their messages clearly and courteously.
- ▶ **Interview Preparation:** Facing interviews can be daunting. Our team conducts mock interviews, offers personalized feedback, and shares valuable tips to help students perform confidently during actual job interviews.
- ▶ **Industry Insights:** We keep students informed about industry trends, job market dynamics, and emerging opportunities. This knowledge empowers them to make informed career choices.
- ▶ **Networking:** Building professional networks is essential. We encourage students to connect with industry professionals, attend seminars, and participate in networking events.

Whether you are a recent graduate or looking to enhance your career prospects, UPES Online's career assistance program is designed to support your journey toward success.



CAMPUS IMMERSION PROGRAM



The UPES Online Campus Immersion Program is crafted to give online learners authentic exposure to campus life, strengthen academic and professional connections, and promote hands-on learning experiences that go beyond virtual classrooms.

It is designed to enrich the learning journey of UPES online students. Conducted at the UPES Dehradun campus on scheduled dates, the program enables participants to gain practical exposure, interact with faculty, engage with peers, and experience the campus environment firsthand.

STUDENT SUPPORT & ENGAGEMENT

Numerous activities are organized to inculcate character qualities, bring in desired attitudinal changes and hone behavior skills. Major activities covered are as follows:

- ▶ Mentoring and Personal Counselling
- ▶ Grievance Redressal
- ▶ Student Welfare

The University focuses on all-round personality development of students. Cultural activities are an integral part of personality development. UPES Online organizes numerous activities which gives a platform to students to showcase their talents. The major activities planned are:

Online Fresher's Evening: An official welcome for first-year students, the online Fresher's Evening is organized by the Student Engagement team of UPES Online. During this lively event, students registered for the semester are invited to showcase their talents. However, only performances by registered students are permitted; no outside performances are allowed.

Other Engaging Events: Various online events are organized to keep students engaged and announced by respective Program Managers during the duration of the program.

HELPDESK

Raise a ticket on the Helpdesk by dropping an email to **upesonline.helpdesk@dd.upes.ac.in**.
Alternatively, reach out to our toll-free number **1800-203-7801** operating between Monday to Saturday, 9:00 am- 5:00 pm.



ACADEMIC CALENDAR 2026-27

Activity	Batch/Exam Cycle	Schedule/Last Date	Important Notes
Orientation	July/January	2nd & 3rd week of January/ July	2nd & 3rd week of January/ July Recordings will be uploaded on LMS.
Commencement of Classes	July/January	4th week of January/ July	
Immersion Program	All year round	TBA	Offline experience on Campus
Assignments for Degree Programs	July January	End of November End of May	Session wise assignments allocated on the LMS.
Exam Registration	December/ March/ June	6 weeks before the Examination commences	Students register on student portal and book the exam slots on registration link of exam portal shared on email.
Examination	December/ March/ June	1st weekend -2nd weekend -	Examinations shall be conducted on Friday, Saturday, Sunday & Monday
Result Declaration	December/ March/ June	Within 8 weeks of the end of examination cycle	Students can download their grade cards from the UPES Online Student Portal.

Note: The timelines mentioned are tentative and may be revised. Any change will be notified.

EXAMINATION AND ASSESSMENT

Purpose

To guide students of UPES Online regarding the registration process, slot booking, and familiarization with the online examination platforms. The aim is to ensure a smooth and transparent process, helping students to adequately prepare for their online examinations. Step by Step process is as follows:

Registration

Students will be notified via email about upcoming examinations and its registration process. Students must register on the designated online platforms. A registration link will be provided in the notification email.

Slot Booking

Upon successful registration on the examination platform, students will receive an email containing instructions on how to book their examination slot.

Students must book their examination slots within the specified timeframe to secure their preferred time and date for the examination.



Familiarization with Online Examination Platforms

Students will receive:

- ▶ A training to familiarize them with the online platform.
- ▶ A video link demonstrating the use of the online examination platform.
- ▶ A training document providing step-by-step instructions on navigating and using the platform.

Students are required to review the materials to ensure familiarity with the platform's functionalities before the examination date.

Support and Assistance

Students facing issues with registration, slot booking, or accessing the training resources may contact the UPES Online Helpdesk at upesonline.helpdesk@ddn.upes.ac.in. Technical assistance will be available during regular business hours leading up to the examination period.

Responsibility of the Student

Students are responsible for:

- ▶ Completing the registration and slot booking within the deadlines provided.
- ▶ Using the training resources provided to ensure they are comfortable with the online platform.
- ▶ For ensuring that their equipment (computer, internet connection, etc.) is functional and compatible with the online examination requirements.

Examination Eligibility

To be eligible for the examination, students are required to clear any outstanding fees by the due date. No extensions will be granted.

