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Thrive. For life.

STUDENTS HANDBOOK 2025-26

Dear Student,

Welcome to GD Goenka University! Congratulations on your decision to join us. As you embark on this new journey aligned with your aspirations, we will be your partner and mentor every step of the way.

At GD Goenka University, we have invested considerable effort in providing world-class facilities, a conducive learning environment, and opportunities to interact with students and faculty from across India and around the world. Our infrastructure supports both teaching and learning and offers a state-of-the-art environment for co-curricular and extracurricular activities, fostering holistic development. Additionally, we emphasize working with communities and nurturing socially responsible learners, instilling principles of lifelong learning.

In line with our vision, we strive to empower you beyond employability, nurturing you to become researchers, innovators, entrepreneurs, and social leaders. You will have opportunities to learn from and interact with leaders from various fields, visit industries and communities, and work in industry-linked labs. This comprehensive approach ensures you progress towards your chosen career path equipped with the necessary knowledge, skills, and capabilities. We encourage you to immerse yourself in university activities and contribute to the academic and cultural vibrancy of our campus.

Once again, we welcome you and wish you a fulfilling and meaningful experience at GD Goenka University.

**Prof. (Dr.) Kim Menezes**  
**Vice Chancellor**

Dear Student,

Welcome to GD Goenka University!

We are delighted to have you as a part of our Academic Community. The Student Handbook contains a concise review of the Rules, Regulations, and Policies of the GD Goenka University. It is important for you as a student to familiarize yourself with these guidelines to help make informed decisions. Please note that the University reserves the right to update existing policies, implement new policies, or remove existing policies without prior notice.

This Handbook will also serve as a comprehensive guide to your academic requirements, various deadlines, and the many activities that take place in the University. Understanding and adhering to the rules and regulations outlined in this handbook will not only ensure your compliance with university policies but will also enhance your academic and personal experience on campus.

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.

**Prof. (Dr.) Anuradha R Tiwary**  
**Registrar**

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## **ABOUT GD GOENKA UNIVERSITY**

The GD Goenka Group has made a name for itself in the field of education. Over a period of time, the various educational entities of the group have converged into a fully functional corporate academy.

Resources at GD Goenka University have been continuously upgraded to optimize opportunities for the students. Our students are groomed in a truly inter-disciplinary environment where in they develop integrative skills through interaction with students from engineering, social sciences, management and other study streams.

The GD Goenka story goes back to the chain of schools that offered an alternative option of world-class education, pitching itself against the established elite schools, which had enjoyed a position of monopoly till then. Having blazed a new trail in school education the focus of the group was aimed at higher education. With the mushrooming of institutions of Higher Education in the National Capital Region, the university considered it very important that students take informed decisions and pursue career objectives in an institution, where the concept of education has evolved as a natural process.

GD Goenka University is established under the Haryana Private University Act 2006, received the approval of Haryana Legislature vide Amendment Act #36 of 2013 and consent of the Honorable Governor of Haryana on 11<sup>th</sup> April 2013, which was published in the Gazette notification vide Leg. No.10/2013, dated 3<sup>rd</sup> May 2013.

### **GD Goenka University Aims:**

- To impart undergraduate, postgraduate and doctoral education in identified areas of higher education.
- To undertake research programmes with an industrial interface.
- To integrate its growth with the global needs and expectations of the major stakeholders through teaching, research, exchange & collaborative programmes with foreign, Indian Universities/ Institutions and MNCs.
- To provide job-oriented professional education to the hospitality student community, focusing on developing.

## **Vision**

To be an institution of global repute, facilitating learning and advancement of knowledge by enabling learners to focus on sustainability, research, innovation, entrepreneurship and preparing socially responsible leaders.

## **Mission**

To prepare globally responsible professionals through

- Strong foundation in the fundamentals linking knowledge and skills through experiential learning.
- Inter-disciplinary project-based learning with a focus on innovation & research.
- Research enabling an academic environment with state-of-the-art technological interventions.
- Focus on making education holistic and multidisciplinary in line with NEP 2020.
- Efficient systems and processes that enable all the faculty, staff, and students to utilize their potential optimally
- Collaboration with top-ranked institutions and leading corporates to facilitate exchange programmes, training, and joint research.
- Inculcation of values and professional ethics with an understanding of societal & environmental
- Responsibilities for sustainable growth
- Enabling individuals to be competent employees, researchers, innovators, entrepreneurs, and socially responsible leaders

## Core Values

- Multidisciplinary, immersive, and experiential learning
- Focus on seamless collaboration between schools and centre to facilitate multidisciplinary and interdisciplinary cross-domain engagement
- An integrated focus on research and innovation linked to the teaching and learning process
- Mandatory Collaboration with industry and academia, which enables its holistic linkage to teaching, learning, research, innovation and entrepreneurship
- Campus environment and ambience to be conducive for academic, personal, interpersonal, and societal association.
- Embedding environmental and societal responsibilities in all University processes and systems
- Value-based education with a focus on integrity, ethics, and inclusive and empathetic engagement with society.

**GD GOENKA UNIVERSITY**  
**Part A : ACADEMIC CALENDAR 2025-26**

<b>ODD SEMESTER - ACTIVITY</b>	<b>DATE &amp; DAY</b>
Orientation & Commencement of MBA Sem I (New Batch 2025)	21 July 2025 (Monday)
Re-registration & Orientation of Old Batch 2022, 2023 and 2024 – UID	21 July 2025 (Monday)
Orientation & Commencement of UID Sem I (New Batch 2025) – UID	22 July 2025(Tuesday)
Commencement & Re- registration of ODD Sem III, V, VII and I (Old Batches)-SOHT	28 July 2025(Monday)
Commencement & Re- registration of ODD Sem III, V, VII and IX (Old Batches) - All Schools & Centres	04 August 2025(Monday)
Orientation & Commencement of New Batch 2025-SOHT	5 August 2025(Tuesday)
Orientation & Commencement of New Batch 2025 (other than MBA & UID)	11 August 2025 (Monday)
SRAC (R&D)	12 & 13 September, 2025 (Friday& Saturday)
Orientation of PhD (New Batch Odd 2025)	13 September 2025 (Saturday)
Mid Semester Examination (MSE) -UID	16-19 September 2025 (Tuesday- Friday)
Mid Semester Examination (MSE) -SoHT	22-26 September 2025 (Monday- Friday)
Faculty Development Program (R&D)	6-11 October 2025 (Monday- Saturday)
Mid Semester Examination (MSE)	6-11 October 2025 (Monday- Saturday)
11th Convocation	08 November 2025 (Saturday) Tentative
Last Teaching Day of Odd Semester	21 November 2025 (Friday)
Last Day of calculation of Student attendance with the release of Debarred list by the school	21 November 2025 (Friday)
Last Teaching Day of Odd Semester (UID)	21 November 2025 (Friday)
SRAC (R&D)	21 &22 November ( Friday & Saturday)
End Term Practical Examination-SoHT	17-21 November 2025 (Monday- Friday)
End Term Practical Examination	24-28 November 2025 (Monday- Friday)

ACTIVITY	DATE & DAY
End Term Theory Examination	01-24 December 2025 (Monday- Wednesday)
PhD exams	21 -24 January 2026 (Wednesday - Saturday)
EVEN SEMESTER - ACTIVITY	DATE & DAY
Commencement and Re-registration of EVEN Semester (II, IV, VI, VIII & X) of All Programmes	12 January 2026 (Monday)
Re-registration of EVEN Semester – UID	12 January 2026 (Monday)
Midterm -UID	11-13 March 2026 (Wednesday- Friday)
Orientation of PhD (New Batch Even 2025)	14 March 2026(Saturday)
Mid Semester Examination (MSE)	9-13 March 2026 (Monday- Friday)
SRAC (R&D)	27-28 March, 2026 (Friday- Saturday)
FDP on Research Supervision (R&D)	09-14 March 2026 (Monday- Saturday)
Last Teaching Day of Even Semester	24 April 2026 (Friday)
Last Day of calculation of Student attendance with the release of Debarred list by the school	24 April 2026 (Friday)
Last Teaching Day of Even Semester (UID)	08 May 2025 (Friday)
End Term Practical Examination	27 April- 01 May 2026 (Monday-Friday)
End Term Theory Examination	4 May 2026 (Monday)
SRAC (R&D)	22-23 May 2026 (Friday- Saturday)
Summer School for Young Scholars	June
Summer Term Examinations	01- 31 July 2026 (Wednesday - Friday)
PhD exams	22-25 July 2026 (Monday-Saturday)

<b>GD GOENKA UNIVERSITY</b> <b>Part B: UNIVERSITY FLAGSHIP EVENTS 2025-26</b>	
<b>ODD SEMESTER – ACTIVITY</b>	<b>DATE &amp; DAY</b>
Faculty Development Programme (FDP) SOHT	7-12 July 2025 (Monday-Saturday)
Vartah-SOLA	18 -19 July 2025 (Friday & Saturday)
Independence Day Celebration – DSW	15 Aug 2025 (Friday)
World Photography Day Celebration - DSW	20 Aug 2025 (Wednesday)
Memorial Lecture -SOAS	20 Aug 2025 (Wednesday)
Foundation Day-DSW	21 Aug 2025 (Thursday)
National Space Day (SOES)	25 August 2025 (Monday)
Alumni Talk Series - SOHAS & SOL	25-29 August 2025(Monday-Friday)
Ganesh Chaturthi – DSW	27 Aug 2025 (Wednesday)
National Sports Day – DSW	29 August, 2025 (Friday)
Alumni Talk Series - SOES & SOM	1-4 September 2025 (Monday-Thursday)
IHOST International Conference 2025 (SOHT)	4th - 5th September 2025 (Thursday - Friday)
World Literacy Day Celebration- DSW	3 September 2025 (Wednesday)
Teachers' Day Celebration – DSW	5 September 2025 (Friday)
World Physiotherapy Day – SOHAS	8 September 2025 (Monday)
Reva – Freshers Get Together -DSW	11-12 September 2025 (Thursday - Friday)
Engineers Day – SOES	15 September 2025 (Tuesday)

Hackathon	16 September 2025 (Tuesday)
Hindi Diwas Celebration – DSW	17 September 2025 (Wednesday)
World Ozone Day Celebrations – SOES	18 September 2025 (Thursday)
Alumni Talk Series - SOLA & CVS	22-26 September, 2025 (Monday-Friday)
National Service Scheme (NSS Day) - DSW	24 September 2025 (Wednesday)
World Tourism Day Celebration – SOHT	27 September 2025 (Saturday)
World Heart Day -SOHAS	29 September 2025 (Monday)
Alumni Talk Series – SOAS	06-10 October 2025 (Monday-Friday)
Mental Health Day Celebration-SoLA/SOHT	10 October 2025 (Wednesday)
Mental and Physical Health Awareness on World Mental health day – SOES, SOHAS & SOLA	10 October 2025 (Friday)
Udyami Bazaar - DSW	17 October 2025 (Friday)
International Chef Day Celebration	20 October 2025 (Monday)
National Pharmacy Week – SOHAS	20-26 October 2025 (Saturday-Sunday)
National Unity Day – DSW	31 October 2025 (Friday)
Haryana Day – DSW	01 Nov 2025 (Saturday)
Alumni Talk Series - UID	3-7 November 2025 (Monday-Friday)
Marketing /Operations Meet	5 November 2025 (Wednesday)
World Radiography Day -SOHAS	8 November 2025 (Saturday)
World Diabetes Day/ Eye Testing Camp -SOHAS	10-15 November 2025 (Monday-Saturday)

Ideathon – Interdisciplinary Project (IDP) - CIE	18 November 2025 (Tuesday)
4th International Conference on Law and Technology	20-21 November 2025 (Thursday-Friday)
International Conference -COHSFE	21 &22 November 2025 (Friday & Saturday)
Cake Mixing/ Alumni Connect 2.0	22 November 2025 (Saturday)
National Constitution Day -SOL	26 November 2025 (Wednesday)
International Conference (TLASH 2025)- R&D	27-28 November 2025 (Thursday-Friday)
<b>EVEN SEMESTER – ACTIVITY</b>	<b>DATE &amp; DAY</b>
National Youth Day – DSW	12 January 2026 (Monday)
Vartah – SOLA	23-24 January 2026 (Friday-Saturday)
Alumni Meet – DSW	24 January 2026 (Saturday)
CSR Activity for Underprivileged	24 January 2026 (Saturday)
National Voters Day – DSW	25 January 2026 (Sunday)
Republic Day – DSW	26 January 2026 (Monday)
CSR Activity on Cancer Awareness Month	04 February 2026 (Wednesday)
International Conference on Smart Technologies and Artificial Intelligence: Transforming Engineering and Sciences in the AI Era (ICSTAIIES-2026)	05/02/2026- 06/02/2026 (Thursday-Friday)
International Conference 2026 -SOES	5 & 6 February 2026 (Thursday-Friday)
REACH (International Conference 2026) - SOHAS	12 & 13 February 2026 (Thursday-Friday)
Alumni Talk Series - SOHAS & SOL	9-13 February 2026 (Monday-Friday)

