



STUDENT HANDBOOK

2022 - 23

GD GOENKA UNIVERSITY



Our campus is 100 % safe and sanitized to the highest standards



Dear Student,

Welcome to GD Goenka University. I congratulate you on joining one of the premier educational institutions of the country and wish you all the best for your future as you embark on this new journey.

We at GD Goenka University, take pride in the diverse cohort of students and the world class facilities that this campus boasts of. The verdant greens of the GD Goenka Campus is abuzz with the life and vibrancy of an equally world class education by the best teachers from over the world who are there to guide and support you in your academic journey.

Moreover, it is our belief that it is you, the student, who stands at the centre of the throbbing life of this University. Our policies and efforts are directed to cater to your well being and bright future.

I invite you to participate in, and to actively contribute to, the academically and culturally vibrant and alive atmosphere of this University.

I once again wish you all the best.

Prof. (Dr.) Tabrez Ahmad

Vice-Chancellor

Dear Student,

The Student Handbook contains a concise review of the Rules and Procedures of academic and administrative activities of the GD Goenka University with which students are expected to be familiar.

This handbook will give you brief extracts of some of the important Regulations of the University, information on the options available to you and the resources that can help you to find advice and make good choices. The university reserves the right to make time to time amendments in any existing policy, introduce a new policy or discontinue an existing policy without any prior notice.

We believe your understanding will be more pleasant and satisfying if you take time to read this Handbook. This will be your guide to academic requirements, various deadlines and the many activities that take place in the University. We expect from you that your conduct as a student in the University should be acceptable. These academic and disciplinary rules apply to everyone.

There are always people to help and guide you throughout your study period at the University. We advise you to meet your assigned Mentor frequently and share your feedback with the Mentor. Everyone at the University wants you to flourish. During your study, you will form a long lasting friendship and take further steps towards becoming the person you desire to be.

We wish you a happy, healthy and academically enriching life at GD Goenka University.



Dr. Dhirendra Singh Parihar

Registrar

CONTENT

01. Core Team
02. Academic Calendar
03. Ragging Policy & Anti - Ragging Measures
04. General Code of Conduct
05. Faculty Mentors
06. Change of Programme / Specialisation / Branch
07. Course Registration
08. Additional Learning – Minor
09. Minimum & Maximum Credit Limits for Course Registration
10. Registering for Backlog Courses
11. Adding/Dropping Courses
12. Course Prerequisites
13. Attendance
14. Official Duty
15. Make Up for Deficiency in Attendance
16. Minimum & Maximum Duration of Academic Programmes
17. Course Evaluation
18. Grading System
19. Passing Criteria
20. Promotion Criteria
21. Reappearing & Repeating Courses
22. Improvement of Score/Grade
23. Academic Break
24. Disciplinary Control of Students During Examinations
25. Medals Criteria
26. Issue of Grade Sheets & Final Degree
27. Rechecking/Re-Evaluation of Answer Books
28. General Instructions for Students Relating to Examinations
29. Regulations for Scholarships
30. Re-Registration
31. Fee Payment
32. Late Fees
33. Mid Programme Withdrawal
34. Re-Admission
35. Hostel Rules and Regulations
36. General Guidelines on ERP
37. Student Engagement & Experience
38. BSA Calendar
39. List of Holidays

GD GOENKA UNIVERSITY

CORE TEAM

Prof. (Dr.) Tabrez Ahmad
Vice Chancellor
Dean, School of Law
vc@gdgu.org

Dr. Dharendra Singh Parihar
Registrar
registrar@gdgu.org

Prof. (Dr.) Tanuja Kaushik
Dean Student Welfare &
International Relations
Director, Centre of Innovation &
Entrepreneurship
tanuja.kaushik@gdgu.org

Prof. (Dr.) Rohit Dutt
Dean, School of Medical & Allied
Sciences
Associate Dean Academics
rohit.dutt@gdgu.org

Prof. (Dr.) Anjali Midha Sharan
Dean, School of Humanities
Social Sciences & Education
Dean, Research and
Development
anjali.midha@gdgu.org

Prof. (Dr.) Alok Pandey
Dean, School of Management
alok.pandey@gdgu.org

Prof. Rajiv Singh Gulshan
Dean, School of Hospitality &
Tourism
rajiv.gulshan@gdgu.org

Prof. (Dr.) Sahadeva Singh
Dean, School of Agricultural
Sciences
sahadeva.singh@gdgu.org

Prof. (Dr.) Azim Khan Pathan
Head, School of Law
azimkhan.pathan@gdgu.org

Prof. (Dr.) Naresh Sharma
Head, School of Engineering &
Sciences
naresh.sharma@gdgu.org

Dr. Kuldeep Siwach
Officiating Head, School of
Media & Entertainment
kuldeep.siwach@gdgu.org

Ms. Monit Khera Chowdhary
Campus Director, Unitedworld
Institute of Design - UID
monitchowdhary@unitedworld.in

Prof. Srishti Bajaj
Dean, Unitedworld Institute of
Design- UID
srishti.bajaj@gdgu.org

Prof. (Dr.) Manjari Kapoor
Dean, UID School of
Architecture
manjari.kapoor@gdgu.org

Mr. Pankaj Jindal
Director, Centre of Vocational
Studies
pankajjindal@gdgoenka.com

Prof. (Dr.) Nehal Anwar Siddiqui
Director, Centre of Excellence
Occupational Health, Safety, Fire
& Environment
nehal.anwar@gdgu.org

Mr. Narender Sharma
Controller of Examinations
coe@gdgu.org

Mr. Akhilesh Chandra
Associate Director, Corporate
Resource Centre
akhilesh.chandra@gdgu.org

Major Karttikeya Sharma
Administrator, GD Goenka
Education City
administratorgdguws@gdgoenka.com

Dr. Ajeet Kumar Nedungadi
Director, International
Admissions
ajeet.nedungadi@gdgoenka.ac.in

Mr. Tarun Dutta
Director, Admissions
admissions@gdgoenka.ac.in

Mr. Amit Singh
Proctor
proctor@gdgu.org

Dr. Swadesh Sharma
Deputy Librarian
swadesh.sharma@gdgu.org

Mr. Mohit Singhal
Senior Manager, Finance &
Accounts
accounts@gdgu@gdgoenka.ac.in

Mr. Ramparshad Thakur
Manager Administration
Chief Warden
adminsupport@gdgoenka.ac.in

Mr. Amit Malhotra
Head, IT
itsupport@gdgoenka.ac.in

Mr. Mohit Maan
Assitant Manager, ERP
erpsupport@gdgoenka.ac.in

Mr. Gautam Bhist
Transport Manager
transport@gdgoenka.ac.in

ACADEMIC CALENDAR – ODD SEMESTER - 2022-2023

Foundation Day Celebration	July 01, 2022
Training Capacity Building Program - All Schools & Centers	July 14 - 03 August, 2022
I Host, 2022 - School of Hospitality & Tourism	July 15 - 16, 2022
Commencement of ODD Semester School of Agricultural Sciences - School of Medical & Allied Sciences, Department of Education (Old Batch)	July 18, 2022
Inauguration - GD Goenka Shooting Range	July 23, 2022
2nd Women Achievers Awards 2022 PNGI	July 24, 2022
Orientation & Commencement of MBA & PGD Program (Batch 2022-23) - School of Management	July 25, 2022
Orientation & Commencement of MBA (Batch 2022-23) - Centre of Vocational Studies	July 27, 2022
Re-Registration & Commencement of Odd Semester - All Schools & Centers	August 01, 2022
Faculty Development Program - School of Agricultural Sciences	August 08-12, 2022
Independence Day Celebration - All Schools & Centers	August 15, 2022
Memorial lecture Series # 1 by - School of Law	August 17, 2022
World Photography Day Event - School of Media & Entertainment	August 18, 2023
Orientation of Ph.D. - Research & Development	August 20, 2024
4th Annual Conference REACH 2022 - School of Medical & Allied Sciences	August 22 - 23, 2022
Faculty Development Program - School of Hospitality & Tourism	August 22 - 26, 2022
Orientation & Registration of New Batch 2022 - All Schools & Centers	September 05 - 09, 2022
Teachers Day - All Schools & Centers	September 05, 2022
World Literacy Day - All Schools & Centers	September 08, 2022
Faculty Development Program - School of Management	September 12 - 16, 2022
Engineers Day - School of Engineering & Sciences	September 14, 2022
SRAC (R&D)	September 16 - 17, 2022

cont next page....