Evaluation Criteria

For all Degree Programs, UPES Online follows a continuous evaluation system. The evaluation criteria is as follows:

Assessments	Weightage (UG & PG Programs)
Internal Assignment	30%
End Semester Examination	70%

Internal Assignments

Internal Assignments are to be submitted through the Learning Management System (LMS).

Each course includes two assignments:

Assignment 1: Multiple choice questions

Assignment 2: Case Study / Descriptive.

End-Semester Examination

The end-semester examination question paper will have a duration of 3 hours (180 minutes) and will be structured as follows:

Sections	Type	Questions	Marks
Section A	Direct Memory Based and Conceptual Questions (MCQ)	25	50
Section B	Analytical Questions based on understanding of concepts - Descriptive	02	20
Section C	Application of concepts – Case study / descriptive	02	30

Dissertations for MBA / MCA / BBA / BCA / B Com

Each student seeking to acquire their Bachelors/ Masters Degree from UPES Online, needs to successfully complete a Dissertation Project in the final semester of the program.

Dissertation Guidelines: [Click Here](#) to download the Dissertation Guidelines.

Re-Evaluation

Students can contest their evaluation. If a student is not satisfied with the awarded marks/ grade(s), they can request re-evaluation towards the end-semester component for that course. The students shall be notified by the Office of the Controller of Examinations once the window opens.

Final Grade Calculation

The final grade received by a student will reflect the End-Semester Examination (70%) and the Internal Assignment (30%). Supplementary Examinations, where applicable, shall carry a weightage equivalent to the weightage of the End-Semester Examination.

Attendance Criteria

Students are required to maintain 75% of the total time engagement to be eligible to appear for term-end examinations. The University leverages technology, Learning Management Systems (LMS), to record and track student attendance based on their engagement. Activities logged include attending live classes, participating in webinars, watching pre-recorded videos, reviewing suggested readings, attempting quizzes, and completing assignments.

Supplementary Examinations

A supplementary examination applies in the following conditions

- ▶ If the student has failed the examination
- ▶ If student has registered and not appeared

A fee of Rs. 1000 per exam shall be applicable for each supplementary examination. In the event of a supplementary examination:

- ▶ The grade sheet of the original semester shall reflect ABSENT
- ▶ The marks obtained in the supplementary examination shall appear in the grade card of the semester in which the supplementary exam is actually taken

GRADING SYSTEM

Examination Weightages

Program	Exam-Type	Weightage
MBA/BBA/MCA/BCA / B Com(H)	Assignment 1 & Assignment 2	15% + 15% = 30%
	End -Semester Examination	70%