CIArb	12-13 February 2026 (Thursday-Friday)
Memorial Lecture -SOHT	17 February 2026 (Tuesday)
Annual Fest – Acceleron Sportopia & Idea – DSW	19-20 February 2026 (Thursday-Friday)
ICON - International Conference – SOM	26-27 February 2026 (Thursday-Friday)
Goenka Premier League – DSW	26-28 February 2026 (Thursday-Saturday)
National Science Day - SOES, COHSFE, SOAS & SOHAS	28 February 2026 (Saturday)
GD Goenka Sohna Marathon – DSW	February 2026
Alumni Talk Series - SOAS	2-5 March 2026 (Monday-Friday)
International Women's Day	08 March 2026 (Sunday)
National Pharmacy Education Day	06 March 2026 (Friday)
World Kidney Day – SOHAS	13 March 2026 (Friday)
No Smoking Day – DSW	13 March 2026 (Friday)
Alumni Talk Series - UID	23-27 March 2026 (Monday-Friday)
Celebration of World Tuberculosis Day - SOHAS	24 March 2026 (Tuesday)
Alumni Talk Series - SOLA & CVS	6-10th April 2026 (Monday-Friday)
International Conference on AI & Law - SOL	10-11 April 2026 (Friday-Saturday)
5th Law and Technology Moot Court Competition (In Association with Cyber Law University)	11-12 April 2026 (Saturday-Sunday)
Alumni Talk Series - SOES & SOM	13-17 April 2026 (Monday-Friday)
Ideathon - Interdisciplinary Project (IDP) - CIE	14-15 April 2026 (Tuesday-Wednesday)

Fire Prevention Week -COHSFE	14-20 April 2026 (Tuesday-Monday)
Transcend – Farewell – DSW	16-17 April 2026 (Thursday-Friday)
World Red Cross Day – DSW	08 May 2026 (Friday)
International Yoga Day Celebration – DSW	19 June 2026 (Friday)

**Part C: ACADEMIC CALENDAR 2025-26**

<b>GD GOENKA UNIVERSITY SEE CALENDAR 2025-26</b>	
<b>Student Engagement &amp; Experience – SEE</b>	
<b>ODD SEMESTER - ACTIVITY</b>	<b>DATE &amp; DAY</b>
Student Council Induction & Meeting	July 30, 2025 (Wednesday)
International Youth Day	Aug 12, 2025 (Tuesday)
World Organ Donation Day	Aug 13, 2025 (Wednesday)
Student Clubs Audition & Demo	Aug 13, 2025 (Wednesday)
World Humanitarian Day	Aug 19, 2025 (Tuesday)
Photography Club Event	Aug 20, 2025 (Wednesday)
Art Club Event	Aug 27, 2025 (Wednesday)
National Nutrition Day	Sep 1, 2025 (Monday)
Literary Club Event	Sep 3, 2025 (Wednesday)
International Charity Day	Sep 5, 2025 (Friday)
International Literacy Day	Sep 8, 2025 (Monday)
Chess Tournament	Sep 10, 2025 (Wednesday)
Blood Donation Camp	Sep 10, 2025 (Wednesday)
Red Ribbon Club Event	Sep 10, 2025 (Wednesday)
Drama Club Event	Sep 17, 2025 (Wednesday)
Fashion Club Event	Sep 24, 2025 (Wednesday)
Table Tennis Tournament	Sep 24, 2025 (Wednesday)
International Day of the Older Persons	Oct 1, 2025 (Wednesday)

Mun & Debate club event	Oct 1, 2025 (Wednesday)
World Animal Welfare Day	Oct 4, 2025 (Saturday)
Entrepreneurship Club Event	Oct 8, 2025 (Wednesday)
E-Sports Tournament	Oct 8, 2025 (Wednesday)
International Day of the Girl Child	Oct 11, 2025 (Saturday)
Soul Quest Club Event & Student Council Meeting	Oct 15, 2025 (Wednesday)
World Food Day	Oct 16, 2025 (Thursday)
Graphic & Media Club Event	Oct 22, 2025 (Wednesday)
Music Club Event	Oct 29, 2025 (Wednesday)
Kho Kho Tournament	Oct 29, 2025 (Wednesday)
National Cancer Awareness Day	Nov 7, 2025 (Friday)
National Education Day	Nov 11, 2025 (Tuesday)
Aerospace Club Event	Nov 12, 2025 (Wednesday)
Lawn Tennis Tournament	Nov 12, 2025 (Wednesday)
Volleyball Tournament	Nov 19, 2025 (Wednesday)
Event Management Club Event	Nov 19, 2025 (Wednesday)
International Day for the Elimination of Violence against Women	Nov 25, 2025 (Tuesday)
World AIDS Day	Dec 1, 2025 (Monday)
World Day of the Handicapped or International Day of Persons with Disabilities	Dec 3, 2025 (Wednesday)
Human Rights Day	Dec 10, 2025 (Wednesday)
National Consumer Rights Day	Dec 24, 2025 (Wednesday)

<b>EVEN SEM 25-26</b>	
Student Council Meeting	Jan 7, 2026 (Wednesday)
World Hindi Day	Jan 10, 2026 (Saturday)
Makar Sankranti Celebration - Dance club Event	Jan 14, 2026 (Wednesday)
Army Day	Jan 15, 2026 (Wednesday)
International Club Event	Jan 21, 2026 (Wednesday)
Basketball Tournament	Jan 21, 2026 (Wednesday)
National Girl Child day of India	Jan 24, 2026 (Saturday)
Data protection day	Jan 28, 2026 (Wednesday)
Dramatics Club Event	Jan 28, 2026 (Wednesday)
World Cancer Day	Feb 4, 2026 (Wednesday)
Red Ribbon Club Event	Feb 4, 2026 (Wednesday)
Badminton Tournament	Feb 4, 2026 (Wednesday)
World Day of Social Justice	Feb 20, 2026 (Friday)
World Sustainable Energy Day	Feb 27, 2026 (Friday)
World Wildlife Day	March 3, 2026 (Tuesday)
National Vaccination Day	16 March 2026 (Monday)
Arm-Wrestling Tournament	March 18, 2026 (Wednesday)
World Forestry Day	March 21, 2026 (Saturday)
World Tuberculosis (TB) Day	March 24, 2026 (Tuesday)
World Autism Awareness Day	April 2, 2026 (Tuesday)

World Health Day	April 7, 2026 (Tuesday)
World Earth Day	April 22, 2026 (Wednesday)
International Labour Day	May 1, 2026 (Friday)
World Red Cross Day	May 8, 2026 (Friday)
Anti-Tobacco Day Celebration	May 29, 2026 (Friday)
World Environment Day	June 5, 2026 (Friday)
World Day Against Child Labour	June 12, 2026 (Friday)

**GD GOENKA UNIVERSITY  
SCHOOL CALENDAR**

**SOAS CALENDAR 2025-26**

<b>ODD SEMESTER - ACTIVITY</b>	<b>DATE &amp; DAY</b>
Commencement and Registration for Odd Semester	11, August 2025
Parthenium Awareness Week	5, August 2025
MS Swaminathan Memorial Lecture 2025	20 August 2025
Multidisciplinary Training and Workshop on "Role of AI in Biological and Agricultural Sciences"	2 September 2025
Bathukamma/Bonalu (Festival of Worshiping Flower)	22 September 2025
World Food Day Celebration (No Oven Healthy Cooking Competition)	10-Oct-25
Poster Competition (World Soil Day)	13, November 2024
<b>EVEN SEMESTER - ACTIVITY</b>	<b>DATE &amp; DAY</b>
Workshop on "Hands-on Training Program on Urban and Peri-Urban Horticulture"	27-29, January 2026
International Conference on "Recent Advances in Agriculture and Allied Sciences"	19-20, February 2026
Workshop on "Communication Skill Enhancement"	20, February 2026
International Mother Language Day	23, February 2026
Visit to Radio Station	3-4, March 2026
Workshop cum Training on Aromatic and Medicinal Plants in Collaboration with SOHAS	27, February 2026
Kisan Mela	10, March 2026
Video making competition	23, March 2026
Hands on training on "commercial Bee-keeping"	1, April 2026
Composting Awareness Week	20-24, April 2026

<b>SOES CALENDAR 2025-26</b>	
<b>ODD SEMESTER – ACTIVITY</b>	<b>DATE &amp; DAY</b>
FDP on Advancements in Matlab for Engineering and Research Applications	14/07/2025 to 18/07/2025
FDP on Data Visualization using R by Microsoft CloudThat	04-07-2025
IBM T3 - Data Science	22/07/2025 to 25/07/2025 (Tentative)
Re-registration of Higher Years	04-08-2025
Orientation Programme 2025 ( First Year)	11-08-2025
One-day Simulation Techfest by Ansys	13-08-2025
IBM ICE Day	27-08-2025
Quantum Computing Club events	20-08-2025
Seminar/one-day workshop by IBM	22-08-2025
Foundation Day	21-08-2025
Industrial Visit (ME/MEX)	22-08-2025
Workshop on Sources of Funding for Research and Development	23-08-2025
National Space Day	25-08-2025
Crash Course - Certification by Microsoft CloudThat	26-08-2025
Guest Lecture on Airworthiness	26-08-2025
Visit to National Dope Testing Laboratory, Delhi	27-08-2025
Industrial Visit of Bio Medical Engineering Students	29-08-2025
Workshop on Role of AI in Biological and Agricultural Sciences	02-09-2025
Game Day	04-09-2025
Teachers Day Celebration	05-09-2025
Rocketry Workshop	03/09/2025 to 04/09/2025
Webinar by IBM	09-09-2025
Think Before you Click - Hands-on workshop on Cyber Security techniques	08-09-2025
Industrial Visit (ECE)	09-09-2025
SRAC (R&D)	12 & 13 September, 2025
Workshop on Project Proposal Writing	13-09-2025

Engineer's Day	15-09-2025
Annual Hackathon	16-09-2025
Vishwakarma Puja	17-09-2025
Red Hat Day	17-09-2025
International Microbiology Day	17-09-2025
Industrial Visit (IBM)	18/09/2025 & Thursday (Tentative)
World Ozone Day Celebrations	18-09-2025
Industrial visit to SIIR, Delhi (Civil)	19-09-2025
Crime Scene Competition & Expert Lecture	19-09-2025
Hands on Workshop on Welding	25-09-2025
Industrial visit to THISTI , Faridabad	26-09-2025
Awareness Workshop for Virtual Labs, IIT Delhi	30-09-2025
Mid Semester Examination (MSE)	6-11 October 2025
Industrial Visit to IPFT, Gurugram	08-10-2025
Workshop on DNA and plasmid isolation	09-10-2025
Expert Lectures on Innovation Incubators and Hubs (Prof. Seema)	10-10-2025
Mental and Physical Health Awareness on World Mental health day	13-10-2025
3 Day Workshop on CFD	15/10/2025 to 17/10/2025
International E Waste Day	14-10-2025
"Collision of Ideas: The Future of Science Unfolds"	15-10-2025
Code War	16-10-2025
Guest Speaker Talk (Civil)	17-10-2025
Two days workshop on 3D Modeling	21-10-2025
Guest Lecture on EV	14-11-2025
Hands-on training Casting & Forging	21-11-2025
Last Teaching Day of Odd Semester	21-Nov-25
Last Day of calculation of Student attendance with the release of Debarred list by the school	21-Nov-25
SRAC (R&D)	21 &22 November
End Term Practical Examination	24-28 November 2025