International Virtual Moot Court Competition 2022 - School of Law	September 17 - 18, 2022
Memorial lecture Series # 2 by - School of Medical & Allied Sciences	September 21, 2022
World Pharmacist Day - School of Medical & Allied Sciences	September 25, 2022
World Tourism Day - School of Hospitality & Tourism	September 27, 2022
Reva - Fresher's Get Together - All Schools & Centers	September 30, 2022
Orientation & Registration of New Batch 2022 - School of Medical & Allied Sciences - B. Pharmacy & D. Pharmacy Programs	October 03, 2022
World Mental Health Day - School of Humanities Social Sciences & Education	October 10, 2022
SPEED 2022 6th Student Project Exhibition on Engineering Design - School of Engineering & Sciences	October 10, 2022
Memorial lecture Series # 3 by - School of Humanities Social Sciences & Education	October 12, 2022
Udyami Bazaar - All Schools & Centers	October 15, 2022
Faculty Development Program - School of Medical & Allied Sciences	October 17 - 21, 2022
Mid - Semester Examination for Semester starting from August 01, 2022 with classes	October 17 - 21, 2022
National Unity Day - All Schools & Centers	October 31, 2022
8th Convocation- Class 2022 - All Schools & Centers	November 05, 2022
International conference on 'Multidisciplinary approaches in Forensic Sciences - School of Engineering & Sciences	November 3 - 4, 2022
Faculty Development Program - Research & Development	November 7 - 11, 2022
Supplementary SRAC - Research & Development	November 11 - 12, 2022
Orators & Readers Summit - All Schools & Centers	November 09, 2022
Alumni Meet - All Schools & Centers	November 12, 2022
Mid - Semester Examination for Semester starting from September 05, 2022 with classes	November 14 - 18, 2022
Marketing Meet - School of Management	November 18, 2022
Law Day Celebrations - School of Law	November 26, 2022
International Conference - School of Humanities Social Sciences & Education	November 29-30, 2022
Memorial lecture Series # 4 by - School of Management	November 30, 2022

World AIDS Day - School of Medical & Allied Sciences	December 01, 2022
International Conference on Law and Technology - School of Law	December 03-04, 2022
Memorial lecture Series # 5 by - School of Agricultural Sciences	December 07, 2022
World Human Right Day - School of Law	December 10, 2022
IDEATHON 2022 - Interdisciplinary Project (IDP)	December 13-14, 2022
Last Class of Odd Semester, Last Day for calculation of Student attendance with the release of debarred list by school for semester started from August 01, 2022	December 14, 2022
Last Class of Odd Semester, Last Day for calculation of Student attendance with the release of debarred list by school for semester started from September 5, 2022	December 16, 2022
GD Goenka Sohna Marathon	December 17, 2022
International Faculty Development Program on - School of Humanities Social Sciences & Education	December 19-30, 2022
End Term Practical Examination for Semester started from August 1, 2022 & September 5, 2022 - New Batch	December 19-23, 2022
Winter Vacations	December 25, 2022 - 08 January, 2023
World Diabetes Day - School of Medical & Allied Sciences	December 30, 2022
End-Term Theory Examinations for Semester Started from August 1, 2022 & September 5, 2022	January 09 - 31, 2023

NOTE

- In case syllabus is not covered as planned, extra classes shall be conducted during the week or on Saturdays.
- Preparatory holidays will be admissible only if syllabus has been covered. Block dates for semesters and examination will not be changed under any circumstances except with the approval of Vice Chancellor.
- Registration of students should be completed before the commencement date of the Semester.
- Date-sheet for the Examinations will be issued by the University two weeks prior to the Examinations.

RAGGING POLICY & ANTI-RAGGING MEASURES

Ragging in any form is prohibited on the University Campus, including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc., whether located within the campus or outside) and in all means of transportation of students whether public or private. It is compulsory for each student as well as their parents/ guardians to submit an online undertaking every academic year at www.antiragging.in. The UGC has made it mandatory for all students/ parents/ guardians to submit anti-ragging related affidavits to the respective departments at the time of admission.

Ragging is a cognizable offence under the law. The University follows a no tolerance policy on ragging and any student found indulging in any act of Ragging in any form could be held for severe penalties that may include:

1. Cancellation of admission, suspension, rustication or expulsion from the University/ Hostel.
2. Withholding/withdrawing Scholarships or other benefits
3. Withholding of results
4. FIR with the police and arrest.
5. Collective punishment may be imposed where involved persons are not identified.
6. More severe punishment, where justified, such as fine/ imprisonment etc.

THE FOLLOWING ARE CONSIDERED AS ACT OF RAGGING

1. Any conduct by a student/group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy behaviour or activities of indiscipline by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse through spoken words, emails, post, public insults, cyber bullying which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

ADVISORY FOR THE FRESHERS

1. Freshers should not hesitate or feel shy of reporting any incidence of ragging either as a victim or as a witness.
2. Freshers should move in groups (particularly the hostel freshers). They should resist individually or collectively any attempt by seniors towards bullying or ragging and also immediately report such instances to the following:

Major Karttikeya Sharma	Administrator	98181 71301
Dr. Dharendra Singh Parihar	Registrar	98112 66938
Prof. (Dr.) Tanuja Kaushik	Dean Student Welfare	98734 21996
Mr. Amit Singh	Proctor	99296 92486
Mr. Lakshay Mohan	Assistant Proctor	98733 99946
Mr. Ram Prasad Thakur	Chief Warden	96507 90460
Mr. Karan Singh	Chief Security	98181 71307

Note: Please save the contact numbers in your mobile phones.

GENERAL CODE OF CONDUCT

The University aims to create a teaching & learning environment that fosters knowledge. It is imperative that the conduct of the students aligns with this aim so as to enable smooth functioning of the University. The following decorum should be maintained by the students.

(A) Campus Decorum

1. Students should have a sense of pride for being a student of this University and regard for their seniors/superiors.
2. Exchange of greetings with the members of the management, faculty and staff is highly encouraged.
3. Students are expected to use courteous language and show decorum when talking to the faculty and staff members of the University.
4. Students must avoid using insulting, inciting, threatening language when talking with fellow students and should totally avoid violence.
5. Students shall not talk or act in any manner outside the University that would bring disrepute to the University.
6. Ragging anywhere in the campus or outside the campus is strictly prohibited by court of law. Student found involved would be rusticated and strict action will be taken against him/her as per law.
7. Students should help in keeping the campus neat and clean. Spitting, throwing pieces of paper, writing on the walls, etc. are not allowed inside the campus.
8. Students should help to maintain the beauty, serenity and greenery of the campus. Your suggestions for campus beautification & development shall always be welcome.
9. Students should act in a responsible manner and should not harm or damage the college building, books, equipments, furniture, etc. They should also report in case they see anyone else doing so. The cost of any damage so caused will be recovered from the students.
10. Students are expected to read notices/circulars displayed on the notice boards or on the intranet on regular basis. Ignorance of not reading any notice or circular displayed shall not be accepted as an excuse failing to comply with the directions mentioned in it.
11. Students shall come to the University in clean, tidy and decent dress.
12. Students are required to carry their identity cards with them while on the campus. The security guards will allow them to enter the University premises only when they show their identity card to them.
13. The Management's decision shall be final in all matters of punishment of the students for the violation of any of the rules and regulations of the University.
14. Students are not allowed to carry or use any kind of weapons inside the University premises.
15. Students must avoid creating ill-will or intolerance on religious or communal grounds and violation of the status, dignity and honour of fellow students.
16. It is mandatory to have a vehicle sticker issued from the university in case the students are travelling to campus in their personal vehicles.

(B) Class Room Decorum

1. The wall Clock put in the reception area of the University is to be followed for all the deadlines.
2. Students should come to their classes punctually and regularly. They must attend all the classes. In case their attendance is less than 75% in a course they shall be detained from appearing in the University Examination of that course.
3. On entering the class, students should observe strict silence irrespective of the presence or absence of the teacher.
4. Students should get up quietly as the teacher enters the class and keep standing till they are asked to be seated.
5. Use of cell phones/ Mobiles is strictly prohibited in the classrooms.
6. In case the class is not scheduled, students should not loiter in the corridor and make noise. They should use their vacant hours in the library or at the sports ground.

(C) Library Decorum

1. Books are your best friends. Make use of the Library as much as possible for this purpose.
2. Strict silence is to be observed in the library. Socializing / Chatting / Discussing is prohibited there.
3. Keep your personal books and bags outside the library
4. Books are issued only on presenting valid ID cards and should be returned within the prescribed time.
5. No damage should be done to the books and literature kept in the library. The cost of any damage so caused will be recovered from the students as per policy.
6. You should have your Identity card while sitting in the library. Please keep periodicals / books etc. at proper place after making use of them.

(D) Laboratory Decorum

1. Read the procedure/precautions to be taken for the experiment to be conducted before starting the experiment.
2. Make sure to follow the instruction/modus operandi of the experiment before starting it to avoid any damages.
3. Readings/Observations should be taken properly and correctly recorded in the notebook.
4. Experimental performance/observation/findings should be recorded daily in the observation Note Book. Get it signed by your teacher in the laboratory the same day (there and then).
5. After finishing the experiment materials, glassware, chemicals, instruments etc. should be placed at their allotted location with the help of the laboratory staff. Keep your lab clean.

(E) Fine for Student Misconduct

Any student who is found indulging in undesirable activities such as ragging, physical assault, possession/consumption of tobacco/liquor/intoxicants/drugs, damage to property, causing inconvenience to other inmates, involved in public display of affection, and non-compliance of any of the student's code of conduct or violation of any other rules defined above will be liable to the following punishments as per rules laid in the University Student Handbook and revised from time to time :-

1. Smoking inside the Campus /Carrying cigarette packets - Rs. 10,000 and double if repeated
2. Consuming Alcohol inside the Campus /carrying alcohol bottles- Rs. 25,000 and double if repeated
3. Substance abuse inside the campus - Rs. 25,000 and double if repeated
4. Exiting the campus without the exit slip (applicable for hostlers)- Rs.5000
5. Not carrying the I - Card- Rs. 500
6. Breaking any other rule - Rs. 5000
7. Carrying any firearm – Immediate rustigation/ suspension from the University.

All the fines will be doubled if the offence is repeated

FACULTY MENTORS

Upon joining the University, each student will be assigned a Faculty Mentor. The Faculty Mentor will have an advisory role and will assist the student in the pursuit of his/her academic career at GDGU. The number of courses to be taken every semester should be decided in consultation with the mentor. Also progress towards graduation must be finalized as a formal study plan in consultation with the mentor. The Faculty Mentors will advise students with backlog courses to plan progress towards graduation within the university stipulated guidelines. Every student, irrespective of the pace of study, must have a mentor approved study plan in his/her file. This plan should then be used to monitor timely progress towards graduation.

CHANGE OF PROGRAMME / SPECIALISATION / BRANCH

Any student requesting to shift from the programme/specialization to another, within the school and also outside the school is required to submit a written request with signature of their parents, to the office of respective Dean, which will further be put up to the Honorable Vice Chancellor for consideration.