Letter Grades & Grade Points

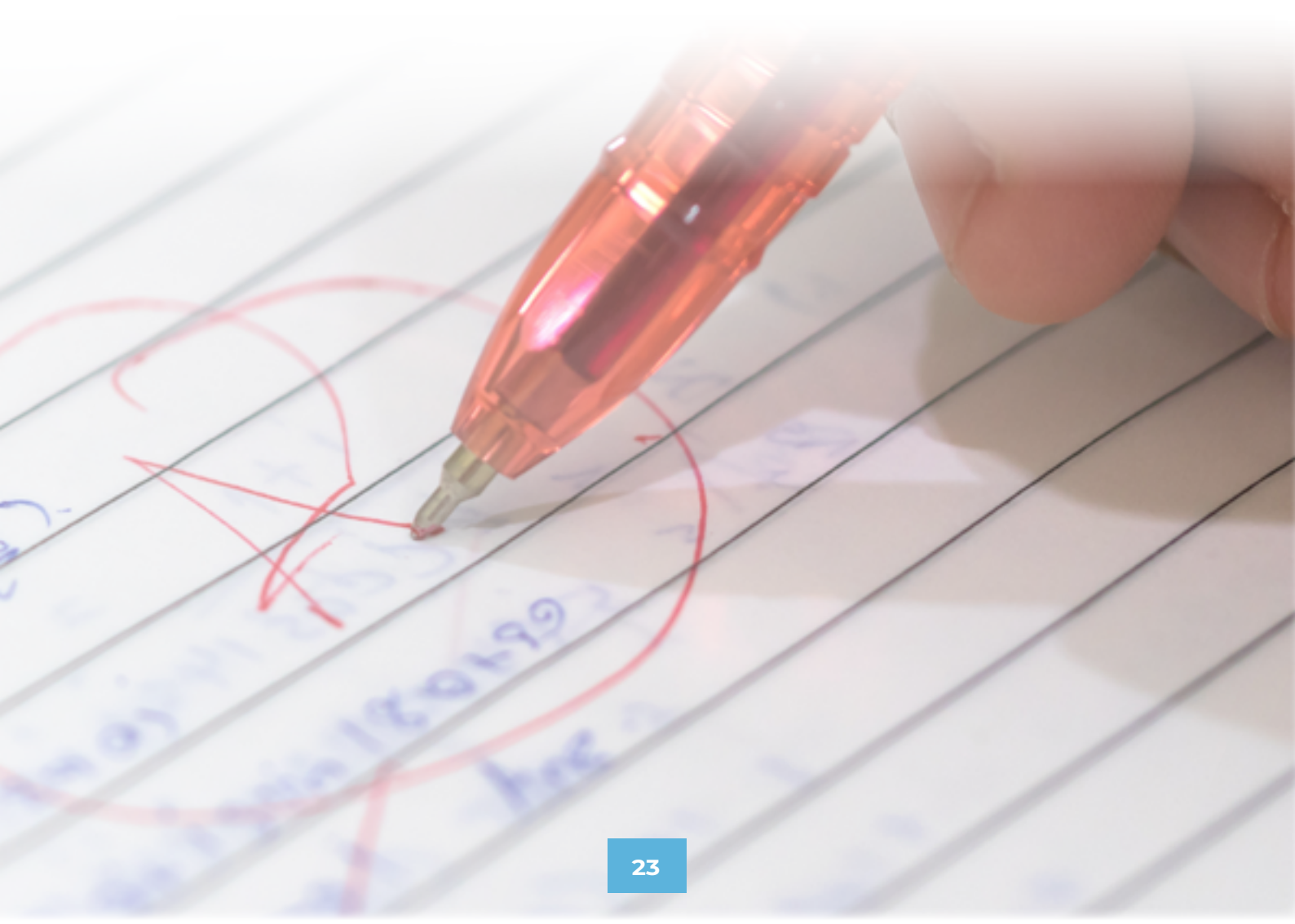
Grade	Description	Grade Point
O	Outstanding	10.0
A+	Excellent	9.0
A	Very Good	8.0
B+	Good	7.0
B	Above Average	6.0
C+	Average	5.0
C	Pass	4.0
F	Fail	0.0
Ab	Fail (Absent)	0.0
R	Result Withheld	–
W	Withdrawn from the Course	–
Z	Course Continuation (year-long courses/projects)	–
AP	Audit Pass (voluntary, non-credit course)	–
AF	Audit Fail (voluntary, non-credit course)	–
S	Satisfactory (mandatory, non-credit course)	–
U	Unsatisfactory (mandatory, non-credit course)	–
E	Exempt	

Passing Criteria

Programme	Minimum Composite Marks	Minimum Grade
Undergraduate (UG)	35%	C
Postgraduate (PG)	40%	C

CGPA Requirements

Programme Level	Minimum CGPA for Award of Degree	Minimum Grade per course
Undergraduate (UG)	5.00	C
Postgraduate (PG)	6.00	C



PROGRESSION

Course Completion Requirement:

Each course includes two components. Assignment (30%) and End-term examination (70%). A minimum composite (exam + assignment) score of 40/100 is required to pass.

Assignment:

- ▶ If a student does not submit the assignment by the deadline, they will receive zero marks for it.
- ▶ To pass, they must score at least 58/100 from the exam to get a minimum composite score of 40/100.

End-Semester Exam:

- ▶ If a student misses the end-semester exam but has submitted the assignment, they must appear for a supplementary exam in the next semester, which will be conducted alongside the next semesters' exams.
- ▶ A supplementary exam fee will be applicable.
- ▶ To pass, they must score enough marks in the exam so that their combined (composite) score of assignment + supplementary exam is at least 40/100.

- ▶ If the combined score of assignment and exam is less than 40, the student must appear for a re-examination. A re-examination fee will apply.

Note 1: It is strongly recommended that students complete their exams in the same semester to avoid the burden of multiple exams accumulating in the following term.

Note 2: Applicable from January 2025, Old Progression will apply for students before January 2025



E-LIBRARY

At UPES Online, we provide a digital platform that aims to provide free access to a vast collection of books giving an opportunity to explore a wide range of literary works. The link to E-library along with their credentials and User Guide link are shared with each student. Users can access / download multiple books simultaneously depending upon the publisher's policy. Kindly follow the instructions provided on the publisher's portal.

User may download books / book chapters / limited number of pages depending on the

publisher policy. References to course-related books will be given in course plan or concerned subject faculty will suggest course related books. The student is free to explore and enjoy the literary treasures it offers.



CHANGE OF SPECIALIZATION - DEGREE PROGRAMS



Students enrolled in a degree program may request a change of specialization after the successful completion of the required semester. This refers to the norms related to process for change in specialisation and associated fee implications w.e.f January 2024 onwards.

All such requests will be governed by the following conditions:

Eligibility

- ▶ Meet minimum academic standing requirements as prescribed by the School.
- ▶ Satisfy academic feasibility, capacity, and regulatory constraints
- ▶ Meeting eligibility conditions does not guarantee approval.