End Term Theory Examination	01-24 December 2025
Faculty development Programme on Innovation, Incubation and Entrepreneurship Development	15/12/2025- 20/12/2025
<b>EVEN SEMESTER – ACTIVITY</b>	<b>DATE &amp; DAY</b>
Commencement and Re-registration of EVEN Semester (II, IV, VI, VIII & X) of All Programmes	12-Jan-26
Electronics Day Celebration	23-01-2026
2-day Workshop on Devops	29-01-2026
Autopsy visit, AIIMS Delhi	29-01-2026
International Conference on Smart Technologies and Artificial Intelligence: Transforming Engineering and Sciences in the AI Era (ICSTAIES-2026)	05/02/2026- 06/02/2026
International Day of Women and Girls in Science	10-02-2026
Voices of Experience: Alumni Stories	12-02-2026
Darwin Day	12-02-2026
Decoding Crime through creative expression (Poster Making Competition & Expert Talk)	13-02-2026
Event on National Innovation Day 2026 as per the theme with all centres	16-02-2026
Workshop on Infrastructure Design	20-02-2026
2 days Workshop on RC Glider	25/02/2026 to 26/02/2026
National Science Day	28-02-2026
Annual Fest	05-03-2026
Crash Course - Certification by Microsoft CloudThat	09-03-2026
Mid Semester Examination (MSE)	9-13 March 2026
SRAC (R&D)	27-28 March, 2026
Industry Visit (ME/MEX)	27-03-2026
NSS Visit	27-03-2026
Last Teaching Day of Even Semester	24-Apr-26
Last Day of calculation of Student attendance with the release of Debarred list by the school	24-Apr-26
World DNA Day	25-04-2026

End Term Practical Examination	27 April- 01 May 2026
End Term Theory Examination	04-May-26
SRAC (R&D)	22-23 May 2026
Summer Term Examinations	01- 31 July 2026

### **SOHAS CALENDAR 2025-26**

<b>ODD SEMESTER - ACTIVITY</b>	<b>DATE &amp; DAY</b>
FDP- Faculty -"Current Trends in Healthcare Innovation & Education"	7 to 12 July, 2025
FDP- (Non-teaching)- Training session	14 to 18 July, 2025
Health Camp & Outreach Activity	30-Jul-25
Orientation week for New batches_ Lectures_ 1. Quality Education (NEP) 2. Code of Conduct (Campus Etiquettes) 3. Gender Sensitization 4. Human Values	11-22 August 2025
Industrial Visit of SOHAS Students	19 - 23 Aug 2025
National Technology Day Celebration	Last Week of Aug 2025
International Overdose Awareness Day_ Lecture_SDG_1. Environment Sustainability 2. Waste Management	31 Aug 2025
World Patient Safety Day	September 17, 2025
Health Camp & Outreach Activity	29-Aug-25
Contact Lens Health Awareness Event	22-Aug-25
World Physiotherapy Day	09-Sep-25
Radiology Workshop on "Safe use of Contrast Media"	8th September 2025
Workshop & Pharmacovigilance Week and Inter-University Project Competition in Pharmaceutical Sciences	17-23 Sept 2025
World Pharmacists Day	September 25, 2025
Field Visits of SoHAS Students	fri-sat of 3rd week of every month
National Pharmacy Week_ Lectures_ POSH_ 1. Women Empowerment 2. Women Psychology Counselling 3. Anti Sexual Harassment	October 19-25, 2025
Industrial Visit to VisionSpring Lens Making Lab (Optometry Students)	26/27th September 2025
World Pharmacist Day	25 Sept 2025 -

World Heart Day	29 Sept 2025 -
Physiotherapy Workshop (Advanced technique)	08-Oct-25
World Sight Day (OPTOMETRY)	9th October 2025 -
Workshop on histopathological techniques	10-Oct-25
World Mental Health Day (Quiz & Extempore Competition)	10-Oct-25
Industrial Visit/Education Tour for Radiology students	10-Oct-25
Workshop on Abnormalities of Echocardiography	29-Oct-25
Physiotherapy Camp & Outreach Activity	29-Oct-25
Student Development Program (Personality Development, Communication)	3-7 November 2026
World Radiography Day	8th Nov. 2025
World Diabetes Day/ Eye Testing Camp	10-15th November 2025
Awareness Program on usage of medication in village (outreach activity)	November 10, 2025
Practical Hands-on training on HPLC/ WORKSHOP	November 19, 2025
Medical Assistant Programme in old age homes and Government schools	November 27-28, 2025
World AIDS Day (Poster Competition)	01-Dec-25
<b>EVEN SEMESTER – ACTIVITY</b>	
Faculty Development Program in Healthcare	5 - 10 Jan, 2026
Clinical visit for BMRIT students	Monday, Jan 5, 2026
Industry visit for Optometry students	23rd January 2026
Eye screening camp	27-29th January 2026
Industry visit for Physiotherapy students	29th January 2026
International Conference -REACH 2026	5 & 6 February, 2026
Health Camp and Community Connect	February 6, 2026
Industry visit for optometry students	11th February 2026
Industry visit for CVT & BMLS students	11th February 2026
One-day workshop on cardiac Biomarkers (CVT & BMLS)	18th February 2026
Student Development Program	2-6 March 2026
Celebration of World Kidney Day	13-Mar-25

National Pharmacy Education Day & Workshop on IPR for Healthcare	06-Mar-25
Celebration of World Optometry Day	23-Mar-25
Celebration of World Tuberculosis Day (Awareness Program)	24-Mar-25
Workshop on Antenatal & Postnatal care	06-Apr-26
Health Camp	11.04.2026
Eye Screening Camp	23rd April 2026
One-day workshop on " PET Imaging"	13-Apr-26

#### **SOLA CALENDAR 2025-26**

<b>ODD SEMESTER - ACTIVITY</b>	<b>DATE &amp; DAY</b>
Vartah 5.0 in Collaboration with Fortis Healthcare	25 -26 July, 2025
Commencement & Re- registration of ODD Sem III, V, VII and IX (Old Batches)	04-Aug-25
Orientation & Commencement of New Batch 2025	11-Aug-25
Guest Lecture on Importance of Studying Psychology	21-Aug-25
Independence Day speech competition	14th August 2025
Photography Competition	19th August 2025
FDP on IKS	25 Aug-29 Aug 2025
Teachers Day celebration	5th September 2025
Awareness Campaign of Suicide Prevention	10th September 2025
Workshop on Psychological Assessments	25th September 2025
Gandhi Jayanti Celebration/Diwali Celebration/Dusshera Celebration	03-Oct-25
World Mental Health Day Celebration	10th Oct 2025
Mental Health Week	6 -10 October 2025
Alumni Talk	09-Oct-25
Field Visit to Old Age Home	12th Nov 2025
Children's day Celebration	14th Nov 2025
Guest Lecture on Career Counselling	03-Nov-25
Session on Personality Development	17-Nov-25
<b>EVEN SEMESTER – ACTIVITY</b>	<b>DATE &amp; DAY</b>

Commencement and Re-registration of EVEN Semester (II, IV, VI, VIII & X)	05-Jan-26
Competitive Academic /Cultural Activity- I(Dance/ Lohri songs)	14-Jan-26
Vartah 6.0 in Collaboration with Fortis Healthcare	15-16 Jan 2026
Republic Day Celebration( Cultural Activity-II)/Vasant Panchmi	23-Jan-26
Workshop on Dance Therapy	13 Feb 2026
Guest Lecture on Soft Skill Training	20-Feb-26
Field visit	27-Mar-26
International Women's day celebration	06-Mar-26
Science day celebration(Cultural Event)28th feb	27-Feb-26
Guest Lecture on Career Counselling	23-Mar-26
International Conference on 'Positive Psychology'	9 -10 April, 2026

#### **SOHT CALENDAR 2025-26**

<b>ODD SEMESTER – ACTIVITY</b>	<b>DATE &amp; DAY</b>
French Patisserie Competition	10th June 2025
Chef Development Program-2025	30th June, 2025 - 6th July, 2025
Boot Camp by Prof. Arun Aggarwal	29th -30th July, 2025
Fratelli Wine Workshop	30th July, 2025
Inspirational Talk Series by Diwan Gautam Anand- SOHT (New)	6th August 2025
Hotel Visit-Interior and Flower Workshop (Crown Plaza Gurugram)-Sem-III	6th August 2025
Alumni Talk Series - SOHT (New)	13th August 2025
Inspirational Talk Series by Ms. Adviatha Kala- SOHT (New)	27th August 2025
Tasting & Sensory Evaluation Session-1	23rd August 2025
Hotel Visit -Sem-I-Pullman Aerocity	30th August 2025
I-HOST International Conference 2025	4th -5th September 2025

Dance Workshop Shobhna Jha	5th September 2025
Tasting & Sensory Evaluation Session-2	13th September 2025
International Housekeeping Week Celebrations	14th -20th September 2025
World Tourism Day Celebrations	27th September 2025
International Coffee Day	1st October 2025
Field Visit to Old Delhi Spice Market- Sem-III- Group 1	4th October 2025
World Mental Health Day (Poster making competition)	10th October 2025
Field Visit to Old Delhi Spice Market- Sem-III- Group 2	11th October 2025
Carving Workshop by Chef Pham Huang	11th-18th October 2025
International Chef Day Celebrations	20th October 2025
Industry Exposure Series on Sustainable Practices (MBA)	Oct/Nov.
FDP with Prof. Anabel Jackson	27th October-15th November, 2025
Cake Mixing Ceremony/ AlumniConnect 2.0	22nd November 2025
Remedial Week	24nd -28th November, 2025
CSR activity on Cancer Awareness Month	December, 2025
Christmas Celebrations	22nd December 2025
<b>EVEN SEMESTER - ACTIVITY</b>	
Alumni Talk Series – SOHT	5th February 2026
Inspirational Talk Series- SOHT DICA/DIPA	06th February 2026
Asian Workshop Series	14th February 2026
The Harmony Trail- A field trip to Partapgarh Farms- BBAHM All Batches	21st February 2026
Asian Workshop Series	28th February 2026

Flairology Workshop	28th February 2026
Industry Exposure Series on Sustainable Practices (MBA)	February/March
Chef Competition-India International Hospitality Expo	2nd -6th March 2026
Cheese Factory Visit-1	7th March 2026
Asian Workshop Series	14th March 2026
Cheese Factory Visit-2	21st March 2026
The Distiller's Trail – A Field Trip to Piccadilly Distillery (MBA & BBAHM)	28th March 2026
Asian Workshop Series	28th March 2026
CSR Activity for Underprivileged	April, 2026
Remedial Week	20th -24th April, 2026

#### **SOL CALENDAR 2025-26**

<b>ODD SEMESTER – ACTIVITY</b>	<b>DATE &amp; DAY</b>
International Conference on “Reimagining Sustainable Futures: Interdisciplinary Approaches to Environmental Challenges	18-19th December'2025
International Conference on IP	12-13 September, 2023
International Conference on Corporate and Commercial law	7 and 8 November 2025
4th International Conference on Law and Technology	21 and 22nd November 2025
Trial Advocacy Competition, 2025	30th and 31st Oct, 2025
Intra Mediation Competition	22nd August 2025
Drug Awareness Programme	21-Nov-25
National Seminar	3-4 November
Hand Holding session in ADR	04-Sep-25
Celebrations of National Constitution Day	26th November 2025

International Colloquium on Human Right Day	10th December 2025
4th International Conference on Law and Technology	20th & 21st November 2025
Law Fest	07th -11 April 2026
Pro Bono Club Activities	1st August-30th September
<b>EVEN SEMESTER - ACTIVITY</b>	
CIARB	12-13 Feb, 2026
3rd Edition of ParshnoTRY	27-28 March 2026
Law Tech Moot Court Competition	9-10 April 2026
International Conference on Recent Trends on Artificial Intelligence , Constitutional Law , and Human Rights	10-11 April 2026
Legal Aid Visits	March-April 2026
MUN & Debate	April 2026
Youth Parliament / Model SAARC	23- 24 January, 2026
Management Fest for students	Feb-26
Industry Conclave by Corporate Law Centre	Mar-26

#### **SOM CALENDAR 2025-26**

<b>ODD SEMESTER - ACTIVITY</b>	<b>DATE &amp; DAY</b>
FDP on Case Study Writing	2 June-6 June, 2025
FDP on Mediation & Moderation	9th-13th June,2025
Coffee with Alumni	1st August ,2025
Quiz on Code of Conduct & Ethical standards	6th August 2025
Guest Lecture CHRO Indigo	19th August ,2025
Competitive Examination Counselling session	22nd August,2025