Any such request is to be sent to the office of respective Dean as per the notified date. Any application received thereafter will be processed along with the prescribed fee (i.e. Rs. 20,000/- for change of programme & Rs.15,000/- for change in Branch/Specialization).

COURSE REGISTRATION

It is mandatory for all students to register every semester for the courses they have been advised to enroll by the Faculty Mentors through a Course Registration process. The Course Registration days will be announced in advance by the university/school to enable an easy and systemic registration. The faculty mentors will be available during those periods to provide advise and counseling opportunities to the students. Students having any outstanding dues to the University or serving any pending disciplinary case that does not allow attending classes shall not be permitted to register for classes. Late registration may be permitted for extenuating circumstances only with the approval of the Head of School/Dean and only after clearing all the dues and paying the late Registration fee. If a student fails to register for any course(s) during any semester, his/her admission to the University will be subject to cancellation. Necessary approval from the Head of School/Dean is necessary for a student to continue his/her active admission status and subsequent registration.

Flexible Credit System is followed at GDGU which allows students to utilize flexible techniques to develop individual semester/ degree plan. After carefully reviewing the resources and needs, the list of courses offered by each Programme during every semester will be announced prior to the registration. Students are encouraged to consult their faculty mentors to finalize their academic plan. A copy of the plan of study will be kept in the student file. Any changes in the original plan must be made in consultation with the faculty mentor and will be reflected accordingly in the student file. Provision of Transfer of Credits earned in other Programmes/other Institutions/ other Universities (India & Abroad) is also permissible under this system

ADDITIONAL LEARNING – MINOR

Students who are academically sound (with a CGPA of 6.5 or above) can devote extra time by taking additional courses to earn extra credits. These additional credits acquired in focused discipline other than his/her major Programme discipline entitles a student to get a 'Minor' credential. Students will be able to accumulate credits by registering for the required courses, and if the course requirements for a particular 'Minor' are met within the prescribed minimum time limit of the Programme. A UG student must complete a minimum of five courses (a PG student must complete three courses), each having 3 credits to become eligible for a 'Minor'. No relaxation in the minimum number of credits will be given to the students opting for 'Minor'. In case a student withdraws from the 'Minor' registration in the middle of the Programme, the 'Minor' courses successfully completed will be converted to 'Audit' courses and will be indicated accordingly in subsequent grade sheets and consolidated grade-sheet (Transcript). Students may have to pay extra for all the courses registered for 'Minor'.

The additional Minor will not be reflected in the Degree provided by the university in accordance with the UGC regulations. This will be reflected in the consolidated grade-sheet under a separate heading 'Minor in XXXX' with similar details shown for other credited courses. The grades obtained in the courses credited towards the 'Minor' are not counted and shall have no influence on the SGPA/CGPA of the students enrolled programme of study.

MINIMUM & MAXIMUM CREDIT LIMITS FOR COURSE REGISTRATION

The average academic load for students enrolled at GDGU will be 22-30 credit units per semester. However, a student can register for a maximum of 30 credits or a minimum of 18 credits during a regular semester, excluding the summer semester. Under no circumstances a student will be permitted to cross these limits. However, a student carrying out the last registration of his/her Programme will be permitted to register less than 18 credits in order to meet the minimum credit requirements for the completion of Programme. The number of credits a student can register during a Summer Term shall be between 6 and 9, or up to 3 courses. However, in special cases, the student may be permitted to register for more than 9 credits with the approval of competent authority.

REGISTERING FOR BACKLOG COURSES

To provide an early opportunity for students to clear backlog of courses, efforts will be made to offer the relevant courses in both odd and even semesters. Some courses may also be offered during the summer term. Students will be expected to pay a Registration fee of Rs. 5000 per course for repeat and Rs. 500 per course for re-appear. Exam fee once paid will not be adjusted against the exam fee for reappear/repeat examination if students missed the exam attempt.

ADDING/DROPPING COURSES

A student may add to or drop from the registered courses within a pre-specified period from the commencement of a regular semester, subject to the availability of resources and the minimum/ maximum number of credits required to be registered in a semester as specified in University regulations. Final registration for that semester will reflect enrolled courses after the add/drop date. The courses thus dropped will not appear in the semester Grade Sheet of the student and can be taken in a subsequent semester or during summer. However, backlog courses registered during a particular semester cannot be dropped.

After the pre-specified period for add/drop of courses if a student feels that his/her performance in a registered course is not satisfactory, the student will have an opportunity to withdraw from the course. However, such withdrawal can only be made with the written approval of the Head of School/Dean. If the student had paid for the course he/she is withdrawing, no reimbursement will be made for withdrawing from the course. Such withdrawn courses will require additional payment for subsequent registrations. Any alternative course (from a basket of courses) registered in a subsequent semester in lieu of a withdrawn course, will also require additional payment.

Withdrawal is permitted only when the number of credits availed by the student subsequent to withdrawal is equal to or above the minimum number of credits required to be registered in a semester as specified in University regulations.

Registration from backlog courses cannot be withdrawn. To add/drop a backlog course, the student must seek permission from the Head of School/Dean using a separate application form, with the prior approval of his/her Faculty Mentor. This provision will not be available for the courses registered during the summer term.

While exercising the Add/Drop option, the student may lose attendance in those courses added during the add/drop period. This issue must be resolved between the instructor on record and the Faculty Mentor.

COURSE PREREQUISITES

Some courses might require prerequisites which must be met before registering for the course. Students who are detained from appearing in the End-semester examinations due to shortage of attendance in a prerequisite course will not be permitted to register for the next level course. Exception to this rule can only be with the approval of the Vice Chancellor of the University. In case, a prerequisite course is not offered during the following semester, the option of passing the course may be exercised using the independent study followed by proficiency exam option. The student will have to pay for registering for the independent study option. The independent study is an agreement between a faculty and a student and must have the approval of the Head of School/Dean.

ATTENDANCE

1. Every student is expected to achieve 100% attendance in all the lectures, tutorials and practicals and participate in seminars arranged in the Department/ Constituent Units and events organized at the Institution/University level during the programme.
2. To account for any contingencies such as illness, hospitalization, accidents, tragedy in the family etc., a relaxation up to a maximum of 25% can be granted.
3. The attendance requirement for appearing in the end semester examinations shall be a minimum of 75% of the classes actually held in each course separately. However for programme under the purview of PCI/NCTE/BCI/CoA the attendance requirement shall be as per their respective regulations.
4. A student with less than 75% of attendance in the lectures, seminars and practicals, separately in each course in a semester, shall be detained from appearing in the examinations of relevant course(s). However, respective schools may implement the attendance criteria for mid - semester tests/class tests.
5. Special relaxation up to 5% in the attendance criteria may be approved by the Vice Chancellor on the recommendation of the Dean for the reasons listed below:
 - Calamity in family.
 - Hospitalization due to prolonged in-patient treatment.
 - Serious accident.
 - Other serious unavoidable circumstance(s).
6. Students are not supposed to remain absent from the classes without prior permission of the Dean. If a student is found to be continuously absent from the classes without any information for a period of 15 days, a notice may be sent to the student about his/her unauthorized absence under intimation to his guardian/parents.
7. If s/he still remains absent for another 15 days after the date of issue of the notice, the name of such a student shall be struck off the rolls.

OFFICIAL DUTY (OD)

If a student is sent by the Institution for an Official Duty (OD), the student may be given advantage of it in attendance. The OD can be given equal weightage from the attendance point of view. The students may be granted an OD in following cases, if they are deputed by the Institution/University:

1. A student is sent for official purpose to other institutions/industry etc., to represent the University.
2. Participation in Seminars, Conferences organized by Institutions/Schools of the University, industry and other academic institutions.
3. Participation in Summer and Final Placement work such as:
 - Presentations in companies.
 - Students attending On Campus or Off Campus Company Pre Placement talks / Interviews / Group Discussions.
 - Attending On campus or Off Campus Interviews/Group Discussions.
 - Involved in any other activity related to placements which cannot be deferred for after classes/weekends etc.
4. Student going for Industrial visits
5. For promoting the annual functions of the Institution in industry, government etc.
6. Organizing/participating in student competitions organized by Industry & Academia.
7. Participation in Inter University/National/International sports competitions etc.
8. Any other important work assigned by the faculty/Head of School.

The OD request will be initiated by student through faculty in-charge of the activity/event in advance before the activity takes place. Faculty in-charge (who has assigned work) will recommend to Head of School/Dean for approval of OD. A maximum of 5 ODs per course is permissible in a semester. The student can collect the proforma for OD Application from the office of the respective Dean.

To encourage students to attend seminars, conferences, workshops, training programmes, short duration courses offered by specialized institutions, etc. who otherwise are unable to attend such benefits due to loss of attendance in various courses, students with a CGPA of 9.00 and above, and with no current backlog courses may be exempted from the minimum attendance requirements. However, such students need to apply in writing to their Head of School/Dean for such exemption with justifiable reasons. If such students' CGPA falls below 9.00, they automatically are subjected to the minimum attendance requirements. The CGPA of a student as on the First Instructional Day of the semester concerned will be considered for this exemption. Any change in CGPA, increase/decrease, during the course of the semester due to paper revaluation, etc. will not be considered for adding/removing a student from this exemption and the effect of change in CGPA will be considered for the subsequent semester only.

Students participating in National & International events may also apply in writing to their Head of School/Dean for exemption from the minimum attendance requirements

MAKE UP FOR DEFICIENCY IN ATTENDANCE

1. For the courses in which a student is detained due to shortage of attendance in a semester, he/she will be required to register with their Institution for repeat course during the summer term or in subsequent semesters when they are offered in the normal schedule. Please note that Summer Term classes will be scheduled only for First Year and Final Year courses of a Programme of Study. Students will be required to pay the prescribed fee of Rs. 5000/- per course.
2. Such students will have to attend contact classes as scheduled by the Institution during summers/semester to complete the course of study.
3. The Institution may also prescribe term papers/ home assignments which the students will submit to their teachers subject-wise within the due dates.
4. The regularity in attending the classes and timely submission of assignments by due date will determine whether a student repeating the course is permitted to take the re-examination or not.
5. Only those who register for Repeat Course and complete the requirements as prescribed by the Institution will be permitted to take the re-examination in the respective subject when the examinations of such Courses are conducted.