Application Window

Applications for Change of Specialization shall be accepted only within the following timelines:

First / Second Semester of the Program

Applications must be submitted no later than the commencement of End-semester examinations of the first semester or within the first week of the commencement of the relevant semester.

Applications submitted after the first week of the second semester shall not be entertained.

Late or Out-of-Window Applications

No application shall be considered if the proposed change places the student at risk of exceeding the maximum Program duration ($N + 2 + 1$).

Requests submitted beyond the prescribed timelines shall be summarily rejected, without appeal on grounds of preference or hardship.

Fee Adjustment

If the new specialization has a higher program fee, the student must pay the difference in full before the semester begins.

If the new specialization has a lower program fee, the difference will be adjusted against future semester dues. No refunds will be issued.

University Discretion

Approval of change of specialization is entirely at the discretion of the university, subject to seat availability, academic performance, and other relevant considerations. The university reserves the right to reject a request without providing specific reasons.

One-Time Request

A student is allowed to change specialization only once during the course of the program.

Fee Clearance Requirement

All outstanding dues from the first year must be cleared at the time of request.



PROCESS OF SPECIALISATION CHANGE (DEGREE)



PROGRAM EXTENSION

As per the UGC guidelines, students are granted a maximum duration beyond the standard program length to complete their degree. This policy outlines the norms related to re-registration, extended program duration, break in study, and associated fee implications.

Maximum Duration for Program Completion

Program Name	Duration (in Years)	
	Minimum (n)	Maximum (n+2)
Master of Business Administration	2 years	4 years
Master of Computer Application	2 years	4 years
Bachelor of Business Administration	3 years	5 years
Bachelor of Computer Applications	3 years	5 years
Bachelor of Commerce (H)	4 years	6 years

Note: The final year of the maximum duration (i.e., the +1 year) will be at the discretion of the Vice Chancellor.

Students who do not complete the program within the standard duration (N years) may continue their studies till the approved duration.

BREAK IN STUDY

Students needing a break for genuine reasons such as health issues, personal circumstances, or work commitments may be allowed to temporarily pause their studies, subject to the following:

- ▶ A formal written application to the Registrar, specifying the reason and intended duration of break must be submitted.
- ▶ All fees due until the break must be cleared in full.
- ▶ Once back, the student shall rejoin in the subsequent semester and shall be mapped to the active semester of the same cohort.
- ▶ The missed semester's shall be completed through recorded lectures and self-learning material. There shall be no retroactive live delivery of missed semesters.
- ▶ The student may be permitted to appear for examinations of the current and the missed semesters together, subject to fee payment and eligibility norms.
- ▶ They must clear the pre-requisites first to make themselves eligible for progression to the next semester.(for students from Jan 2025 onwards)
- ▶ Upon returning, the student must pay the balance fee.
- ▶ The break period will be counted toward the maximum duration allowed for program completion.

Important Notes:

- ▶ No academic credit earned beyond the maximum permissible duration will be valid.
- ▶ Extensions and breaks are subject to approval and documentation as per university norms.

FEE STRUCTURE

Fee Structure for Masters Degree Programs

Program	Specialisation	New Fee structure
MBA	Oil and Gas Management	₹ 239,999.00
	Power Management	₹ 239,999.00
	Logistics and Supply Chain Management	₹ 214,999.00
	Digital Business	₹ 194,999.00
	Infrastructure Management	₹ 194,999.00
	Business Analytics	₹ 194,999.00
	International Business	₹ 194,999.00
	Finance Management	₹ 194,999.00
	Marketing Management	₹ 194,999.00
	Human Resource Management	₹ 194,999.00
	Operations Management	₹ 194,999.00
MCA	Artificial Intelligence and Machine Learning	₹ 189,999.00
	Cyber Security and Forensics	₹ 189,999.00
	Data Science	₹ 189,999.00

Note: The fees above Includes Fee for Immersion Program (Optional)

Fee Structure for Bachelors Degree Programs

Program	Specialisation	Fee (INR)
BBA	Operations Management	₹ 169,999.00
	Financial Management	₹ 169,999.00
	Human Resource Management	₹ 169,999.00
	Marketing Management	₹ 169,999.00
	Digital Business	₹ 169,999.00
	Logistics and Supply Chain	₹ 169,999.00
	International Business	₹ 169,999.00
BCA	New Age Technology	₹ 169,999.00
	Cloud Computing & Cyber Security	₹ 169,999.00
	Data Analytics	₹ 169,999.00
B Com (H)	Banking and Finance	₹ 109,999.00

Note: The fees above Includes Fee for Immersion Program (Optional)