Career Progression session	3rd September,2025
Guest lecture on Green Banking	4th September, 2025
Guest lecture on Agentic AI	10th September, 2025
Guest Lecture on Sustainable Marketing	12th September,2025
Industrial Visit at Indigo	15th September,2025
Presentation Skills Competition	24th September, 2025
Placement counselling session	24h September,2025
Guest Lecture on Strategic implementations of Sustainable Practices in Business	25th September, 2025
Industrial Visit (Honda/Power Grid Corporation)	26th September 2025
Linkedin Power up Session	6th October, 2025
Design Thinking Workshop	9th October 2025
Competitive Examination Preparation Session	13th October 2025
Corporate walk show	15th October 2025
Marketing &Operations Meet	4th November 2025
MDP on Financial Simulation	14th November 2025
<b>EVEN SEMESTER – ACTIVITY</b>	
<b>DATE &amp; DAY</b>	
Guest Lecture on HR Practices in Industries	21st January, 2026
Buzz and Brand Trivia- Marketing Quiz	27th January, 2026
Guest Lecture on Human Centric Approaches in Management	28th January, 2026
MDP on Leadership, Emotional Intelligence and Well Being	30th January , 2026
Quiz- The Byte Arena	5th February, 2026

Diversity Delight	18th February, 2026
Finance Summit	20th February, 2026
Union budget and Financial Planning	25th February, 2026
ICON Conference	26 & 27 February 2026
Reading awareness week	9th-13th March, 2026
Panel discussion: Circular Economy	13th March 2026
Sustainable Operations Practices- Guest Lecture	30th March, 2026
Workshop on investment analysis	6th April, 2026
Guest Lecture on Immersive Technologies Adoption by Consumers	8th April, 2026

#### **UID CALENDAR 2025-26**

<b>ODD SEMESTER - ACTIVITY</b>	<b>DATE &amp; DAY</b>
Re-registration, Orientation & First Instructional Day of Old Batches (2022, 2023 and 2024)	21-Jul-25
Registration & Orientation of New Batch 2025	22- 25 July-25
First Instructional Day New Batch 2025	29-Jul-25
World Humanitarian Day	19-Aug-25
World Fashion Day	21-Aug-25
World Dot Day	15-Sep-25
Midterm Week	15-19 October, 2025
World Habitat Day	15-Oct-25
LOOP.Ed Design Conclave	06-17 October, 2025
World Day of Audiovisual Heritage	27-Oct-25
World Animation Day	28-Oct-25

Last Instructional Day	21-Nov-25
Remedial Week	24-28 November, 2025
Friday Masterclass	Every Friday (specialization wise)
End Term Examinations	01-17 December, 2025
<b>EVEN SEMESTER – ACTIVITY</b>	
Re-registration & Start of Even Semester	12-Jan-26
Square One - Foundation Festival	22-23 Jan 2026
Global Movie Day	13-Feb-26
Printing Day	24-Feb-26
Midterm	11 - 13 March 2026
LOOP.Ed Design Conclave	16 - 20 March 2026
International Colour Day	20-Mar-26
World Creativity and Innovation Day	21-Apr-26
Earth Day	22-Apr-26
World Design Day	27-Apr-26
LOOP.Ed Design Conclave	13 April - 01 May 2025
Last Instructional Day	08-May-26
Friday Masterclass	Every Friday (specialization wise)
Remedial Week	11-15 May, 2026
End Term Examinations	18 May - 5 June, 2026
<b>CEOHSFE CALENDAR 2025-26</b>	
<b>ODD SEMESTER - ACTIVITY</b>	
<b>DATE &amp; DAY</b>	

Expert talk: Ergonomics in the Workplace: Preventing Musculoskeletal Disorders	06-07-2025
Expert talk: Occupational Health Hazards: Recognition, Evaluation, and Control	20-07-2025
Re-registration of Higher Years	28/07/2025
Orientation Programme 2025( First Year)	04-08-2025
Expert talk: Incident Investigation and Root Cause Analysis	17-08-2025
Foundation Day	21-08-2025
Expert talk: Industrial Fire Safety and Emergency Preparedness	31-08-2025
Teachers Day Celebration	05-09-2025
Expert talk: Understanding Fire Dynamics and the Role of Fire Safety Systems	14-09-2025
Expert talk: Waste Management and Pollution Control Strategies	28-09-2025
Sustainable Practices in Industrial Operations: Case Studies and Strategies	12-10-2025
International E Waste Day	14-10-2025
Expert talk: Climate Change and Corporate Responsibility: The Role of Industry in Sustainability	26-10-2025
Expert talk: Behavior-Based Safety (BBS): Changing Safety Culture from the Ground Up	9-11-2025
International Conference (HSFEAS-2)	21/11/2025 to 22/11/2025
<b>EVEN SEMESTER - ACTIVITY</b>	<b>DATE</b>
Guest Lecture: Advancements in Fire Safety Engineering	January 15, 2026
Guest Lecture: Workplace Safety and Mental Health: The Overlooked Factor	February 5, 2026
Safety Hero and Safety King award 2026	February 8, 2026
Industrial Visit: Pharmaceutical Manufacturing Facility and Sustainability Practices	February 10, 2026
Guest Lecture: Hazardous Materials Management in the Workplace	March 15, 2026
Guest Lecture: Environmental Sustainability in Industrial Practices	March 20, 2026

Industrial Visit: Wastewater Treatment Plant	March 25, 2026
Guest Lecture: Fire Risk Assessment: From Prevention to Recovery	April 12, 2026
Industrial Visit: Renewable Energy Facility (Wind/Solar Farm)	April 18, 2026
Earth Day Activities	April 22, 2026
Industrial Visit: Oil Refinery or Chemical Processing Plant	May 5, 2026
Guest Lecture: Sustainable Waste Management in Industrial Operations	May 10, 2026
Industrial Visit: Local Manufacturing Facility and Safety	May 15, 2026
Guest Lecture: Innovations in Renewable Energy and Environmental Sustainability	May 30, 2026

*\* Subject to change*

Note: All Second & Fourth Saturdays will be observed as Working Days.

**Note:**

- In case the syllabus is not covered as planned, extra classes shall be conducted during the week or on Saturdays.
- Preparatory holidays will be admissible only if the syllabus has been covered. Block dates for semesters and examinations will not be changed under any circumstances except with the approval of the 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.

## **ACADEMIC SUPPORT**

At GD Goenka University, students' success is the primary goal. All faculty, staff, and students remain committed to working towards this singular aim. University strives to provide the necessary academic and planning support to academically underperforming students in the form of mentors and counsellors. In each semester, students must meet their designated faculty mentors to plan the activities and courses for the next semester. The faculty mentor finalizes the student's academic program keeping in view the minimum/maximum number of total credits in a semester, course backlogs, course prerequisites, and his/her interest in the course. It is also the responsibility of faculty mentors to track the holistic progress of the students assigned to them. The faculty mentor helps the student work through academic difficulties. University adopted flexible curricular structures in order to enable creative combinations of discipline-specific areas for study in multidisciplinary contexts. This would also allow flexibility in course options that would be on-offer to students, in addition to rigorous specialization in a subject or subjects.

### **1. Teaching/Pedagogy**

The teaching and learning methods adopted in the course are diverse and dynamic, encompassing lectures, tutorials, practical sessions, study groups, case studies, projects, assignments, industry visits, internships, fieldwork, exposure to research and industrial facilities, and guest lectures by subject matter experts. Each academic programme at the University is designed to facilitate a structured and sequential development of knowledge, skills, and competencies. Emphasis is placed on the integration of theoretical concepts with practical application to foster a deeper understanding of the subject matter. At the beginning of each semester, the course instructor provides a comprehensive course handbook outlining the course objectives, detailed content, assessment plan, expected learning outcomes, and additional educational resources to support the students' academic journey.

## **2. Semester/Credits & Class hours**

A semester will comprise 15 weeks and an academic year is divided into two semesters. A summer term is for eight weeks during summer vacation. Internship/Apprenticeship/Work-Based Vocational Education and Training/ Community Service/ Skill Certification Course can be carried out bearing 4 credits during the summer term, especially by students who wish to exit after two or four semesters of the program.

As prescribed by the National Credit Framework (NCrF), one Credit is equivalent to 30 notional learning hours which include classroom learning, teaching, practical and laboratory work, innovation labs, class projects, assignments, tutorials; sports and games, yoga, physical activities, performing arts, music, handicraft work, social work, examinations, class tests, quizzes, assessments; vocational education, training, and skilling, minor or major project work, field visits in skill education as well as internship, apprenticeship, on-the-job training (OJT), and experiential learning including relevant proficiency and professional levels acquired, etc. This applies to all regular programs. Programs regulated by authorities/councils follow the hours per credit for theory, practical, and experiential learning as prescribed by the respective authorities/councils.

A Credit Unit for programs means a specific number of class hours prescribed for a course. One credit unit requires 15 lecture/class hours. A course can have a combination of lecture credits, tutorial credits, and practicum credits. Class Hour means a period of one-hour duration in a class for the GD Goenka University. “Classes” mean lectures, tutorials, seminars, and other instructional activities in which attendance of students is required under a program of study. It determines the number of hours of

Instruction required per week over a semester (minimum 15 weeks).

- 1 Lecture per week = 1 Hour duration per week =1 Credit
- Tutorial per week = 1 Hour duration per week =1 Credit
- Practical per week = 2 Hours duration per week =1 Credit

## **3. Semester Duration:**

- ODD Semester: July - December

- EVEN Semester: January - June

Any change in the Academic Calendar/Schedule may be made by the University whenever necessary.

#### **4. Minimum and Maximum Duration of Academic Programmes:**

The minimum period required for completion of a program shall be as specified in the Scheme of Teaching and Examination and Syllabi for the concerned program and approved by the Academic Council on the recommendations of the Board of Studies.

**UG Certificate:** Students who opt to exit after completion of the first year and have secured the required credits will be awarded a UG certificate if, in addition, they complete one vocational course of required credits during the summer vacation of the first year. These students are allowed to re-enter the degree program within three years and complete the degree program within the stipulated maximum period of seven years.

**UG Diploma:** Students who opt to exit after completion of the second year and have secured the required credits will be awarded the UG diploma if, in addition, they complete one vocational course of required credits during the summer vacation of the second year.

These students are allowed to re-enter within a period of three years and complete the degree program within the maximum period of seven years.

**UG Degree:** Students who opt to exit after completion of the third year and have secured the required credits will be awarded the UG three. These students are allowed to re-enter within a period of three years and complete the degree program within the maximum period of seven years.