MINIMUM & MAXIMUM DURATION OF ACADEMIC PROGRAMMES

1. The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.
2. The maximum permissible period for completing a programme upto two academic years shall be $n+1$ year (two semesters) and for the programmes of more than two academic years duration, the maximum permissible period shall be $n+2$ academic years (four semesters), where "n" represents the minimum duration of the programme.

COURSE EVALUATION

1. In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussion/ presentation/ analysis, practicals, home assignments, term papers, projects, field work, seminars, quizzes, mid – term/class tests or any other mode as may be prescribed in the syllabi.
2. Each course shall have number of credit units assigned to it which shall be based on weekly learning hours like lecture, tutorial and laboratory classes, field study and/or self-study. The credits for the project and the dissertation shall be based on the quantum of work expected.
3. Depending upon the nature of the programme, the components of internal assessment may vary. Normally, the weightage of all components of internal assessment shall be 40% and end semester examination shall carry weightage of 60% unless prescribed differently by the statutory body or the Board of Studies of respective programmes of study.

GRADING SYSTEM

1. The level of student's academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a ten point scale according to the connotation as per table given below:

A+	Outstanding	10
A	Excellent	9
B+	Very Good	8
B	Good	7
C+	Above Average	6
C	Average	5
F	Fail	0
DE	Detained in ESE due to shortage of attendance	0
AB	Absent in ESE	0
WH	Act of Indiscipline till the decision is arrived/Non Payment of Fee	-
S	Satisfactory (for Audit Courses)	-
U	Unsatisfactory (for Audit Courses)	-

(DE= Debarred, AB = Absent, WH = Result with-held, ESE= End Semester Examination)

2. General guidelines for award of Grades are:

- i. Evaluation of different components of a Course for each student shall be initially done in numerical marks.
- ii. The marks of different components viz., internal continuous assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of examination of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades on 10 point scale.
- iii. A Normal Class with a range of scores should be graded by a convenient method and should usually produce a fairly normal distribution of grades.
- iv. Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end semester examination.
- v. The natural gaps in histogram drawn from raw scores will be identified and will be used as demarcation for the relative grading for the class strength of 30 & above.
- vi. The Semester performance of a student will be indicated as "Semester Grade Point Average (SGPA)". The SGPA will be weighted average of Grade Points of all letter grades received by a student for all the Courses in the semester. The formula for Computing SGPA is given below:

$$\text{SGPA} = \frac{U1 \text{ G1} + U2 \text{ G2} + U3 \text{ G3} + \dots}{U1 + U2 + U3 + \dots}$$

Where U1, U2, U3 denote credits associated with courses taken by the Student and G1,G2,G3 are the Grade Point of the letter grades awarded in the respective Course. An example of these calculations is given below:

Semester – I

Course code	Associate d Course Credits	Grade Awarded	Credits earned	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MSS 101	5	C+	5	6	30
MCS 102	4	C	4	5	20
MPH 102	4	A	4	9	36
MIS 101	3	B	3	7	21
MEL 103	4	F	0	0	00
MCE 101	4	B+	4	8	32
Total	24		20		139

Total associated credits in the semester (total of column 2) = 24

Earned credits in the semester (total of column 4) =20

Points secured in this semester (total of column 6) = 139

$$\text{SGPA} = \frac{\text{Points secured in the semester 139}}{\text{Associated Credit Units in the Semester 24}} = 5.79$$

CGPA is not applicable in first semester

Semester – II

Course code	Associated Course credits	Grade Awarded	Earned credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MSS102	4	A+	4	10	40
MCS103	5	B	5	7	35
MLE 160	4	C+	4	6	24
MHM 101	5	A	5	9	45
MIS 102	4	B	4	7	28
MCE 102	5	C+	5	6	30
MAE101	3	F	0	0	00
Total	30		27		202

Associated Credit Units in the semester (total of column 2) = 30

Earned Units in the semester (total of column 4) = 27

Cumulative associated credit Units (in previous semesters 24 and current semester 30) = 54.

Points Secured in II semester (total of column 6) = 202

Cumulative points secured (total of points secured in 1st semester 139 and in II semester 202 = 341

$$\text{SGPA} = \frac{\text{Points secured in the II semester } 202}{\text{Associated Credit Units of courses in II semester } 30} = 6.73$$

$$\text{CGPA} = \frac{\text{Cumulative points secured in all passed course in I \& II Semesters } 341}{\text{Cumulative Associated Credit Units in I \& II semesters } 54} = 6.31$$

- Final Grade Card will indicate Cumulative Grade Point Average (CGPA) and shall be based only on Grade Points obtained in courses for which the student had registered.
- Conversion from Grade Point Averages to percentages of marks does not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.

- The successful candidates shall be placed in Divisions as below:

CGPA	EQUIVALENT DIVISION
8.5 and above	First Division with Distinction
6.5 but less than 8.5	First Division
5.0 but less than 6.5	Second Division

- However for programme under the purview of PCI/NCTE/BCI/CoA the grading shall be as per their respective regulations.

PASSING CRITERIA

A student has to fulfill the following conditions to pass any academic programme of the University:

1. A student should have passed with a minimum 'C' Grade in all the courses separately.
2. A student who has earned minimum number of credits prescribed for the concerned programme as per the Structure, Curriculum and Scheme of Examinations, shall be declared to have passed the programme of study.
3. The weightage of End Semester Examination (ESE) to Internal Assessment Evaluation (IAE) is 60% to 40%. A student is required to secure minimum 30% marks in ESE and 50% marks in IAE separately and minimum aggregate marks of 40% in a course to be considered 'PASS' in that course.
4. The internal assessment will be completed within the semester and students who have missed the IAE/ assignments/ tests will be awarded '0' marks. Dean/Heads of Schools may conduct make up tests, if required, due to valid reasons, within the same semester.
5. For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 5.0 at the end of final year of the programme.
6. A student who has reappeared/repeated the examination of course(s), the better of the two scores obtained by him/her shall be taken into consideration for calculating the CGPA and eligibility for award of a degree.
7. A student registered for an audit course may be awarded "S" grade for his/her satisfactory performance and a "U" (unsatisfactory) Grade will be awarded for his/her unsatisfactory performance. Such audit course(s) shall be shown in the final Grade Card under a distinct head of the "Audit Course(s)" However, a student shall neither be entitled to any credits for such course(s), nor shall these be considered for the purpose of calculation of SGPA/CGPA.

Note: However, Programmes under the purview of PCI/BCI/CoA/NCTE/Physiotherapy Council etc. shall adhere to the respective regulations for passing criteria.

Capping of Marks/Grades for Reappear/Repeat Courses

The overall grades/total marks of reappear/repeat course will be capped two grades down till B+/65% in the case of re-sit examinations (reappear/repeat) of the University from the academic year 2022-23.

Inclusion of Student Names in Final List of Graduation for Convocation Ceremony

The inclusion of student names in the final list of graduation will be added for the University's Convocation Ceremony Graduation List till the conduct of Academic Council Meeting and no name will be considered after the conduct of academic council meeting.

PROMOTION CRITERIA

- Promotion will be considered at the end of each academic year. A student will be eligible for promotion from 1st year to 2nd year only if he/she has earned minimum 25 credits. To be eligible for promotion from 2nd to 3rd year a student should have earned minimum 60 credits. To be promoted from 3rd to 4th year, a student should have earned minimum 100 credits and from 4th to 5th minimum 150 credits.
- All such students who fail to get promoted to next academic year for the reason of deficiency in required credits as stated here in above will automatically be declared to have taken academic break to reappear in such examinations of previous semesters in which the student has failed, so as to obtain sufficient credits to be promoted to the next academic year. Only one academic break in case of programmes of upto two years duration and two academic breaks in case of programmes with more than two years duration is permissible for a student for the completion of the academic programme. In no situation a student will be allowed to take more than the above mentioned academic breaks, for any reason whatsoever, including for the reasons of detention for shortage of attendance or deficiency of credits during the whole term of completion of the programme.
- A student who is not eligible for promotion will also have the option to repeat the Year for which he/she will apply to the Dean/Head of School.
- A Student who is on Academic Break shall not be required to pay the academic fee for that year. S/he shall however pay the prescribed examination fee. On rejoining, he/she will pay the fee applicable to the batch he/she joins.
- A student who repeats the year will be required to pay the prescribed Academic Fee of the Year.

Note: However, Programmes under the purview of PCI/BCI/CoA/NCTE/Physiotherapy Council etc. shall adhere to the respective regulations for promotion criteria.

REAPPEARING & REPEATING COURSES

There is a provision for either re-appearing in the examination (without attending the course-work again) or repeating the course work for a course.