Fee Structure - Post Graduate Certification Programs

Non - Degree Offerings		
S. No.	Programs	Fee without GST
1	PGCP Oil & Gas Management	90,000/-
2	PGCP Power Management	85,000/-
3	PGCP Renewable Energy	95,000/-
4	PGCP Industrial Safety	75,000/-
5	PGCP Logistics and Supply Chain Management	85,000/-
6	PGCP Data Science	LIVE – 84,000/- Self-Paced - 50,000/-
7	PGCP Air Business Management	75,000/-
8	PGCP International Business	75,000/-
9	PGCP Business Analytics	75,000/-
10	PGCP Finance Management	75,000/-
11	PGCP Marketing Management	75,000/-
12	PGCP Human Resource Management	75,000/-
13	PGCP Operations Management	75,000/-
14	PGCP Artificial Intelligence & Machine Learning	LIVE – 10,5000/- Self-Paced - 62,000/-
15	PGCP Data Analytics	LIVE – 60,000/- Self-Paced - 42,000/-

Fee Structure - Advanced Professional Certification Programs

Program	Specialisation	New Fee Structure
Advanced Professional Certification	Advanced Professional Certificate in Digital Growth, Customer Experience & Marketing Analytics	₹ 19,999
	Advanced Professional Certificate in Financial Markets, FinTech & Investment Analytics	₹ 19,999
	Advanced Professional Certificate in Applied AI, Data Science & Business Analytics-	₹ 19,999
	Advanced Professional Certificate in Supply Chain, Operations & Analytics Management	₹ 19,999
	Advanced Professional Certificate in Energy Markets, Power Trading & Energy Business Management	₹ 19,999
	Advanced Professional Certificate in Energy Transition, Electric Mobility, Clean Energy & Hydrogen Technologies	₹ 19,999
	Advanced Professional Certificate in Industrial Safety, Risk & Compliance Management	₹ 19,999
	Advanced Professional Certificate in Digital Growth, Customer Experience & Marketing Analytics	₹ 19,999

Note: Students may opt for multiple certificate programs simultaneously, as all certificates are self-paced and open for admissions throughout the year. The fee for enrolling in any two certificate programs together is ₹29,999.

Other Prescribed Fee

Convocation Fee	Rs. 2000/- to be paid in penultimate semester
Alumni Fee	Rs. 1500/- to be paid in the 3 rd & 4 th semester of PG Degree & UG Degree Programs respectively.
Supplementary Examination	Rs. 1000/- per subject
Re-evaluation of answer sheet	Rs. 250/- per subject Note: In case error is found fee shall be refunded
Duplicate Grade Card	Rs. 500/- per set
Transcript Fee	Rs. 500/- per set
Duplicate Degree	Rs. 2500/-
Immersion (Optional)	Rs. 19,999

FEE PAYMENT

The student has the option to pay the full program fee / one-year fee / per semester fee.

The fee can be paid online through the Student Portal or through the Online payment gateway on the UPES Online website # <https://admission.cce.upes.ac.in/Existingstudent/payonline>

In case of a NEFT/RTGS payment, please share your transaction reference number along with the above details (SAP ID, Name, Contact Number and Email Id) through E-mail to njain@ddn.upes.ac.in

For any payment received through NEFT/RTGS without the details mentioned in the e-mail, the university shall not be liable for non-recognition for such payment.

FEE REFUND POLICY

Refund policy from Academic Year 2025-26 applicable for all the **Degree programs**.

Refund Scenarios	Total Deductions
Full Fee Refund till the last date of admission as notified by UGC DEB (Distance Education Bureau)	No Deduction
Up to 15 calendar days from the last date of admission	50% of the aggregate fee
After 15 calendar days from the last date of admission	100% of the aggregate fee

Refund policy from Academic Year 2025-26 applicable for all the **Non-Degree programs**.

Refund Scenarios	Total Deductions
Admission before commencement of course	
Full Fee Refund before the commencement of the course	No Deduction
Up to 15 calendar days from the commencement of course	50% of the aggregate fee
After 15 days from the commencement of course	100% of the aggregate fee
Admission after commencement of course	
Up to 15 days from date of admission	50% of the aggregate fee
After 15 days from date of admission	100% of the aggregate fee

PROCESS TO APPLY FOR WITHDRAWAL

1. Students need to submit a refund request form with a valid reason available at the UPES Online website and email the same to upesonline.helpdesk@ddn.upes.ac.in
2. Students will be informed through email about the refund transaction details.
3. Refund process will take 40-45 calendar days from the date of applying for withdrawal.
4. Withdrawal will only be considered after submission of refund request form through email. Withdrawal date will be considered on the day email is received.
5. UPES Online Management reserves all the rights and will be the final authority on any decision-related matters.

SCHOLARSHIP

To reward talented candidates, UPES Online announces Scholarships, while inviting applications for Bachelors and Masters Degree program admissions.

Eligibility

All students who want to enroll in the Bachelors and Masters Degree program of UPES Online and have met the following stated criteria shall be eligible for consideration for this scholarship.