**Post Graduate programs** - The maximum permissible period for completing a program up to two academic years shall be  $n+1$  year (two semesters)

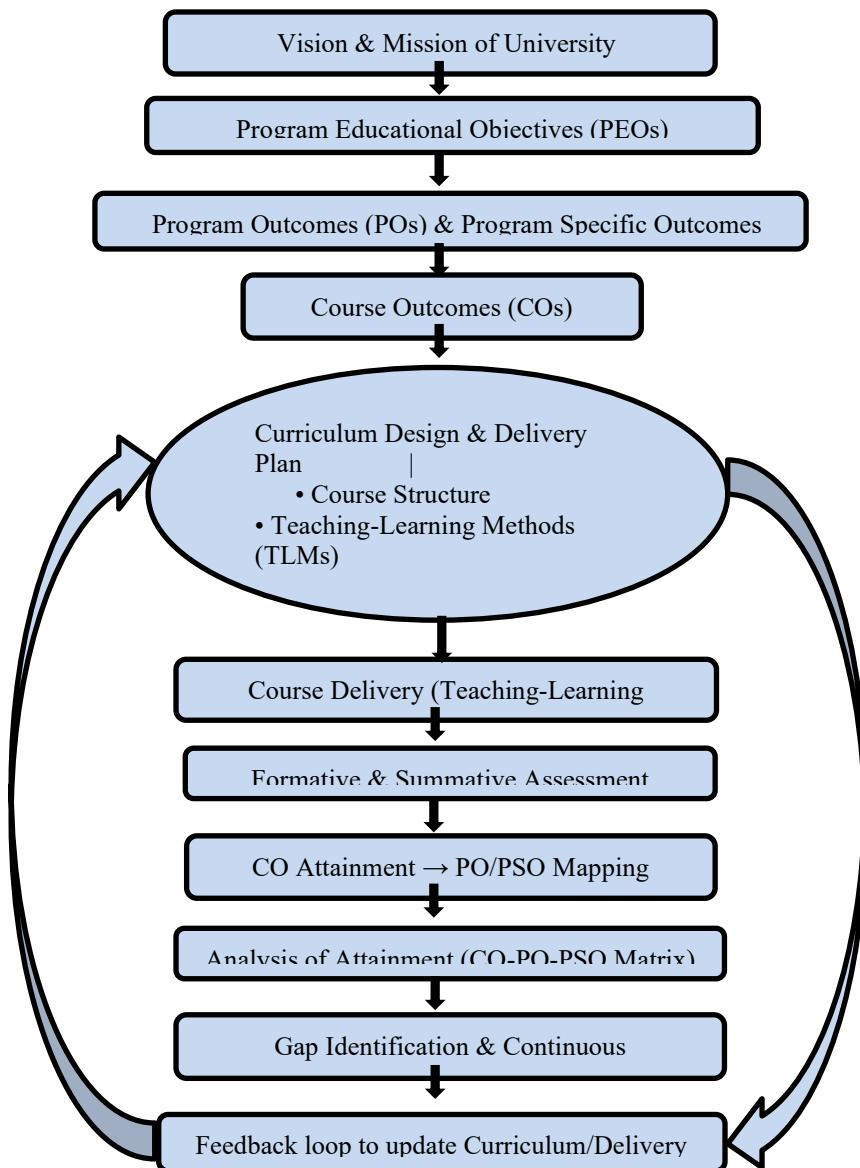
#### **5. Curricular Components of the Programmes**

##### **Outcome -Based Education (OBE) Implementation**

GD Goenka University is committed to implementing Outcome-Based Education (OBE) and the Choice-Based Credit System (CBCS) across all its academic programs. OBE focuses on clearly defined learning outcomes—encompassing knowledge, skills, attitudes, and behaviors—that students are expected to achieve by the end of the program. Teaching, assessment, and curriculum design are aligned with these intended outcomes to ensure meaningful and measurable student learning.

The University adopts a systematic approach to assess the attainment of course and program outcomes, regularly monitoring and benchmarking them against the stated program objectives. This structured methodology ensures continuous improvement in teaching-learning processes and supports the development of competent, outcome-driven graduates.

## OBE Model – Outcome-Based Education Implementation Framework



## **OBE Framework**

- Identify & define the learning outcomes at all levels and explicitly document the same in the curriculum.
- Organizing the teaching and learning activity through student-centered activity and project-based learning.
- Assessment and evaluation at all levels of learning outcomes i.e., Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs)

**Graduate Attributes:** Graduate attributes encompass both discipline-specific learning outcomes—relevant to the chosen field(s) of study within broad multidisciplinary, interdisciplinary, or transdisciplinary contexts—and generic learning outcomes that all graduates, regardless of program, are expected to attain and demonstrate.

**Programme Outcomes (POs):** Program outcomes describe what graduates are expected to know and be able to do by the time of graduation. They represent the knowledge, skills, and attitudes that students should attain by completing a particular academic program.

**Programme Specific Outcomes (PSOs):** Program Specific Outcomes are statements that describe what graduates of a specific academic program or discipline should be able to do by the time they complete the program. PSOs focus on the unique knowledge, skills, and abilities that differentiate graduates of one particular program from another.

**Course Outcomes (COs):** Course Outcomes are specific, measurable statements that describe what students are expected to know, be able to do, or value by the successful completion of a single course. They define the essential knowledge, skills, and attitudes students should acquire during that particular learning experience.

In consistent with POs/PSOs the **Course Outcomes (COs)** of a particular course are formulated.

The curriculum for Undergraduate and Postgraduate programs includes

Discipline Specific Courses (DSC), Discipline Specific Electives (DSE) Ability Enhancement Course (AEC), Skill Enhancement Courses (SEC), Multidisciplinary Courses (MDC), Minor Courses (MIC), Vocational Courses (VOC) and Value-Added Courses (VAC).

- **Discipline Specific Course (DSC):** It is a course that focuses intensely on the theories, concepts, methodologies, and practices unique to a particular academic discipline or field of study.
- **Discipline Specific Core (DSC)/ Major (Core):** These courses are compulsory components of the Academic Programmes. These courses are to be compulsorily studied as a core requirement for the programme.
- **Discipline Specific Elective (DSE)/ Minor:** These courses shall be chosen by each student from a pool of courses. These courses may be intra-departmental. These courses are supportive to the discipline of study and provide an expanded scope.
- **Multidisciplinary Courses (MDC):** Multidisciplinary Courses are courses that cover diverse disciplines like natural sciences, physical science, humanities, commerce and management, interdisciplinary studies and Social Sciences.
- **Ability Enhancement Courses (AEC):** The AEC aims at enabling students to acquire and demonstrate the core skills, including critical reading and help students articulate their arguments and present their thinking clearly and coherently. The courses will also emphasize the development and enhancement of skills such as communication and the ability to participate/conduct discussions and debates.
- **Skills Enhancement Courses (SEC):** The SEC is aimed at imparting practical skills, hands-on training to enhance the employability of students. They are offered with a minimum 3 credit course per semester.
- **Vocational Education and Training (VoC):** Vocational Education and Training will form an integral part of the

undergraduate curriculum, offered through multidisciplinary courses from other disciplines. These courses are strategically designed not only to broaden students' intellectual horizons but also to equip them with practical, job-relevant skills, thereby enhancing their overall employability and adaptability.

- **Value-Added Courses (VAC):** The Value-Added Courses are part of the curriculum designed to provide necessary skills to increase the employability quotient and equip the students with essential skills to succeed in life. These courses shall be conducted by experts or in-house staff and help students stand apart from the rest in the job market by adding further value to their resumes.
- **Research Project / Dissertation:** Students choosing a 4-Year Bachelor's degree (Honors with Research) are required to take up research projects of 12 credits under the guidance of a faculty member. The students are expected to complete the Research Project in the eighth semester. The research outcomes of their project work may be published in peer-reviewed journals or may be presented in conferences /seminars or may be patented.

Students choosing a 4-Year Bachelor's degree (Honours) are required to study three Discipline Specific Electives of 4 credits each in the eighth semester.

## 6. Additional Learning

### **Project-based Learning- Interdisciplinary Project (IDP):**

The Interdisciplinary Projects offers unique opportunities for inter- disciplinary studies, opening new avenues of research and innovation, and by offering it from the first year onwards, it is hoped that we truly allow our students to delve in interdisciplinary research and emerge as well rounded off individuals who can look at the problems of the modern age with the critical lens of interdisciplinarity.

**Community Engagement and Service:** The curricular component of ‘community engagement and service at the University seeks to expose students to the socio-economic issues in society so that the theoretical learnings can be supplemented by actual life experiences to generate solutions to real-life problems. This can be part of summer-term term as a 4 credits course/activity or part of a major or minor course, depending upon the major discipline.

**Summer Internship /Apprenticeship:** The key aspect of all programmes is induction into actual work situations. All students will also undergo internships / Apprenticeships in a firm, industry, or organization or training in labs with faculty and researchers during the summer term. Students will be provided with opportunities for internships with local industry, business organizations, health and allied areas, local governments (such as panchayats, municipalities),

Parliament or elected representatives, media organizations, artists, crafts persons, and a wide variety of organizations, so that students may actively engage with the practical side of their learning and, as a by-product, further improve their employability.

**Field-based Learning/Minor Project:** The field-based learning/minor project will provide opportunities for students to understand the different socio- economic contexts. It will aim at giving students exposure to development-related issues in rural and urban settings. It will provide opportunities for students to observe situations in rural and urban contexts, and to observe and study actual field situations regarding issues related to socioeconomic development. Students will be given opportunities to gain a first-hand understanding of the policies, regulations, organizational structures, processes, and programmes that guide the development process.

## **COURSE REGISTRATION**

It is mandatory for all students to register every semester for the courses they have been advised to enrol 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 advice and counselling 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 university 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.

## **RE-REGISTRATION**

After the first semester, the students will re-register for the next semester 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.

## **MINIMUM & MAXIMUM CREDIT LIMITS FOR COURSE REGISTRATION**

The average academic load for students enrolled will be 20-35 credit units per semester. However, a student can register for a maximum of 30 credits or a minimum of 20 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 25 and 30, or up to 10 courses. However, in special cases, the student may be permitted to register for more than 30 credits with the approval of competent authority.

## **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 the signature of their parents, to the office of the respective Dean, which will further be put up to the Hon'ble Vice Chancellor for consideration.

Any such request is to be sent to the office of the 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 a change of programme & Rs. 15,000/- for a change in Branch/Specialization).

## **REGISTRATION FOR BACKLOG COURSES**

To provide an early opportunity for students to clear the 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 Examination (only for debarred students with an exam fee of Rs. 10,000 & final year students with an exam fee of Rs. 5000/-). Students will be expected to pay a Registration fee of Rs. 5,000/- per course for repeat examination and Rs.1,000/- per course for reappear examination in Odd/Even Semester. Exam fee once paid will not be adjusted against the exam fee for reappear/repeat examination if students missed the exam attempt. The examination registration for backlog courses will not be considered after the last date of registration as per University's Notification.

## **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 the 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 from, 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 a shortage of attendance in a prerequisite course will not be permitted to register for the next level course. Exceptions 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 held in each course separately. However, for programme under the purview of PCI/NCTE/BCI/ICAR/HSPC/INC/RCI etc. 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 the 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 unauthorised 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.

## **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.10,000/- per course.
2. Such students will have to attend contact classes as scheduled by the Institution during the 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.

## **FACULTY MENTORS**

Upon joining the University, each student will be assigned a Faculty Mentor. The Faculty Mentor plays an advisory role and assists the student in the pursuit of his/her academic career at the University, leading to individual and group mentor-mentee meetings/ sessions to know the strengths gained and challenges faced, if any.

Further, 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

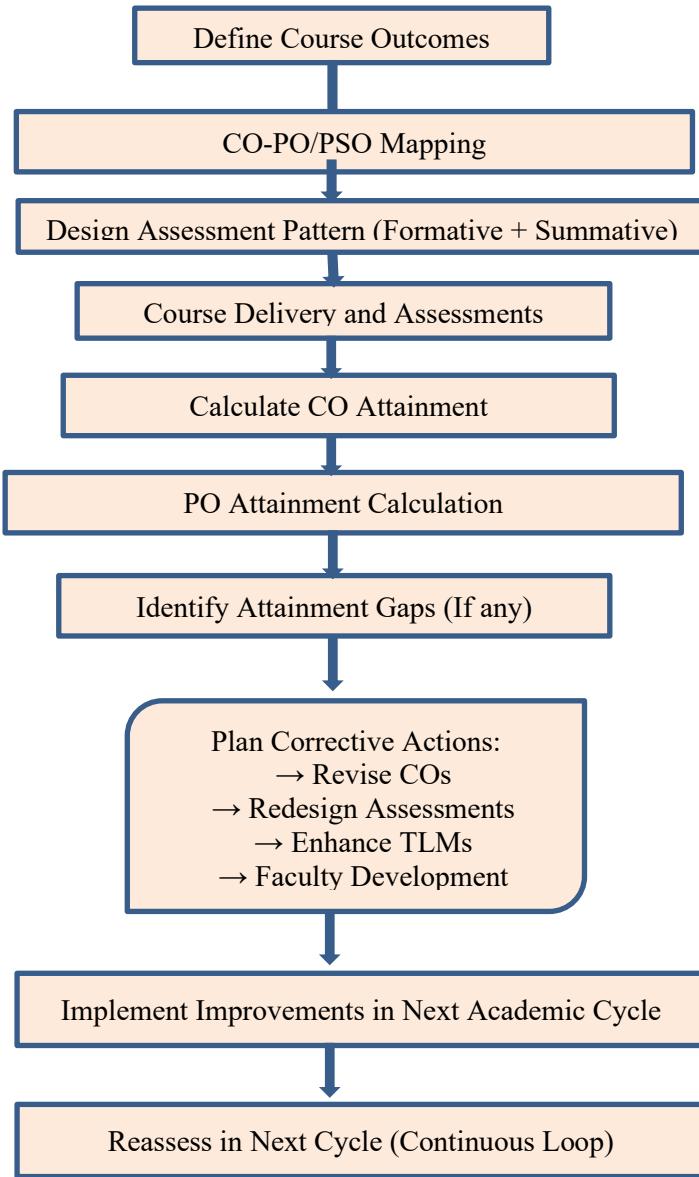
University's stipulated guidelines. Every student, irrespective of the pace of study, must have a mentor-approved study plan in his/her file. This plan should then be used to monitor timely progress towards graduation.