Re-appearing in examination will be in following cases:

- i. A student who has fulfilled the attendance requirements and is eligible to appear in an Examination, fails to appear in the examination for valid reasons shall be eligible to subsequently appear in the examination when scheduled for next batch of students on payment of prescribed fee. Such students can also appear for the examinations during the summer term if held for such courses. However, for appearing in the Examinations if scheduled in the summer term, the student shall apply to the Dean/Head of School.
- ii. A student who fails to secure minimum C Grade (Grade Point 5) in a course shall be eligible to re-appear in the examination of such courses as and when scheduled, with a view to secure minimum qualifying grade.
- iii. A student is normally permitted to re-appear in the examination (without attending the course-work again) only two times during his/her course of study. If a student, even after two attempts is unable to obtain a "Pass Grade" in such case he/she may have to Re-register for such Course if recommended by the Head of School/Dean

- iv. Repeating of the course work and then appearing in the examination will be required for a student who has not fulfilled the minimum attendance requirement in any Course(s) and is detained from taking the end semester Examination of such Course(s). Such students shall be required to repeat such courses as and when scheduled to be offered either in normal course or during the summer term on payment of prescribed fee.
- v. Students who are eligible to re-appear in an examination shall have to apply to the Controller of Examinations for being allowed to do so as per dates notified by the University and pay the fees prescribed by the University.
- vi. A student who has to re-appear in end term examination in terms of provisions made above shall be examined as per the syllabus in the Scheme of Teaching & Examination and syllabus applicable at the time of joining the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course(s) and the Head of School of the concerned Institution so certifies, the examination may be held in accordance with the revised syllabus.

IMPROVEMENT OF SCORE/GRADE

Students who have achieved the minimum passing grade and wish to improve their grades can do so by re-registering in the course during the subsequent semesters or in Summer Term. This course will be treated as another course taken by the student and no relaxation in the maximum number of credits will be provided to students opting for 'grade improvement'. The student will have to undergo all the class/lab instructions and exams to earn the new grade. The final grade considered for CGPA calculation will be the higher of the two grades. However, the student must pay extra fee for registering for the course.

ACADEMIC BREAK

- 1. Students who apply for Academic Break and the case is recommended by the Head of School for justifiable reasons to be recorded, can be granted academic break of one year to the students of two years Programme and two academic breaks of one year each to students of Programme of three years and above course, if approved by the Vice Chancellor, under the following circumstances:
 - (i) The student has been continuously ill.
 - (ii) Career advancement
 - (iii) Justified personal reasons.
- 2. However the total period to qualify the Programme will not exceed the prescribed N+1 year for upto two year programmes and N+2 years for three years and above programmes.
- 3. Student who is granted academic break shall not be required to pay the academic fee for that year. However, on rejoining, he/she will pay the fee applicable to the batch he/she joins.

DISCIPLINARY CONTROL OF STUDENTS DURING EXAMINATIONS

1. During examinations, the candidates shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the Centre, s/he may be expelled from the examination for that session. The Examination Centre Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice Chancellor.
2. The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

Acts of Disorderly Conduct in the Examination:

Acts of disorderly conduct in an examination include:

- (a) Misbehavior in the examination hall with the Centre Superintendent, the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the University or other staff working at the Examination Centre, or with any other Candidate, in or around the examination centre, or threat to life of these examination staff, observers, members of flying squads etc. before, during or after the examination hour.
- (b) Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination.
- (c) Causing damage to laboratory equipments, books in library and other properties.
- (d) Disturbing or disrupting or instigating others to disturb/disrupt the examination.
- (e) Instigating others to leave the examination room.
- (f) Carrying any weapons into the examination centre.

Acts of Unfair Means

The following shall be deemed to be the act of unfair means:

- (a) Talking to another candidate or any person, inside or outside the examination hall, during the examination without the permission of a member of the supervisory staff.
- (b) Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the Invigilator or Supervisor concerned or Centre Superintendent or the concerned authorized officer of the University deputed to the examination centre and taking away, tearing off or otherwise disposing off the same or any part thereof.

- (c) Writing matter connected with or relating to a question or solving a question on anything (such as piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet, any other response sheet specifically provided by the University to the candidate.
- (d) Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
- (e) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- (f) Making appeal to the Examiner/Evaluator soliciting favour through the answer book or through any other mode.
- (g) Possession by a Candidate or having access to books, notes, paper, whether written, inscribed or engraved, mobile phones, calculators (unless advised) which could be of help or assistance to him/her in answering any part of the question paper.
- (h) Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.
- (i) Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other Candidate or to any person.
- (j) Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination or through any other agency, whatsoever.
- (k) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks or favourably evaluate or to change the award in favour of the candidate.
- (l) Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who;
- (l) Abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so;
- (iii) Abuses, insults, intimidates, assaults any other candidate or threatens to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and the inspecting staff within the meaning of this para.

- (m) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.
- (n) Arranging to impersonate for any person, whosoever he may be, or for himself/herself or impersonating for other candidate at the examination.
- (o) Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.
- (p) Any other act of omission or commission declared by the Academic Council/Board of Management to be unfair means in respect of any or all the examinations.

MEDALS CRITERIA FOR CONVOCATION CEREMONY

1. Gold Medals to the toppers in each programme if a number of students in the programme is 10 and more.
2. Silver Medals to those students who secure second position in each programme, if a number of students in the programme is more than 10.
3. Bronze Medals to those students who secure third position in each programme, if the number of students in a programme is more than 30.
4. Students are not eligible for the medal if he/she has Reappear (fail & absent), Repeat (debarred), UFM Cases and Absent in the examinations.

Note : If the student class strength is between 5 to 9, Silver Medal will be given to the class topper.

ISSUE OF GRADE SHEETS & FINAL DEGREE

1. The total marks obtained in internal continuous evaluation and end semester examination of a course shall be converted into letter grades as per University regulations. The letter Grade so assessed shall also be shown along with its equivalent grade point in the Grade Sheets. An overall CGPA shall also be shown.
2. Duplicate grade sheet shall be issued against payment of fee as prescribed by the University.
3. Students can download the semester-wise Grade Cards from the ERP and the grade cards can be attested and stamped from the Examination Department on request basis.
4. The final list of eligible students (UG/PG/Diploma) for the award of degree will be considered till the Special Supplementary Examination of the academic year and no name will be added in the convocation list after the special supplementary examination. In the case of Ph.D, the research scholar name will be added in the convocation ceremony list till the last day of September month of the year.
5. Final Degree will be issued to the eligible students only on the day of Convocation Ceremony or after the convocation. If found any error in the final degree, students need to pay the requisite fee for the correction in the degree. Students can apply for the Provisional Degree Certificate (PDC) once they meet the eligibility requirements of the PDC.

RECHECKING/RE-EVALUATION OF ANSWER BOOKS

1. The answer book of a student in any examination shall not be reassessed under any circumstances. However, after the publication of the results of the University examinations, if a candidate, whether passed or failed, has strong grounds and belief that some mistake has been made in connection with his results, s/he may apply to the Controller of Examinations through Head of School on prescribed application form for re-checking of his/her answer book in one or more papers as the case may be on payment of prescribed fee within two weeks of the date of declaration of results.
2. The Controller of Examinations may accept the application for rechecking of answer books upto 15 days from the expiry of the date in exceptional cases.
3. Whereas, the re-checking does not mean reassessment or re-evaluation of the answer book, the Controller of Examination may appoint any Officer to see that:
 - (a) There is no mistake in the grand total on the title page of the answer book;
 - (b) The total of various parts of a question has been correctly made at the end of each question;
 - (c) All totals have been correctly brought forward on the title page of the answer book;
 - (d) No portion of any answer has been left un-evaluated;

- (e) Total marks in the answer book tally with the marks sheet;
 - (f) The answer book or any part thereof has not been changed/ detached;
 - (g) The handwriting of the candidate in supplementary answer sheet tallies with the main answer book
4. In the event of detection of any omission or mistake in the script or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations who will get the omission rectified by referring the answer book to the concerned examiner.
 5. If the re-checking revealed, subject to the provisions made under University regulations above, any discrepancy by virtue of which the marks of the student are revised, the record shall be corrected accordingly and revised grade sheet shall be issued after the previous grade sheet is surrendered.

GENERAL INSTRUCTIONS FOR STUDENTS RELATING TO EXAMINATIONS

Note: Please read the following instructions carefully and comply with them during the conduct of examinations.

1. During the course of conduct of examinations, the student will be under disciplinary control of the Examination Centre Superintendent and the Invigilator. Therefore, s/he will follow their directions.
2. He/She should report to the Examination Centre at least 15 minutes before the scheduled time of commencement of the examination and occupy the seat allotted to him/her in the examination hall. In extreme emergency and on merits of each individual case, the Invigilator may permit his/her admission to the examination hall if s/he is late upto a maximum of 30 minutes. No compensation or extra time will be given to him/her for his/her late coming.
3. He/She should be in possession of University Identity Card and Examination Admit Card. S/he will show his/her Examination Admit Card issued by the University/Institution to the Invigilator or any other authorized Officer of the University. Impersonation or impersonated by somebody in the examination is an offence.
4. He/She is allowed to carry with him only pen, pencil, eraser, sharpener, foot rule, scale and other instruments (wherever the use of the same is permitted during the Examination) in the examination hall. Exchange of such items, question papers and answer books is strictly forbidden.
5. He/She will not carry any textual material, printed or written, bits of papers or any other material except the Admit Card/University Identity Card inside the Examination Hall. The Invigilator, Observer, University Representative may conduct search in person, if required.