Applicants should meet the following criteria

- ▶ Should have enrolled in the UPES Online
- ▶ Should have completed –
 - ▶ Class 12th by 31st July 2025 for UG
 - ▶ Graduation by 31st July 2025 for PG + a minimum of 3 years working experience
- ▶ Should be a citizen of India

Scholarship Criteria for PG Degree Programs

Work Experience while joining UPES Online course (Years)	Graduation Marks	Scholarship amount (%)	Allocation
3	55% and more	10%	Benefit transfer Sem-wise after fee deposit (Equal distribution*)
5	55% and more	15%	Benefit transfer Sem-wise after fee deposit (Equal distribution*)
10+	55% and more	20%	Benefit transfer Sem wise after fee deposit (Equal distribution*)

Scholarship Criteria for UG Degree Programs

12 th Class Marks	Scholarship amount (%)	Allocation
75.01 to 85%	10%	Benefit transfer Sem-wise (Equal distribution*)
>85%	15%	Benefit transfer Sem-wise (Equal distribution*)

Given below is the example to explain equal distribution:

Assume -

- ▶ Course fee: Rs. 100,000/-
- ▶ Scholarship given: 10%
- ▶ Total Scholarship amount: Rs. 10,000/-
- ▶ Benefit transfer 1st semester: Rs. 2500/-
- ▶ Benefit transfer 2nd semester: Rs. 2500/- (on meeting T&C/Renewal criteria)
- ▶ Benefit transfer 3rd semester: Rs. 2500/- (on meeting T&C/Renewal criteria)
- ▶ Benefit transfer 4th semester: Rs. 2500/- (on meeting T&C/Renewal criteria)

Term & Conditions / Renewal Criteria

The terms and conditions outlined herein ("Terms and Conditions"), shall govern the SCHOLARSHIP PROGRAM at "UPES" (erstwhile University of Petroleum and Energy Studies).

By participating in the scholarship program, the student concerned (User) agrees as follows: -

- ▶ The student should not be a Fee Defaulter at any time during the program.
- ▶ The student should be regular in attending his classes and examinations.
- ▶ In the event of discontinuance of the scholarship for any reason whatsoever, the scholarship shall not be renewed.
- ▶ UPES reserves the right to change, modify or withdraw the scholarship or its Terms & Conditions, without any prior notice
- ▶ Special fee benefits under corporate MOU and academic scholarships or any other similar scheme, can't be combined.

Scholarship Benefits

- ▶ The scholarship will be offered for the full course duration on the full course fee, subject to fulfilling the renewal criteria.
- ▶ Scholarship amount will be transferred/adjusted in the course fee semester-wise based on the renewal criteria.
- ▶ Scholarship will be given in the form of Fee Concession; Fee Discount; or Fee Waiver.
- ▶ Awarded scholarships can't be exchanged for cash/cheque or transferred to any other course or academic year etc. The scholarship amount will be adjusted against student fees.
- ▶ UPES reserves the right to withdraw or amend any listed scholarship without prior notification and at any point in time at its sole discretion.
- ▶ If scholarship-selected students choose to decline admission to the selected course offer, said students' scholarships shall become void ab-initio. In case of withdrawal, the scholarship granted shall be withdrawn & refund shall be granted as per the normal fee structure.
- ▶ A student will be eligible for the award of only one type/scheme of Scholarship in a given Academic Year.



Vijay Scholarship (Sports)

With the objective of developing a sports culture within the University, UPES is now extending scholarship for Online Students.

Scholarship	Level of representation	Achievements	Organizing Body	Remarks
100%	International	Medal Holders (Gold/Silver/Bronze) at the International Level (Representing the country)	International Olympic Committee / Commonwealth	100% on Tuition fees
75%	International	Participating in the International Level	International Olympic Committee / Commonwealth	75% on Tuition fees
50%	National	Medal holders (Gold / Silver / Bronze in team games and fourth place in individual sport)	National association / Federations / AIU / IOA / School Games federation of India	50% on Tuition fees
35%	National	Participation at the National Level	National association / Federations / AIU / IOA / School Games federation of India	35% on Tuition fees

Number of Seats

S.No.	Sport / Game	Number of seats under scholarship scheme
1	Football	5
2	Cricket	5
3	Basketball	5
4	Volleyball	5
5	Table Tennis	5
6	Badminton	5
7	Shooting	5
8	Chess	4
9	Athletics	5
10	Boxing	2
11	Wrestling	2
12	Archery	2

Selection Criteria

- ▶ Verification of original testimonials/certificates
- ▶ Interview with the Scholarship Committee {Virtual/in person}