## **LEARNING ASSESSMENT**

A variety of assessment methods that are appropriate to a given disciplinary/subject area and a programme of study will be used to assess progress toward the course/programme learning outcomes. Priority will be accorded to formative assessment. Evaluation will be based on continuous Comprehensive assessment, in which formative and summative assessments will contribute to the final grade.

Progress towards achievement of learning outcomes will be assessed using the following: time-constrained examinations( Mid-Term Examinations and End Term Examinations); problem-based assignments; practical assignment laboratory reports; observation of practical skills; individual project reports (case-study reports); team project reports; oral presentations, including seminar presentation; viva voce interviews; computerized adaptive assessment, examination on demand, modular certifications, etc.

## Attainment of Course Outcomes- CO Attainment and Quality Loop



## **COURSE EVALUATION**

The student shall be evaluated for academic performance in a course through the continuous formative assessment (internal) and summative assessment (ETE). The continuous formative assessment comprises interactive class assessment, test, home assignment, projects, coursework, practical, case studies/discussion, presentation and viva, field work, seminars and mid-semester examinations (MSE) etc. or any other mode as may be prescribed in the syllabi shall have 40% weightage. Also, depending upon the nature of the programme, the components of the internal assessment may vary.

The summative assessment of End-Term Examinations (ETE) will have a weightage of 60%. This assessment schema is applicable to all degree/diploma programmes of the University.

A student is required to score a minimum of 40% marks in the internals (16 marks) and 40% marks in ETE (24 marks) separately, and a minimum aggregate marks of 40% in a course to be considered "Pass" in that course.

However, the degree/diploma programmes under the purview of PCI/NCTE/BCI/ICAR/HSPC/INC/RCI, etc. shall adhere to the respective examination regulations of the councils.

## **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 up to 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 the examination. Instead, put his/her queries directly 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 the 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, misbehavior 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 for End-Term Examinations (ETE)**

1. Students who are meeting the eligibility criteria requirements for appearing in the End-term examination will be issued an Admit Card from ERP. Students can download/print the Exam Admit Cards from the ERP online portal service 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 course registration process on the ERP.
2. The Exam Admit Card will reflect only those courses where the student is meeting the eligibility criteria, with the date and time of the examination.
3. For any discrepancy in the Exam Admit Card, the student needs to report the discrepancy to the School Coordinator before the commencement of examinations.

### **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 an authorized Medical Officer under the following cases:
  - i. A candidate having impairment of movement in arms and hands can read independently but have a problem in writing.
  - ii. locomotors impaired and cerebral palsy students.
  - iii. sudden illness rendering the candidate unable to write.
  - iv. 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.

## **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:

<b>Letter Grade</b>		<b>Grade Point</b>	<b>Range of Grade Point (SGPA/CGPA)</b>
O	Outstanding	10	9 to 10
A+	Excellent	9	8 to < 9
A	Very Good	8	7 to < 8
B+	Good	7	6 to < 7
B	Above Average	6	5 to < 6
C	Average	5	4.5 to < 5
P	Pass	4	4 to < 4.5
F	Fail	0	
AB	Absent	0	
DE	Detained in ESE due to shortage of attendance	0	
P	Pass (for Audit courses)		
F	Fail (for Audit courses)		
WH	Act of Indiscipline till the decision is arrived/ Non-Payment of fee		
EC	Exam Cancelled due to UFM		

**2. General guidelines for award of Grades are:**

- a. Evaluation of different components of a Course for each student shall be initially done in numerical marks.
- b. 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.

- c. 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.
- d. Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end-semester examination.
- e. 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.
- f. 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:

SGPA =	$\frac{U_1 G_1 + U_2 G_2 + U_3 G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$
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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	Associated Course Credits	Grade Awarded	Credits earned	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MSS 101	4	C	4	5	20
MCS 102	4	C	4	4	16
MPH 102	3	A	3	8	24
MIS 101	3	B	3	6	18
MEL 103	4	F	0	0	0
MCE 101	4	B+	4	7	28
<b>Total</b>	<b>22</b>		<b>18</b>		<b>106</b>

Total Associated Credit in the semester (total of column 2) = 22

Earned Credit in the semester (total of column 4) = 18

Points Secured in Semester-I (total of column 6) = 106

SGPA =	Points secured in the Sem-I (106)	= 4.82
	Associated Credit Units in the Semester (22)	

CGPA is not applicable in first semester.

### Semester – II

Course Code	Associated Course Credits	Grade Awarded	Credit s earne d	Grade Point	Point Secure d
(1)	(2)	(3)	(4)	(5)	(6)
MSS 102	4	A+	4	9	36
MCS 103	3	B	3	6	18
MLE 160	4	C	4	5	20
MHM 101	4	A	4	8	32
MIS102	4	B	4	6	24
MCE 102	2	C	2	5	10
MAE 101	3	F	0	0	0
<b>Total</b>	<b>24</b>		<b>21</b>		<b>140</b>

Associated Credit Units in the semester (total of column 2) = 24

Earned Units in the semester-II (total of column 4) = 21

Cumulative associated credit Units (Sem-I + Sem-II) = 46

Points Secured in Semester-II (total of column 6) = 140

Cumulative points secured (Sem-I + Sem-II) = 246

SGPA =	Points secured in the Semester II (140)	= 5.83
	Associated Credit Units in the Semester II (24)	

CGPA =	Cumulative points secured in all passed course in Semester I & Semester II (246)	= 5.35
	Cumulative Associated Credit Units in Semester I & Semester II (46)	

3. 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.
4. 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.
5. The successful candidates shall be placed in Divisions as below:

<b>8.5 and above</b>	First Division with Distinction
<b>6.5 but less than 8.5</b>	First Division
<b>5.0 but less than 6.5</b>	Second Division
<b>4.0 but less than 5.0</b>	Pass

6. However, for programme under the purview of PCI/NCTE/BCI/ICAR/HSPC/INC/RCI etc. the grading/percentage shall be as per the respective exam regulations of the regulatory body.

## **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 'P' 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 continuous formative assessment to summative assessment is 40% to 60%. A student is required to achieve a minimum of 40% marks in the internals and 40% marks in ETE separately and a 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 4.0 at the end of the 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. When students take audit courses, they will be given a pass (P) or fail (F) grade without any credits. 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/NCTE/BCI/ICAR/HSPC/INC/RCI etc. shall adhere to the respective regulations for passing criteria.*

### **Capping of Marks/Grades for Reappear/Repeat Courses**

The grades/marks of reappear/repeat course will be capped at passing grade in the case of re-sit examinations (reappear/repeat) of the University.

### **Inclusion of Student Names in the 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 the 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 30% credits of Year I. To be eligible for promotion from 2nd to 3rd year a student should have earned minimum 60% credits of Year I+Year II. To be promoted from 3rd to 4th year, a student should have earned minimum 75% credits of Year I to Year III and from 4th to 5th minimum 85% credits of Year I to Year IV.

However, the degree/diploma programmes under the purview of PCI/NCTE/BCI/ICAR/HSPC/INC/RCI, etc. shall adhere to the respective regulations for promotion criteria.

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 an 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 up to 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 will a student 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.

## **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 the examination will be in the following cases:

- i. A student who has fulfilled the attendance requirements and is eligible to appear in an Examination, but fails to appear in the examination for valid reasons, shall be eligible to subsequently appear in the examination when scheduled for the next batch of students on payment of the prescribed fee.
- ii. A student who fails to secure a minimum P Grade (Grade Point. 4) 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 coursework 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 a case he/she may have to re-register for such a Course if recommended by the Head of School/Dean.
- iv. Repeating of the coursework 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-of-semester Examination of such Course(s). Such students

shall be required to repeat such courses as and when scheduled to be offered either in the normal course or during the summer term on payment of the prescribed fee.

- v. Students who are eligible to re-appear/repeat in an examination shall have to apply on the ERP and 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 the 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 within the study of the programme can do so by re-registering in the course during the subsequent semesters. 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 an extra fee of Rs. 5,000 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 for the Programme will not exceed the prescribed N+1 year for up to two-year programmes and N+2 years for three-year and above programmes.
3. A student who is granted an 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.

### **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 Dean/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/subject teacher 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.

## 6. **REVALUATION OF MARKS**

A student who is not satisfied with the evaluation of their answer script may apply for revaluation within the stipulated time as notified by the Examination Office. The revaluation request must be submitted along with a non-refundable fee of **Rs. 5,000/- per subject.**

The answer script will be re-evaluated by an examiner other than the one who conducted the original evaluation. The marks awarded after revaluation will be final and binding, and no further requests for review or revaluation will be entertained.

7. The university shall strive to declare the results of every examination conducted by it within fifteen days from the last date of the examinations for that particular course/degree programme and shall in any case declare the results latest within twenty days thereof.

8. The Examination results published in ERP is only for the immediate information to the examinees and does not constitute to be a Legal Document. While all efforts have been made to make the Information available on this ERP as authentic as possible.
9. The University is not responsible for any Inadvertent Error that may have crept in the Examination Results being published in this portal.
10. In case of inaccuracy/defect/mistake detected in the Examination Results/Grade Card/Consolidated Academic Transcript, the University will be fully empowered to correct the same at any point of time.
11. Any discrepancy related to examination results may be reported at “Examination Department” of GD Goenka University.

## **ISSUE OF GRADE SHEETS & FINAL DEGREE**

1. The total marks obtained in internal continuous evaluation and end term examinations of a course shall be converted into letter grades as per University's Grading Schema. The Course Code, Course Title, Course Credit and Letter Grade so assessed shall be shown in the student Grade Sheet.
2. An overall CGPA shall be shown in the final Grade card only after the successfully passing of all the courses of the programme.
3. Duplicate Grade Sheet/Consolidated Academic Transcript shall be issued against payment of fee as prescribed by the University with the duplicate stamp on the documents.
4. 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 a request basis.
5. 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's name will be added in the convocation ceremony list till the last day of September month of the year.

6. Eligible Students can apply for the Provisional Degree Certificate (PDC) to the School Coordinator once they meet the eligibility requirements of the PDC.
7. 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 of Rs.5,000/- for the correction in the degree.

### **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.
5. The Citation will be given to all the Medal Award winners

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

## **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 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;
  - (i) Abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so;
  - (ii) 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.

## **NATIONAL ACADEMIC DEPOSITORY (NAD) and ACADEMIC BANK OF CREDITS (ABC)**

The National Academic Depository (NAD) is a digital platform that provides a secure, online repository for students' academic records, such as degrees, diplomas, and certificates. Linked to NAD, the Academic Bank of Credits (ABC) is a system developed by the Ministry of Education, Government of India, to digitally store earned academic credits. Through ABC, students can accumulate and transfer credits across higher education institutions, promoting academic flexibility and lifelong learning.

**Academic Bank of Credits** - It is mandatory for all the University's students to register for Academic Bank of Credits (ABC) as per the direction of UGC to ensure transparency, portability, and ease of access to their academic achievements. The procedures for creating ABC ID is given below:

- i. Visit [www.abc.gov.in](http://www.abc.gov.in) or [www.digilocker.gov.in](http://www.digilocker.gov.in)
- ii. Click on my account-> student;
- iii. For new users- click on “Sign up for Meri Pehchaan”.
- iv. Enter your mobile number, and you will get OTP on your registered mobile number.
- v. Fill in all necessary details and click on Verify.
- vi. Students will get an ABC id
- vii. Student must send the copy of ABC ID to the school Coordinator via email and submit the hard copy to the school

## **REGULATIONS FOR SCHOLARSHIPS AND FREESHIPS**

### **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 94.99% aggregate in 10+2 of CBSE or equivalent.	50% Scholarship in Academic Fee
88% to 91.99% aggregate in 10+2 of CBSE Or equivalent.	30% Scholarship in Academic Fee
80% to 87.99% 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 89.99 percentile in JEE/ JEE mains	25% Scholarship in Academic Fee
75 to 79.99 percentile in JEE/ JEE mains	15% Scholarship in Academic Fee

3. **Merit-based scholarship on NEET-UG 2025 as applicable on Academic Fee Scholarship for the first year will be offered to the candidates as per the following criteria:**

Eligibility Criteria (NEET Score)	Scholarship
550 and above	75% Scholarship in Academic Fee
500-549	60% Scholarship in Academic Fee
450-499	50% Scholarship in Academic Fee
400-449	40% Scholarship in Academic Fee
350-399	30% Scholarship in Academic Fee
200-349	20% Scholarship in Academic Fee
100-199	10% Scholarship in Academic Fee

**Additional Conditions:**

- Must provide official NEET scorecard at the time of admission.