6. He/She must ensure that no incriminating material is kept in and around his/her desk in the examination hall.
7. He/She is not permitted to carry mobile phone/pager/lap/palm top computers or any other electronic device. If found, the item will be confiscated in addition to the disciplinary action. Use of scientific or ordinary calculator as applicable is permitted if recommended in the question paper.
8. He/She will maintain complete silence and discipline in the examination hall. If s/he wants to have any clarification s/he should not discuss with other students taking examination. Instead, put his/her queries direct to the Invigilator on duty.
9. He/She will not be allowed to leave the examination hall during first one hour. Thereafter, s/he can be permitted to leave his/her seat (only once) with permission of the Invigilator for not more than five minutes. If s/he keeps himself out of the examination hall for more than five minutes, s/he will not be allowed to write his/her examination further and disciplinary case will be instituted against him/her.
10. Instructions printed on cover page of the Answer Book should be read carefully and made sure that it contains number of pages including title page printed on the answer book. If any discrepancy is noticed, the student should get the answer book replaced before writing on it.
11. He/She must read the question paper carefully and ensure that s/he has received the relevant question paper. In case s/he finds that the question paper is not related to his/her course, or there is any misprint, s/he should make a request to the Invigilator to replace the question paper.
12. He/She should write the Enrolment/Roll number on the question paper, answer book immediately before responding to question paper. University will not be responsible for any inaccuracy of Enrolment/Roll number.
13. Course Code, Course Title and other details relating to the examination should be clearly written with ink/ballpoint pen only.
14. He/She should ensure that answer book and continuation sheets are duly signed with date by the Invigilator otherwise these will be treated as invalid and disciplinary case will be instituted against him/her as per Regulations of the University.
15. Writing anything in the answer book (except the details given on cover page of the answer book) before distribution of question paper is strictly prohibited. Write on both sides of the answer book only. Writing answers or anything else on the question papers or on the foot-rules, scales, cardboard, desk and other instruments (except where the use of the same is permitted during the examination) is strictly prohibited.
16. He/She can use last page of the answer book for rough work which should be crossed after completion.
17. He/She should not forget to mention the number of continuation sheets used in the space provided on the cover page of the answer book.

18. He/She should not tear out or fold the page(s) of the answer book/continuation sheet or any other response sheet. S/he should not leave any page blank unnecessarily.
19. He/She should properly tie up his/her answer book, continuation sheet, graph paper, map or any other response sheet at least 15 minutes before concluding the examination and handing it over to the Invigilator.
20. He/She should not ask for continuation sheet until all the pages in the main answer book are exhausted.
21. He/She will not be permitted to leave the examination hall before half the time allotted to the question paper is over and without handing over the answer book to the Invigilator.
22. He/She should not write his/her name or put any identification mark or special marks inside his answer book/continuation sheets. If s/he does so, it will be considered as unfair means.
23. He/She will not be allowed to take eatables/refreshments into the examination rooms during the examination hours.
24. As soon as the allotted time gets over, s/he should stop writing further and hand over the answer book to the Invigilator.
25. If use of any unfair means, misbehaviour or misconduct or an act of disorderly conduct is reported against a student, disciplinary action will be taken against him/her as per University Regulations.

Examination Admit Card

1. Students who are eligible for any end term examination will be issued an Admit Card who will meet eligibility requirements. Students can download/generate the Admit Cards from the online portal services of the University. The Exam Admit Card will be issued by the University based on the attendance criteria in each course unit with no dues against the student. All the University's students have to fill up the Examination Registration Form for Regular/ Reappear/ Repeat/Improvement courses and have to complete the courses registration process.

Appointment of Amanuensis for Writing Examinations

1. Amanuensis shall be provided on request made by the student well in advance at least 15 days prior to the commencement of examination to the Dean/Head of the School and on the recommendations of the Dean/ Head duly supported by a Medical Certificate (subject to verification) from authorized Medical Officer under the following cases :
 - (a) candidate having impairment of movement in arms and hands, can read independently but have problem in writing
 - (b) locomotors impaired and cerebral palsy students
 - (c) sudden illness rendering the candidate unable to write
 - (d) an accident involving injury rendering the candidate unable to write
2. The amanuensis must be a student of at least one lower grade of education than that of the candidate
3. The Dean/Head of School shall select suitable amanuensis from the institution as far as possible and forward to the Controller of Examinations, the details of the person appointed as amanuensis and of the candidate for whom amanuensis has been appointed.
4. A separate room for such disabled candidate and one separate Invigilator to supervise his examination shall be provided
5. For a written examination of duration of one hour, twenty minutes extra time shall be provided. Similarly, for written examinations involving more than one or less than one hour extra time shall be worked out on the basis of twenty minutes per one hour criteria.

REGULATIONS FOR SCHOLARSHIPS ACADEMIC YEAR 2022-23

A. ON - ADMISSION MERIT SCHOLARSHIP

To attract meritorious candidates, the University will announce scholarships while inviting applications for admission to a programme after passing 10+2, Graduation or other qualifying examinations prescribed by the University.

1. Merit-based scholarship at the time of admission for UG Programmes: Academic Fee Scholarship for the first year will be offered to the candidates as per the following criteria:

Eligibility Criteria	Scholarship
95% & above aggregate in 10+2 of CBSE or equivalent.	100% Scholarship in Academic Fee
92% to 94.9% aggregate in 10+2 of CBSE or equivalent.	50% Scholarship in Academic Fee
88% to 91.9% aggregate in 10+2 of CBSE or equivalent.	30% Scholarship in Academic Fee
80% to 87.9% aggregate in 10+2 of CBSE or equivalent.	20% Scholarship in Academic Fee

2. Merit-based scholarship on JEE mains applicable on Academic Fee Scholarship for the first year will be offered to the candidates as per the following criteria:

Eligibility Criteria	Scholarship
90 & above percentile in JEE/ JEE mains	50% Scholarship in Academic Fee
80 to 89.9 percentile in JEE/ JEE mains	25% Scholarship in Academic Fee
75 to 79.9 percentile in JEE/ JEE mains	15% Scholarship in Academic Fee

3. Merit-based scholarship at the time of admission for PG Programmes: Candidates seeking admission for Post Graduate programmes will be offered Academic Fee Scholarship for the first year of degree programs only as per the following criteria:

Eligibility Criteria	Scholarship
90% and above in Graduation.	100% Scholarship in Academic Fee
80% to 89.9% in Graduation.	50% Scholarship in Academic Fee
75% to 79.9% in Graduation	25% Scholarship in Academic Fee

4. Merit-based scholarship on ASPIRE Entrance and Scholarship Test – 2022 for UG Programmes only: Academic Fee Scholarship for the first year will be offered to the candidates as per following criteria

Eligibility Criteria	Scholarship
91% & above	100% Scholarship in Academic Fee
81% to 90.9%	50% Scholarship in Academic Fee
76% to 80.9%	30% Scholarship in Academic Fee
71% to 75.9%	20% Scholarship in Academic Fee
65% to 70.9%	10% Scholarship in Academic Fee

5. Merit-based scholarship on CLAT/LSAT: Academic Fee Scholarship for the first year will be offered to the candidates as per the following criteria:

CLAT RANK			LSAT PERCENTILE		
0001	2000	75% Scholarship	97% and above		50% Scholarship
2001	4000	50% Scholarship	95%	96.9%	40% Scholarship
4001	6000	40% Scholarship	90%	94.9%	30% Scholarship
6001	8000	30% Scholarship	85%	89.9%	20% Scholarship
8001	10000	25% Scholarship	80%	84.9%	15% Scholarship
10001	12000	20% Scholarship	75%	79.9%	10% Scholarship
12001	15000	15% Scholarship			
15001	25000	10% Scholarship			

Continuation of On - Admission Merit Scholarship

On Admission Merit Scholarship will be valid for the first year only and may continue/ discontinue in the subsequent years based on the performance of the student. In subsequent years, the scholarship will be awarded based on the students' performance in these years.

To continue availing of 100% / 75% scholarship students must secure a position in the top 5% of the AGPA merit list for the program. For the continuation of 50% / 40% scholarship, the student will have to secure a position in the top 10% of the AGPA merit list for the program. For continuation of 30% / 25% / 20% / 15% / 10% scholarship, student will have to secure position in top 15% of the AGPA merit list for the program. In addition, the student should have earned credits = Total no. of Min. Credits in the programme/ Minimum Duration in Years of the Programme.

At the end of a year, if a student is not able to maintain the required rank in the batch to be eligible for the scholarship amount granted at the time of admissions, the student may be eligible for the lower scholarship amount (if available) for the following year. Such student may again on improvement of the performance at the end of the subsequent year, become eligible for the original scholarship amount granted at the time of admission. A student will, however, be not eligible for a higher amount than what has been granted at the time of admissions even if the performance is better than that required for the original scholarship amount.

6. Merit-based scholarship on CAT/ MAT & CMAT: Candidates seeking admission for Post Graduate degree programmes will be offered on Academic Fee Scholarship for the first year of programs only as per the following criteria:

Eligibility Criteria	Scholarship
90% and above	30% Scholarship in Academic Fee
80% to 89.9%	20% Scholarship in Academic Fee
70% to 79.9%	10% Scholarship in Academic Fee

The student will receive this scholarship in the first year only. To continue availing 30% scholarship students must secure a position in the top 10% of the AGPA merit list for the program. For the continuation of 20% scholarship, students will have to secure a position in the top 15% of the AGPA merit list for the program. For the continuation of 10% scholarship, students will have to secure a position in the top 20% of the AGPA merit list for the program. In addition, the student should have earned credits = Total no. of Min. Credits in the programme/ Minimum Duration in Years of the Programme.

At the end of a year, if a student is not able to maintain the required rank in the batch to be eligible for the scholarship amount granted at the time of admissions, the student may be eligible for the lower scholarship amount (if available) for the following year. Such student may again on the improvement of the performance at

the end of the subsequent year, become eligible for the original scholarship amount granted at the time of admission. A student will, however, be not eligible for a higher amount than what has been granted at the time of admissions even if the performance is better than that required for the original scholarship amount.

Withdrawal of On- Admission Merit Scholarship

The scholarship shall be withdrawn at any time during a programme, from the date as approved by the Vice-Chancellor, under the following conditions:

- (i) The student is not able to secure the required rank for the award of Merit Scholarship
- (ii) The student is unable to pass all the examinations in the first attempt in the normal examination scheduled for his/her programme.
- (iii) The student is found to have adopted unfair means in examinations or has been debarred from appearing in the examinations.
- (iv) During the currency of the scholarship, the Head of the School/Dean reports that the student has been charged with misconduct, misbehaviour, gross indiscipline, incident of ragging, use of drugs or narcotics etc. and such misconduct is established.