Eligibility Criteria & Conditions

- ▶ Scholarship will be awarded as per the seats mentioned above against each game /sport. These seats can be transferred to other games if required after approval of Vice Chancellor / Registrar.
- ▶ Minimum academic eligibility for the respective program at the time of admission should be met, as mentioned.
- ▶ The participation/achievement at National/International level should not be older than two years from the date of registration.
- ▶ The candidate seeking admission to any of the above categories of sports shall be required to produce the relevant documents of proof of his/her participation and Medal Winning. The Scholarship Committee will take the final decision regarding grant of Scholarship.
- ▶ The scholarship under this category shall be awarded for the 1st year only and its continuation shall be decided by the Scholarship Committee. The scholarship will remain applicable only if the student continues to actively participate in the sport and takes part in recognized sporting events.
- ▶ The Scholarship Committee reserves the right to increase / decrease / approve / deny the amount of scholarship.

Alumni Scholarship

20% scholarship applicable on program fee for the students enrolled in degree programs

Terms & Conditions

- ▶ Alumni scholarship will be applicable for the students who completed their Degree from UPES Online and taking admission to degree or non-degree program with UPES Online.
- ▶ Scholarship will not be applicable if the student is seeking admission to another non-degree program after completing non-degree program from UPES Online

Disclaimer

- ▶ Notwithstanding anything under this Scholarship scheme, UPES's Management has sole discretion to edit, modify, change, update, continue or abandon above-mentioned Scholarship going Forward at any given point in time, without any prior written intimation. The Vice Chancellor will be the final deciding authority for all scholarship decisions as stated in this specific disclaimer.
- ▶ There is no concept of automatic renewal for next semester. The Scholarship Committee shall decide every semester subject to the renewal criteria.
- ▶ Please note that this communication is without prejudice to any rights of UPES and this communication should not be considered as a waiver of any rights of UPES in the applicants' favour.

MEDAL POLICY

(Applicable to the graduating batch)

Introduction

The UPES Medal Policy outlines the eligibility criteria and evaluation process for awarding University Medals. This policy is applicable to all undergraduate and postgraduate students, enrolled in UPES Online. University Medals are conferred upon students who have exhibited outstanding academic excellence during their tenure at UPES, provided they fulfil the specific eligibility requirements established by UPES.

Eligibility Criteria for Award of Silver Medal

1. Topper of each program with a minimum CGPA of 8.5
2. Batch size having more than or equal to 10 students
3. Students must not have faced any disciplinary action during their time at the University.
4. There should be no record of an 'F' grade or any improvement examinations.
5. If the top-ranking student in the Order of Merit is found ineligible, the medal will be awarded to the next eligible student in the order of merit.
6. Specializations within the same program will be treated as a single batch for medal consideration. (Applicable for MBA (General) and BBA (General))
7. In the event of a tie, the Merit Order will be determined based on the CGPA calculated up to the third decimal place.
8. Students must complete their degree within the minimum time frame stipulated by UGC regulations.

Disclaimer

1. Notwithstanding anything under this policy, UPES Online Management has sole discretion to edit, modify, change, update, continue or abandon above mentioned policy going forward at any given point in time, without any prior written intimation.
2. Vice-Chancellor will be the final deciding authority for all the decisions as stated in this specific disclaimer.
3. In case of a tie for the position of merit for award of Silver in each of the program across all UG & PG programs, the merit order will be decided on CGPA calculated up to the 3rd decimal point.

ALUMNI

Registration as a Member of UPES Online Alumni

- ▶ The term alumni refers to individuals who have successfully graduated from degree programs from UPES Online (UG / PG) in OL/ODL mode
- ▶ One-time alumni registration fee of ₹ 1500/- to be paid in the 3rd & 4th semester of PG Degree & UG Degree Programs respectively.
- ▶ Registration of alumni will be done by registering on the UPES Alumni portal for which a link will be shared before convocation.

Communication to Alumni

UPES Online will maintain an alumni directory that will be used to communicate with alumni through email, newsletters, social media, and other channels. UPES Online will also provide regular updates on the institution's activities and accomplishments, as well as alumni-specific events and opportunities.

Involvement Opportunities and Benefits: UPES Online will provide a variety of benefits to its alumni, including:

- ▶ 20% Fee waiver on future Degree programs
- ▶ Networking and mentorship opportunities
- ▶ Can join Advisory panels, Fund raising.
- ▶ Virtual reunion events / Selected Alumni to be invited to attend face to face events
- ▶ Guest lectures and master classes.

STUDENT GRIEVANCE REDRESSAL

Objective

To provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as those seeking admission to such institutions, and a mechanism thereto.