4. **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.	75% Scholarship in Academic Fee
80% to 89.99% in Graduation.	50% Scholarship in Academic Fee
75% to 79.99% in Graduation	25% Scholarship in Academic Fee

5. **PG Programmes under Centre of Excellence of Occupational Health, Safety, Fire & Environment:** Academic Fee Scholarship for the first year will be offered to the candidate applying for the full-time program based on the average percentage of 10th, 10+2 & B.Tech/M.Sc. as per the following criteria:

Eligibility Criteria	Scholarship
Above 80%	30% Scholarship in Academic Fee
75% to 79.99%	25% Scholarship in Academic Fee
70% to 74.99%	20% Scholarship in Academic Fee
65% to 69.99%	15% Scholarship in Academic Fee
60% to 64.99%	10% Scholarship in Academic Fee

**6. CUET Entrance & scholarship Test -2025 (For UG Programs only):**

Eligibility Criteria	Scholarship
95.1% and above	100% Scholarship in Academic Fee
85.1% to 95%	30% Scholarship in Academic Fee
70% to 85%	20% Scholarship in Academic Fee
50% to 69.99%	10% Scholarship in Academic Fee

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

CLAT RANK		
0001	2000	75% Scholarship
2001	4000	50% Scholarship
4001	6000	40% Scholarship
6001	8000	30% Scholarship
8001	10000	25% Scholarship
10001	12000	20% 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 their 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.

8. **Merit-Based Scholarship On CAT:** Candidates seeking admission for Post Graduate degree in MBA 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	50% Scholarship in Academic Fee
80% to 89.99%	25% Scholarship in Academic Fee
70% to 79.99%	15% Scholarship in Academic Fee

9. **Merit-Based Scholarship On MAT/CMAT:** Candidates seeking admission for Post Graduate degree in MBA 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 89.99%	20% Scholarship in Academic Fee
70% to 79.99%	10% Scholarship in Academic Fee

### **Continuation of Scholarship based on CAT/ MAT & CMAT:**

The student will receive this scholarship in the first year only. To continue availing 50% / 30% scholarship students must secure a position in the top 10% of the AGPA merit list for the program. For the continuation of 25% / 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 15% / 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.

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

Eligibility Criteria	Scholarship
CGPA 9 and above / 90% and above	15% Scholarship in Academic Fee
CGPA 8-8.9/ 80% to 89.9%	10 % Scholarship in Academic Fee
CGPA 7.5-7.9/ 75% to 79.9%	5% Scholarship in Academic Fee

**11. No Scholarship for Lateral entry students:** Lateral entry candidates are not considered eligible for scholarships at the time of admission. This means that students who are admitted directly through lateral entry will not be able to avail any scholarship benefits that are typically offered to first-year entrants at the time of admission.

### **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:

- The student is not able to secure the required rank for the award of Merit Scholarship
- The student is unable to pass all the examinations in the first attempt in the normal examination scheduled for his/her programme.
- The student is found to have adopted unfair means in examinations or has been debarred from appearing in the examinations.
- 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 spots 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 (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. A student will be required to apply on the prescribed form 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.

### **Procedure for Grant of Scholarship**

- (i) The students fulfilling eligibility conditions for the award of Merit-cum-Means Scholarships will apply on the prescribed form and submit the application in the office of Dean (Academics) by the stipulated date.
- (ii) The applications received will be put up for consideration by Scholarship Award Committee. The committee will examine every application and may call the applicants for a personal interview.
- (iii) The Proctor will make further suitable recommendations on each case after ensuring that there is no disciplinary case pending or contemplated against the student.
- (iv) The Scholarship Award Committee will forward all the cases with suitable recommendations for seeking approval from the Vice-Chancellor.
- (v) All scholarships awarded will be adjusted against the fees payable for the even semester.

### **Withdrawal of Merit-Cum-Means Scholarship**

The scholarship shall be withdrawn under the following conditions from the date as approved by the Vice-Chancellor:

- (i) The student is not on the Merit list prepared on the declaration of result.

- (ii) The student has been found to have adopted unfair means in examinations.
- (iii) The student has been debarred from appearing in the examinations unless this is waived by the Vice-Chancellor under some special circumstances.
- (iv) During the currency of the scholarship, it is reported by the Head of the School/Dean 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.
- (v) The student has been granted any other scholarship by the University and its Institutions or any outside organization leading to the need for scholarship not remaining.

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

#### **D. Merit-Scholarship: During a Programme**

To encourage students to achieve higher performance during their studies in an academic programme, the University will institute Merit Scholarships for them in recognition of their academic achievements in the concerned programmes of study. These scholarships will be awarded at the end of each year on the declaration of the result and will be adjusted in the fee of the subsequent year.

#### **Grant of Merit Scholarship**

At the end of each year, a panel of toppers will be drawn for each programme of study containing names of toppers in descending order of their merit determined based on AGPA.

The number of Merit Scholarships will be as under:

S. No.	Total strength of students enrolled in a programme	Maximum No. of Merit Scholarships
1	11- 60	One
2	61-120	Two
3	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 current year of the scholarship the Head of the School/Dean reports that the student has been charged with misconduct, misbehaviour, gross indiscipline, an 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 GD Goenka University.

### **F: Other Scholarships/Freeships**

The following scholarships are intended to support students in their academic endeavors –

<b>Sr. No.</b>	<b>Particulars for Scholarships</b>	<b>Amount</b>
1	International Student Fee Freeship	Up to 50% of fee
2	Student Learning Enhancement Support Scheme	Up to Rs. 5000
3	Financial Assistance to Girl-Students	Up to Rs. 5000
4	Edu Empower Scheme	Up to Rs. 5000

The above scholarships are a part of the university's ongoing efforts to promote academic excellence and provide financial assistance to deserving students.

### **G: 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.

### **Scholarship Award Committee**

- (i) The Scholarship Award Committee shall be constituted by the Vice Chancellor and will consist of the following:
  - Dean, Academics - Convener
  - One of the Deans/Professor nominated by VC - Member
  - Dean, Students Welfare - Member
  - Finance Officer or his/her nominee - Member
  - 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.

### **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.
- h) As per the requirements for scholarships, supporting documents for scholarship claims should be submitted either at the time of admission or within 15 days of declaration of the respective results to admission office. Applicants are also advised to stay updated with university notifications regarding any additional submission deadlines.

**\* 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)

## **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.

## **CAUTION FEE**

Caution fee is refundable within 3 financial years after leaving university else it would be forfeited.

## **ACADEMIC WITHDRAWAL REFUND GUIDELINES**

If a student withdraws admission after confirming their seat, the following charges will be forfeited, and the remaining amount will be refunded:

1. **Withdrawal before the orientation date :**
  - Application Fee
  - Admission Fee
2. **Withdrawal within 30 days of the orientation date :**
  - Application Fee
  - Admission Fee

- 25% of 1st Semester Tuition Fee
- Transport Fee (if opted)

**3. Withdrawal after 30 days of the orientation date :**

- No refund will be granted except the Security Deposit (if the full 1st semester fee was submitted).
- No refunds will be provided for hostel accommodation or transport charges.

**4. Withdrawal due to admission in a National Law University (NLU) applicable only for LAW students :**

- Admission Fee: Partially refundable (INR 5,000 will be deducted as processing charges).
- Tuition Fee: INR 20,000 or any paid instalment will be refunded after the admission cycle ends.
- The student must provide the NLU offer letter; failure to do so will result in no refund.

## **HOSTEL WITHDRAWAL REFUND GUIDELINES**

- **Withdrawal before the orientation date :** Full refund of the hostel fee (if the full 1st semester fee was submitted).
- **Withdrawal after the orientation date :** No refund.

### **Additional Notes:**

- a) Partial payment of Tuition/Hostel Fees is non-refundable.
- b) Hostel accommodation is provided for a minimum of one academic year and cannot be withdrawn mid-session.
- c) Refund processing time is a minimum of 60 working days from the closure of admissions.
- d) After the generation of the second-semester fee bill, a mid-term withdrawal will be considered, and the security deposit will be non-refundable.
- e) The Security Deposit is refundable after successful completion of program within three financial years; otherwise, it will be forfeited.

## **MID PROGRAMME WITHDRAWAL**

Exit from the program is permitted after the grant/award of a Certificate/Diploma/Degree as specified in point. 4 under **Minimum and Maximum Duration of Academic Programmes**.

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 the full amount of tuition fees for the remaining duration of the program.

## **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.

## **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**

- Students should have a sense of pride for being a student of this University and regard for their seniors/superiors.
- Exchange of greetings with the members of the management, faculty and staff is highly encouraged.
- Students are expected to use courteous language and show decorum when talking to the faculty and staff members of the University.
- Students must avoid using insulting, inciting, threatening language when talking with fellow students and should totally avoid violence.
- Students shall not talk or act in any manner outside the University that would bring disrepute to the University.
- 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.
- 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.
- Students should help to maintain the beauty, serenity and greenery of the campus. Your suggestions for campus beautification & development shall always be welcome.
- Students should act responsibly and should not harm or damage the college building, books, equipment, 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.
- 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.

- Students shall come to the University in clean, tidy and decent dress.
- 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.
- 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.
- Students are not allowed to carry or use any kind of weapons inside the University premises.
- Students must avoid creating ill-will or intolerance on religious or communal grounds and violation of the status, dignity and honour of fellow students.
- 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) Classroom Decorum**

- The wall Clock put in the reception area of the University is to be followed for all the deadlines.
- 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.
- On entering the class, students should observe strict silence irrespective of the presence or absence of the teacher.
- Students should get up quietly as the teacher enters the class and keep standing till they are asked to be seated.
- Use of cell phones/ Mobiles is strictly prohibited in the classrooms.
- 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**

- Books are your best friends. Make use of the Library as much as possible for this purpose.
- Strict silence is to be observed in the library. Socializing / Chatting / Discussing is prohibited there.
- Keep your personal books and bags outside the library
- Books are issued only on presenting valid ID cards and should be returned within the prescribed time.
- 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.
- 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**

- Read the procedure/precautions to be taken for the experiment to be conducted before starting the experiment.
- Make sure to follow the instruction/modus operandi of the experiment before starting it to avoid any damages.
- Readings/Observations should be taken properly and correctly recorded in the notebook.
- 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).
- 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:-

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

All the fines will be doubled if the offence is repeated.

## **OFFICIAL DUTY (OD)**

If a student is sent by the Institution for an Official Duty (OD), the student may be given the 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 the following cases, if they are deputed by the Institution/University:

1. A student is sent for official purposes to other institutions/industry etc., to represent the University.
2. Participation in Seminars, Conferences organised 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 the student through the faculty in-charge of the activity/event in advance before the activity takes place. Faculty in-charge (who has assigned work) will recommend to the 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 specialised 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 an 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.

## **PROCTORIAL BOARD**

The Proctorial Board is an important body at GD Goenka University. The major function and responsibility of the said Board is to maintain discipline, ensuring a safe and respectful campus, and upholding institutional rules and regulations.

### **Role of the Proctorial Board:**

The below-mentioned are the broad areas that is covered under the purview of duties of Proctorial Board:

#### **i) Maintaining Discipline**

- a) Ensures that students follow the code of conduct as referred to in the Student Handbook or any notice/circular issued time to time by the competent authorities.
- b) Takes preventive and corrective measures to avoid incidents of indiscipline/ragging. If required, then recommending the student for mentoring or counselling. The Board encourages behavioural reform rather than just punishment.
- c) Handles cases of misconduct, including but not limited to cheating, ragging, harassment, disruptive behaviour, etc. in order to make the University premises a safe and tobacco-free campus.

#### **ii) Monitoring Campus Activities**

- a) Keeps a check on student's activities during college hours and in hostels (if applicable).
- b) Oversees activities during the University's events, functions, and examinations.
- c) Coordinates with security personnel to ensure law and order on campus.