The Vice-Chancellor may however review such withdrawal in exceptional cases.

B. ON - ADMISSION SPORTS SCHOLARSHIP

To attract talented candidates, the University will announce on admission sports scholarships while inviting applications for admission to a programme after passing 10+2, Graduation or such other qualifying examinations prescribed by the University.

Grant of On - Admission Sports Scholarship

The scholarship will be granted as per the conditions notified through Admission Notification from time to time.

Amount of Scholarship

The amount of scholarship will be 10%, of Academic fees. The sportsperson who has represented the country in Olympics games, Paralympic Games, Common Wealth Games, World Championships under International Sports Federation / International Olympic Committee, Asian Games/ Asian Championships (all recognized under Indian Olympic Association/ Ministry of Youth Affairs and Sports/ Affiliated games)* will get the sports scholarship.

The sports Scholarship to be awarded will be for the following games: Athletics, badminton, Chess, Cricket, Golf, Hockey, Table-Tennis, Snookers & Billiards, Basketball, Volleyball, Archery, Boxing, Carrom, Gymnastics, Kabaddi, Shooting, Swimming, and Wrestling etc

Continuation of On - Admission Sports Scholarship

On Admission Sports Scholarship will be valid for the first year only and may continue/discontinue in the subsequent years based on the performance of the student in sports. Sports performances of the current academic year will be considered for the continuation of the scholarship. A committee constituted by the Vice-

Chancellor shall examine cases of Sports Scholarship and recommend continuation/discontinuation of scholarship to Vice-Chancellor.

Withdrawal of On- Admission Sports Scholarship

The scholarship shall be withdrawn at any time during a programme, from the date as approved by the Vice-Chancellor, under the following conditions:

- (i) The student is not able to perform at National/International Sports Events and the Scholarship Committee recommends withdrawal of the scholarship.
- (ii) The student is found to have adopted unfair means in examinations or has been debarred from appearing in the examinations.
- (iii) During the currency of the scholarship, the Head of the School/Dean reports that the student has been charged with misconduct, misbehaviour, gross indiscipline, incident of ragging, use of drugs or narcotics etc. and such misconduct is established.

The Vice-Chancellor may however review such withdrawal in exceptional cases.

C. HARYANA DOMICILE BASED SCHOLARSHIP AT THE TIME OF ADMISSION (FOR UG & PG):

As per section 36 (2) of Haryana Private Universities Act, 2006, GD Goenka University shall offer Academic Fee Scholarship for the first year for the 10% of the students who are domicile of Haryana (having submitted proof of domicile or proof of studying in a School in Haryana) based on merit-cum-means.

Grant of Merit-Cum-Means Scholarship

A merit list will be prepared for all students who applied for this scholarship and the percentage of scholarship is given as per the table above.

A student will be required to apply on the prescribed form given in Annexure-I with all the required documents in support of family income to the satisfaction of the Scholarship Award Committee. The total income from all sources of the family of the student applying for Merit-Cum-Means scholarship should however not exceed Rs. 4,00,000 per annum.

The scholarship will not be admissible to a student who has been granted any other scholarship by the University or the Foundation or its Institutions or any other grants, concessions, stipends ex-gratia or awards from other sources if such an amount when added to the family income, makes it more than 4,00,000.

Continuation of Merit-Cum-Means Scholarship

The Merit cum Means Scholarship will be reviewed annually. The student should have earned credits = Total no. of Min. Credits in the programme/ Minimum Duration in Years of the Programme for the continuation of this scholarship.

The number of Merit Scholarships will be as under:

Total strength of students enrolled in a programme	Maximum No. of Merit Scholarships
11- 60	One
61-120	Two
Exceeding 120	Three

AGPA of the student should be 9 or above, and the papers of the Academic year should be cleared in the first attempt. In case more than one students score equal AGPA, then Scholarship would be awarded to the student having higher/highest CGPA. In case both AGPA and CGPA are the same, then a full scholarship would be granted to each eligible student.

Amount of Scholarship

The amount of Merit Scholarship during the programme will be equal to 35% of the tuition fee payable by the student in the subsequent year. These scholarships will be awarded at the end of the first year on the declaration of the first year results.

Procedure for Grant of Scholarship

The Merit scholarships will be automatically granted on declaration of the results by the Controller of Examinations. The notice to this effect will be issued to all concerned by the Dean (Academics) on approval of the Vice-Chancellor after the declaration of results.

Withdrawal of Merit Scholarship

The scholarship shall be withdrawn at any time during a programme, with effect from the date as approved by the Vice-Chancellor, under the following conditions:

- (i) The student has been found to have adopted unfair means in examinations
Or has been debarred from appearing in the examinations due to any reasons.
- (ii) During the currency of the scholarship the Head of the School/Dean reports that the student has been charged with misconduct, misbehaviour, gross indiscipline, incident of ragging, use of drugs or narcotics etc. and such misconduct is established.

The Vice-Chancellor may however review such withdrawal in exceptional cases.

E. CHANCELLORS SCHOLARSHIP

The University gives 100% scholarship each year to underprivileged girls/boys from Haryana. Underprivileged meritorious girls and boys from Haryana are selected by Udayan Care, These boys/girls are interviewed by the Scholarship Committee, The selected ones are granted free education throughout their stay in GDGU.

F. SPECIAL SCHOLARSHIPS

The University may institute a certain prescribed number of Special Scholarships based on criteria not covered by the provisions for other categories of scholarships. For example, a candidate who has demonstrated extraordinary achievements in other fields or as may be revised from time to time.

The amount of such scholarship, conditions for continuation, the procedure for grant of scholarship and conditions for withdrawal of scholarships will be as decided at the time of granting of such scholarships. The Vice-Chancellor may refer such cases to the Scholarship Award Committee.

1. SCHOLARSHIP AWARD COMMITTEE

- (i) The Scholarship Award Committee shall be constituted by the Vice Chancellor and will consist of the following:

(a)	Dean, Academics	Convener
(b)	One of the Deans/Professor nominated by VC	Member
(c)	Dean, Students Welfare	Member
(d)	Finance Officer or his/her nominee	Member
(e)	Registrar	Member Secretary
- (ii) The tenure of the nominated members of the Scholarship Award Committee shall be two years.
- (iii) Three members present shall constitute the quorum.
- (iv) The recommendations of the Scholarship Award Committee will be sent to the Vice-Chancellor for his approval and sanction. The final decision will be communicated by the Registrar to the concerned Head of School, the student, Dean (Academics), the Finance Officer and the Controller of Examinations.

2. GENERAL CONDITIONS

- a) All the Scholarships awarded will be for a specific year only and for the subsequent year, it may continue/discontinue based on the performance of the student in the qualifying year and Scholarship policy applicable from time to time.
- b) Only one kind of scholarship can be availed by one student.
- c) In aggregate percentage, Physical Education /Fine Arts/Performing Arts / Vocational / non-written subjects will not be considered.
- d) If a student is obtaining a scholarship and is nominated for AGPA merit scholarship (s) in subsequent years, then he/she will be entitled to the higher scholarship for that academic year.
- e) Any amount of scholarship will not be paid in cash.
- f) GD Goenka University reserves the right to withdraw/ cancel the scholarship awarded if the Candidate is found ineligible at any time.

- g) All students who are eligible for scholarships at the time of Admission are given admission on Fast Track, which means they do not have to appear for the Test & Interview and their admission is done based on their application form and supporting documents. Under Sports Quota it will be based on the assessment of sports certificates for the last three years for National (Medal Winners) & International player, while for all other category selection will be based on Sports trial & Interview in addition to Application & Assessment of Sports certificates.

* Recognized by:

- Olympic Games by IOC
- World championships under International Sports Federation (IOA and/or MYAS recognized/affiliated Games)
- Asian Games by Olympic Council of Asia
- Asian Championship organized by International Federation of the concerned game (recognized/affiliated by MYAS and /or IOA)
- Commonwealth Games, S.A.F. Games and Afro Asian Games.
- Paralympics Games (recognized/affiliated by IOC and/or MYAS)

RE-REGISTRATION

After the first semester, the students will re-register on the date(s) decided and notified, as per the Academic Calendar of the University. The Re-registration date will be same as the date of commencement of semester. It is mandatory to re-register on the notified date. Attendance shall be counted from the date of commencement of semester.

FEE PAYMENT

The last date for payment of fees for the First Semester is as notified in the Admission Letter. For subsequent semesters, the last date for the payment of Even Semester Fee shall be December 15 and Odd Semester Fee shall be July 15 of every year for all the Programmes of the University.

LATE FEES

1. After the last date for Fee payment a fine of Rs. 500/- per day will be charged.
2. After 30 days from the last date of payment, the names of the defaulters will be struck off the rolls. Such students will be asked to leave the Institution and the Hostel (wherever applicable)
If any such student still wants to pay fees and continue in the programme, it will be permissible under the provisions of re-admission as given in University regulations.

MID PROGRAMME WITHDRAWAL

If any student admitted to any Programme of the University leaves the Programme after one month from the date of commencement of the Programme, no refund will be made and s/he will be required to pay full amount of tuition fees for the remaining duration of the Programme.

RE-ADMISSION

1. Any student wanting to pay the fees after 30 days from the last date of fee payment and continue the programme will be required to submit an application giving reasons for delay in depositing the fee, duly countersigned by the Parents/Guardian and duly recommended by the Head of the School/Dean for consideration of the Admission Committee. If the re-admission is approved by the Admission Committee, the recommendations will be sent to Vice Chancellor for approval. After the approval of Vice Chancellor, the decision will be communicated to the student. On re-admission, a student will be required to pay the prescribed readmission fee (amount equal to the admission fee paid at the time of admission in first year) in addition to all other dues.
2. Such re-admissions will however, be permissible upto maximum eight weeks from the registration date of the semester. After the lapse of two months, any such request will not be entertained.