Grievance” means, and includes, complaint(s) made by an aggrieved student in respect of the following:

1. Admission, contrary to merit determined in accordance with the declared admission policy of the institution;
2. Irregularity in the process under the declared admission policy of the institution;
3. Refusal to admit in accordance with the declared admission policy of the institution;
4. Non-publication of a prospectus by the institution, in accordance with the provisions of these regulations
5. Publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
6. Withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
7. Demand of money in excess of that specified to be charged in the declared admission policy of the institution;
8. Violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different categories of students;
9. Non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;
10. Delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;
11. Failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;
12. Non-transparent or unfair practices adopted by the institution for the evaluation of students;
13. Delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time;

14. Complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minorities or persons with disabilities categories;
15. Denial of quality education as promised at the time of admission or required to be provided;
16. Harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force;
17. Any action initiated/taken contrary to the statutes, ordinances, rules, regulations, or guidelines of the institution; and
18. Any action initiated/taken contrary to the regulations and/or guidelines made/issued by the Commission and/or the regulatory body concerned.



**COMPLAINT
SERVICE →**

UPES ONLINE GRIEVANCE REDREDSSAL PROCESS

UPES Online is committed to providing a supportive and responsive environment for all students. This Grievance Redressal Process document outlines the procedures for addressing and resolving student grievances in a fair and timely manner.

Grievance Submission Methods Students can raise their grievances through the following methods:

- ▶ In - Person
- ▶ Helpdesk

In-Person

- ▶ Students can meet the UPES Online helpdesk team or faculty members in person at university campus or corporate office.
- ▶ Student must book an appointment to meet the concerned official by requesting over email or direct phone numbers which are available in our Contact Us section of our website
- ▶ Students share their grievances in person. Such grievances are resolved immediately.

Helpdesk Support

- ▶ The student raises the grievance on helpdesk by sending email at upesonline.helpdesk@ddn.upes.ac.in
- ▶ Student can reach out to UPES Online helpdesk for any kind of grievances by calling the toll free number 080-69894029

Response Time

- ▶ All grievances will be acknowledged and addressed within 24 hours of receipt.
- ▶ Level 1 - queries are solved by level 1 support.
- ▶ If it is not resolved by level 1 support, then it is forwarded to experts. The experts may be academic SME, program SME or technical SME as per the type of grievance. The level 1 support either try to resolve immediately by connecting with experts or request for an appropriate time for the expert to reach out to him later
- ▶ If the grievance cannot be resolved within 24 hours, the student will be informed of the expected resolution time.

Escalation Process

- ▶ If the grievance is not resolved within a reasonable time, the issue is escalated. It is escalated to the Director UPES Online.
- ▶ All stakeholders are notified through mail and ticket for that issue is assigned to the expert as escalated ticket. It is mandatory for the experts to resolve the escalated issue within specified time for the escalated ticket.
- ▶ The Grievance Redressal Committee is designated to handle escalated concerns and ensure a thorough review and resolution.

How to raise a grievance?

- ▶ Students are encouraged to resolve concerns or problems directly with the student helpdesk through personal discussions and counselling.
- ▶ Aggrieved students can raise their concerns to this email id or any of the Grievance Redressal Committee members. Mention your enrolment number in the subject line of the email.

Student Grievance Redressal Committees (SGRC)

The committee consists of designated faculty and administrative members who are responsible for reviewing and resolving escalated grievances. The committee will meet regularly to ensure timely and effective resolution of all escalated grievances. A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Students' Grievance Redressal Committee (SGRC).

In accordance with the **University Grants Commission (Redressal of Grievances of Students) Regulations, 2023** the existing committee is formed effective from the duration 01st May 2025 to 30th June 2027.

S.No	Name	Academic Designation	Committee Designation	Email Id
1	Dr. Arvind Kumar Jain	Principal and Professor UPES Online	Chairperson	akjain@ddn.upes.ac.in
2	Dr. Sumeet Gupta	Professor, School of Business	Member	sumeetgupta@ddn.upes.ac.in
3	Dr Kabir Sharma	Associate Professor UPES Online	Member	ksharma@ddn.upes.ac.in
4	Dr. Anita Sengar	Professor, School of Business	Member	asengar@ddn.upes.ac.in
5	Dr. Hitesh Kumar Sharma	Professor, School of Computer Science	Member	hksharma@ddn.upes.ac.in
6	Student Representative	Student	Student Representative (Will be special Invitee)	

Any student aggrieved by the decision of the Students' Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such a decision. The email id to write to the Ombudsperson is ombuds@ddn.upes.ac.in

Confidentiality

- ▶ All grievances will be handled with the utmost confidentiality.
- ▶ Information related to grievance will only be shared with individuals directly involved in the resolution process.

Disclaimer

This handbook is intended as a general guide for UPES ONLINE students. While every effort has been made to ensure accuracy in this document, the University retains the right to make changes in the academic programs as well as operating procedures at any time. This document should not be construed as constituting a formal contract, expressed or implied, between the University and any person or group of people. All such changes will be effective at times deemed appropriate by competent University authorities and may apply