HOSTEL RULES AND REGULATIONS

1. Students are provided hostel accommodation for a period of one academic year (minimum) only. Students requiring accommodation in the subsequent years will need to make a fresh application for hostel accommodation and will have to pay the hostel charges for that particular year.
2. Smoking and use of substances, alcoholic beverages and any kind of drugs are not permitted in the hostel or on the campus of GDGU. Such acts are punishable under the law of the land. Strict disciplinary action will be taken if anyone is found violating these rules, including expulsion/rustication from GDGU.
3. The campus has an ATM and students having a bank account can avail this facility.
4. We advise students to keep their belongings safe. The University does not take responsibility for any loss or theft.
5. Students are expected to respect the property of the University. Any damage caused will be charged from the boarders.
6. Use of any electrical appliance is prohibited.
7. The housekeeping staff is employed only for sweeping/mopping/dusting and cleaning the rooms and toilets. Boarders are expected to make their own beds, arrange their cupboards, study shelves and keep their room litter free. Laundry service is also available on campus for use by the students.
8. Entry into the Hostel is permitted only for residents and no day-scholars or visitors including parents and guardians are allowed in the hostels at any time. Parents and authorized local guardians may visit the boarders on Saturday/Sunday/Holiday after 10.00 am to 3.00 pm. The place of such visit is restricted to the reception area.
9. Resident students are allowed to remain outside their hostel rooms up to 11.00 pm but are restricted within the areas of the hostel lawns and the tuck shop during the time.
10. No food(breakfast, lunch and dinner) is allowed in the hostel rooms and students are required to go to the specified dining area for the same.
11. Students who intend to leave the campus during the weekends or any other time during the week will have to complete the permission form and submit it with the Hostel Staff for approval by the warden before they leave. Any student leaving the campus with due permission must return to campus before 9.00 pm.
12. For any grievance, students are advised to contact the hostel warden. Warden will ensure that their grievance is attended to properly.

GENERAL GUIDELINES ON ERP - WEB & MOBILE APPLICATION

GD Goenka University uses ERP - web and mobile application for complete student lifecycle management. Students can easily keep track of their academics and extracurriculars, and quickly reach out to any stakeholder of the university using the application. This will enhance students' campus life and ensure a special and memorable experience for them. ERP provides the following services on their web and mobile applications.

1. **Web & Mobile Login:** This is a prerequisite step for all the students of the university. Students need to go to the URL gdgu.collpoll.com and enter their registered Email Address and Password to sign in on the web. For mobile login, students are requested to download the CollPoll app by going to Google Playstore or App Store. You can also search "CollPoll" directly in the store. After the installation select GD Goenka University in Institution name, and enter their registered email address and password to sign in.
2. **Academic Profile:** Students can access their profile from the left panel of the homepage. They can check their E-portfolio, Official Record, Posts, Attendance, and Results.
3. **Check Calendar:** Students can access their academic calendar from the left panel of the homepage. They can click on any particular session to see further details such as faculty, date and time of the session.
4. **Attend a Class:** Students can access their classroom from the left panel of the homepage. Post this, they can check ongoing as well as previous classes. Alternatively, they can access daily classes from the right panel on the homepage.
5. **Learning Resources, Quizzes and Assignments:** Students need to click on the classroom from the left panel. Post this, click on a particular class to access course work and resources, take quizzes, submit assignments, and check discussion forums and assessment results.
6. **Pay Fee Online/Offline:** Students need to click on payments from the left panel of the homepage. Post this, they need to go to the academic fee section. Students have four options to pay their fee: (i) Pay the full amount (ii) Pay in installments (iii) Pay a partial amount (iv) Submit proof for offline payment. Students can also check their payment history and dues.
7. **Request a Campus Service:** Students need to click on Campus Help Center on the left panel of the homepage. Post this, students can either raise a new request or access previously raised requests and their status. Students can frequently use the Campus help center for a gate pass, IT help, Hostel and Mess services
8. **Venue Booking:** To book any venue on the campus using ERP, students need to go to the Book a Venue section from the left panel on the homepage. They need to click on a new booking to book a venue.
9. **Mess Menu:** Students can check the daily menu of the mess from the right panel of their homepage. Alternatively, they can go to reminders on the bottom panel of their mobile app.

10. **Job Opportunities and Applications:** Students need to click on Placements from the left panel of their homepage. They can then access job opportunities on the campus as well as their application status.
11. **Campus Feed:** Students can access the campus feed from their homepage on the web and mobile. Campus Feed will help them stay updated on e-notices from management, latest events and happenings, campus news etc.
12. **Notifications & Reminders:** Students will receive email and In-app notifications for multiple activities such as upcoming classes, quizzes, latest posts, mess menu

ERP Support Desk: In case students need any support on using the ERP application, they can reach out to the ERP support team. Email them at support@collpoll.com or call on 080-456-88015.

General Code of Conduct for ERP

1. ERP is the Students' digital campus. Students are suggested not to share their ERP passwords with anyone else on/off campus.
2. Students are suggested not to let anyone else use their ERP accounts, both on web and mobile devices and keep their information confidential.

STUDENT ENGAGEMENT & EXPERIENCE (SEE)

In its quest for excellence and overall holistic development of its students, GD Goenka University promotes multiple non-academic, cultural and sports activities on campus. The University has a specially constituted group of eminent faculties from various schools of the university who come together to constitute the Student Engagement and Experience (SEE). The SEE is in charge of supervising and facilitating all extracurricular activities conducted on campus by the various techno cultural and sports clubs of the Board of Student Activities (BSA).

In order to facilitate the SEE, the university charges one time nominal fee of Rs.1500/- for students enrolling in programs of two years or less. The fees will be Rs. 2500/- for students enrolling in programs of three years and above. This fee will give the student a membership of the various techno-cultural and sporting clubs under the BSA and free access to participation in activities conducted for all round development of students. This fee also includes Life Time Alumni Association Membership.

Techno-Cultural Clubs

Community Service

Dance

Debate & MUN

Media

Dramatics

Entrepreneurship

Management

Fashion

Literary

Music

Photography

Publication

International Club

Sports Clubs

Adventure

Athletics

Badminton

Basketball

Chess

Cricket

E-Sports

Football

Kabbadi

Kho Kho

Lawn Tennis

Table Tennis

Taekwondo

Tug of War

Volleyball

Weightlifting

BSA CALENDAR – ODD SEMESTER 2022-2023

Workshop on Multi-Disciplinary Education & Foreign Language Skills	03rd August, 2022
Independence Day	15th August, 2022
BSA Interview & Selection Process	17th August, 2022
BSA Interview & Selection Process	24th August, 2022
National Sports Day	29th August, 2022
Student Council Inductions Meet	31st August, 2022
Teachers Day	05th September, 2022
Basketball Intra-University cum Trials Workshop / Seminar (Community Service Club) Gamethon (E-Gaming Club)	07th September, 2022
World Literacy Day (Literary Club)	08th September, 2022
Badminton Intra-University cum Trials Act it Out (Dramatics Club)	14th September, 2022
Table Tennis Intra-University cum Trials Singing Competition (Music Club)	21st September, 2022
Blood Donation Drive & Health Check-up	21st September, 2022
Football Intra-University cum Trials Dance Fiesta (Dance Club)	28th September, 2022
REVA - Fresher's Get Together	30th September, 2022
Volleyball Intra-University cum Trials Open Mic/ Karaoke Night (Music Club)	12th October, 2022
Udyami Bazaar (Entrepreneurship Club)	15th October, 2022
Kabaddi Intra-University cum Trials Workshop / Seminars (Management Club)	19th October, 2022
National Unity Day	31st October, 2022
Cricket Intra-University cum Trials International Talent Hunt (International Club)	02nd November, 2022
Chess Intra-University cum Trials Orators and Readers Summit (Debate & MUN Club)	09th November, 2022
Alumni Meet	12th November, 2022
Kho - Kho Intra-University cum Trials Ramp Walk (Fashion Club)	16th November, 2022
GD Goenka Sohna Marathon	17th December, 2022

LIST OF HOLIDAYS – 2022

26-Jan	Wednesday	Republic Day
1-Mar	Tuesday	Maha Shivaratri
18-Mar	Friday	Holi
10-Apr	Sunday	Ram Navami
14-Apr	Thursday	Mahavir Jayanti
15-Apr	Friday	Good Friday
3-May	Tuesday	Idu'l Fitr
16-May	Monday	Buddha Purnima
10-Jul	Sunday	Idu'l Zuha (Bakrid)
09-Aug	Tuesday	Muharram
11-Aug	Thursday	Raksha Bandhan
15-Aug	Monday	Independence Day
19-Aug	Friday	Janmashtami
2-Oct	Sunday	Gandhi Jayanti
5-Oct	Wednesday	Dussehra (Vijay Dshmi)
9-Oct	Sunday	Id-e-Milad
24-28 Oct	Monday-Friday	Diwali Break
1-Nov	Tuesday	Haryana Day
8-Nov	Tuesday	Guru Nanak's Birthday
25-Dec	Sunday	Christmas Day

**As we strive to make your
education experience
safe and stress-free,
we request you to kindly,**

#GoenkansfightCOVID #supportIndia



Cooperate with our staff/teachers for a contactless thermal temperature check.



Always wear a mask while in the
University Campus



Sanitize your hands



Maintain 6 feet distance from each individual.

Our campus is 100 % safe and sanitized to the highest standards

GD GOENKA UNIVERSITY

GD Goenka Education City | Gurugram, Delhi-NCR,
Haryana-122103, India.



#GrowWithGoenka

    /gdgoenkauniversity

Student Handbook Disclaimer: Failure to read the Student Handbook does not excuse students from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. All policies contained in the Student Handbook are subject to change without prior notice.