#### **iii) Handling Grievances and Complaints**

- a) Receives and investigates complaints from students, faculty, or staff.
- b) Conducts fair hearings and inquiries into incidents reported on

campus.

c) Recommends appropriate disciplinary action after due investigation to the concerned authorities.

**iv) Enforcing Rules and Regulations**

- a) Ensures students adhere to institutional policies regarding attendance, dress code, academic integrity, etc.
- b) Works closely with the administration to enforce policies related to student behavior.
- c) Issuance of notices time-to-time as and when required looking at the conditions to make safe campus.

**v) Supporting Anti-Ragging Measures**

- a) Acts as a part of the Anti-Ragging Committee.
- b) Ensures the campus is free from ragging and bullying with the support from Anti-ragging squad at the school as well as University level.
- c) Conducts sessions to with students about anti-ragging laws and its related consequences at school/department level.

**vi) Coordination Role**

- a) Acts as a link between students and administration regarding disciplinary matters.
- b) Coordinates with schools disciplinary committees, coordinators, hostel wardens and students to ensure proper discipline on the campus.
- c) Considering suggestions for implementing the policies, rules, and regulation for safe campus.

## **INTERNAL COMMITTEE**

GDGU's Internal Committee is constituted in compliance with UGC Regulations, 2015 (Prevention, Prohibition & Redressal of Sexual Harassment of Women in Higher Educational Institutions) and Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Internal committee ensures a safe and inclusive environment for all students, especially women, and handles complaints of sexual harassment promptly and diligently.

Students can submit a complaint in writing or by email to [ic@gdgu.org](mailto:ic@gdgu.org) or any committee member. It must be filed within 3 months of the incident.

The committee will follow the process timelines and address the issues with punishments and penalties against the accused if found guilty.

Disciplinary sanctions may include warnings, suspension, withdrawal of privileges (library, residence, scholarship), expulsion, or community service.

For false or malicious complaints, the complainant may also face disciplinary action under POSH and UGC regulations.

GD Goenka University Internal Committee regularly organizes POSH awareness workshops for students, faculty and staff.

For further details students may refer to:

<https://www.gdgoenkauniversity.com/internal-committee>

## **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](http://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 liable 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 the involved persons are not identified.
6. More severe punishment, where justified, such as fine/ imprisonment, etc.

### **The following are Considered as Acts 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, posts, public insults, cyberbullying, which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to a 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 the intent to derive a sadistic pleasure or show off power, authority or superiority by a student over any fresher or any other student.

### **Punishment for Participation in/or Abetment of Ragging:**

1. Cancellation of admission.
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel.
8. Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
9. Expulsion from the institution and consequent debarring from admission to any other institution.
10. Fine up to Rs. 25,000/-

## **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
Prof. (Dr.) Anuradha R Tiwary	Registrar	99710 60098
Dr. Parul Mishra	Alumni & Student Engagement Officer	9868001794
Mr. Girish Ahuja	Proctor	98107 08487
Mr. Lakshay Mohan	Assistant Proctor	98733 99946
Mr. Ram Prasad Thakur	Chief Warden	96507 90460
Mr. Karan Singh	Security Supervisor	98181 71307

## **HOSTEL RULES AND REGULATIONS**

1. 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:-

- (a) A minimum fine of Rs. 5000/- to Rs. 25000/- or as applicable as per University rules and regulations and proctorial board decision (the fine will be doubled for the repeat of the indiscipline or misconduct). The University Notice regarding fines for Misconduct/Indiscipline by the students is attached on the last page.
- (b) It invokes Expulsion, rustication from the hostel and university as well.
- (c) He/she will also be fined commensurate with the offence committed.
- (d) The cost of damage will be fully recovered from him/her, together with penalty.
- (e) No recommendation will be given to him/her for studies abroad.

2. Any student found hosting/harboring an offender will also be liable to the punishments mentioned above.

3. Availing room service or taking food or mess utensils to the room will attract a fine and disciplinary action by hostel administration, if repeated.

4. Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the hostel administration. If any student is found guilty, then the hostel administration will take disciplinary action that it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel or forwarding the case to proctorial board.

5. Any student suspended for any misconduct at the University and

hostel for 3 times may further be blacklisted from the hostel and will not be allotted a room in the hostel till he completes his degree programme.

6. All and/or any kind of Cyberbullying are/is strictly prohibited by using the University WiFi or from any external connections. Strict disciplinary action would follow if any such act is committed by any of our stakeholders.
7. Electrical cigarettes of any kind which are legally banned are not allowed inside the University campus.
8. No photography and videography amongst students are allowed without each other's clear consent.
9. Cooking in any form inside the University Hostel rooms is strictly prohibited. No Induction/heaters/elements are allowed.
10. In case of any physical fight or altercations in any part of the University campus including the playground or any other area of the University, the students involved shall be made to vacate the campus immediately by issuing an out pass until further proctorial inquiry.
11. Obstruction of any kind in any inquiry by the Proctorial Board would be construed as an act of serious indiscipline, and there could be disciplinary action.
12. During vacations all students are supposed to take all their belongings with them. Hostel authorities will not be held responsible for any loss or missing items.
13. Any student who is expecting a child will have to vacate the hostel on account of their health and safety reasons.
14. In case of any infrastructure renovation/demolition/change of the shared accommodation of the students in the hostel, the same type of equivalent accommodation in the hostel would be provided, as and when required.
15. It is very well known that the Scholarship Program of the GD Goenka University is designed to support and assist deserving students. It should be noted that any kind of misconduct reported against the student or any disciplinary action will lead to the forfeiting of Scholarship of the student concerned.

16. As per the hostel rules & regulations hostel rooms are allotted on a first-come-first-reserved basis. It is, therefore, expected that all the students should mandatorily clear/take away their personal belongings from the allotted cupboard at the end of the academic year. It is necessary for all students to adhere to the guidelines in this regard and vacate these cupboards positively.
17. The university will allocate hostel accommodation to students. The university reserves the right to change the allotted hostel accommodation anytime without giving any prior notice to students.
18. Any student falling sick must report his sickness immediately to the University Doctor/ Warden and must not indulge in any kind of self-medication or treatment. Strict disciplinary action will be taken against such students.
19. Hostellers are to park their vehicles in the parking at their own risk and not indulge in rash driving inside the campus. The defaulters will be penalised and their vehicles will be banned from entering the campus.
20. No student to write objectionable slogans / words on walls/doors or at any other place inside the university campus/hostels.
21. All the hostellers use headphones/earbuds/air pods in the hostels/rooms and not disturb other students with loud music.
22. Carrying hard cash inside the hostels/rooms is not allowed as all types of transactions can be done online.
23. Any option given for hostel accommodation can be upgraded but not go for lower grade of accommodation. Also in the new academic year the same can be changed.

## **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 <https://gdgu.digiicampus.com/> and enter their registered Email Address and Password to sign in on the web. For mobile login, students are requested to download the Digiicampus app by going to Google Playstore or App Store. You can also search “Digiicampus” 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 coursework 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, message 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@digicampus.com](mailto:support@digicampus.com) or call at 080-456-88015.

### **General Code of Conduct for ERP**

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

## **STUDENT ENGAGEMENT AND 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 faculty members 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) and National Service Scheme (NSS).

In order to facilitate the SEE, the University charges one-time nominal fee of 2000/- rupees from students. This fee will give the student a membership of the various techno-cultural and sporting clubs under the BSA and NSS and free access to participation in activities conducted for all round development of students.

<b>Techno-Cultural</b>	<b>Sports</b>
Dance Club	Athletics Club
Dramatics Club	Badminton Club
Entrepreneurship Club	Basketball Club
Management Club	Chess Club
Fashion Club	Cricket Club
International Club	E-Sports Club
Literary Club	Football Club
Music Club	Kabbadi Club
MUN Club	Kho Kho Club
Photography Club	Lawn Tennis Club
Publication Club	Table Tennis Club
Aerospace Club	Volleyball Club

<b>NSS</b>	<b>BSA</b>
Community Service	Fresher Party
National Days Celebration	Farewell Party
International Days Celebration	

## **SINGLE WINDOW GRIEVANCE REDRESSAL**

The university in order to improve the efficiency of its working and make administrative processes simpler and hassle free for all stakeholders, has instituted the Dean Student Welfare - DSW Office as a Single Window Grievance Redressal Office. In case of any query/concern you are supposed to submit a filled hard copy of the student request form to the DSW Office for further action. Please find below the Standard Operating Procedure for the same.

### **Standard Operating Procedure | Student Request Form**

1. The form should be completed by the student when making a request, complaint, or suggestion.
2. Include all student information, such as the student's school, program, enrolment number, query categorization, and a detailed explanation of the query.
3. Assign a date and form number when the form is received, typically done through stamps.
4. The DSW Team may interview the student if necessary to understand the query.
5. If the query can be resolved by the DSW Team, it is resolved; otherwise, it is forwarded to the concerned department from the DSW.
6. The date of forwarding to the concerned department will be mentioned to keep track and ensure timely resolution.
7. The concerned department should reply within 2 working days. For more complex issues, a maximum of 5 working days can be taken for resolution.
8. Record the resolution, add the date, and stamp it as "Processed" to indicate that the query has been resolved.
9. Communicate the resolution to the student and obtain their consent that the query is closed.
10. If the query cannot be resolved amicably, clearly note the reasons and forward it to the Vice-Chancellor's Office for further action.
11. The decision of the Vice-Chancellor is final and binding.
12. Archive the form for future queries, cataloguing its resolution time and query category for necessary reports at the end of the academic year

## DEPARTMENTS & KEY CONTACTS

Department	Head	Designation	Ext. No.	Email ID
Vice Chancellor Office	Prof. (Dr.) Dinesh Shenoy	Vice Chancellor	4036	vc@gdgu.org
Registrar Office	Prof. (Dr.) Anuradha R Tiwary	Registrar	4026	<a href="mailto:registrar@gdgu.org">registrar@gdgu.org</a>
DSW Office	Dr. Parul Mishra Mr. Girish Ahuja	Dean Student Welfare	4075	dsw@gdgu.org
Examination	Dr. Anand Kumar Singh	Controller of Examination	4072	coe@gdgu.org
Corporate Resource Center	Mr. Neeraj Sahani	Head- Career Advancement Training	4015	placements@gdgu.org
Administration & Hostel	Mr. Ram Prashad Thakur	Sr. Manager & Chief Warden	4047	ramparshad.thakur@gdgu.org
Accounts Office	Mr. Mohit Singhal	AGM Finance & Accounts	4024	accountsgdgu@gdgoenka.ac.in
Department International Affairs	Dr. Ugur Guven	Sr. Professor & Director	4007	international@gdgu.org
International Admissions & Marketing	Mr. Syed Ahmad Noman	Deputy Director	2013	international.admissions@gdgu.org
Admission Department	Mr. Tarun Dutta	Director	2031	tarun.dutta@gdgoenka.ac.in
Student Grievance Redressal Coordinator	Dr. Viney Kapoor Mehra	Ombudsperson	2262	<a href="mailto:vineykapoor2002@yahoo.co.in">vineykapoor2002@yahoo.co.in</a>
Proctor / Anti Ragging Coordinator	Mr. Girish Ahuja	Proctor	4020	proctor@gdgu.org
Transport Department	Mr. Gautam Singh Bisht	Transport In-Charge	2308	transport@gdgoenka.ac.in

## HOLIDAY LIST 2025

S.No.	Date	Days of the Week	Name of Holiday
1	01-Jan	Wednesday	New Year
2.	26-Jan	Sunday	Republic Day
3.	14-Mar	Friday	Holi
4.	31-Mar *	Monday	Idu'l Fitr
5.	18-April	Friday	Good Friday
6.	07-Jun *	Saturday	Idu'l Zuha (Bakrid)
7.	9-Aug	Saturday	Raksha Bandhan
8.	15-Aug	Friday	Independence Day
9.	16-Aug	Saturday	Janmashtami
10.	2-Oct	Thursday	Gandhi Jayanti & Dussehra
11.	10-Oct	Friday	Karvachauth
12.	20-Oct to 24-Oct	Monday - Friday	Diwali Break
13.	01- Nov	Saturday	Haryana Day
14.	05- Nov	Wednesday	Guru Nanak's Birthday
15.	25-Dec	Thursday	Christmas Day

\*subject to sighting of new moon

Note: All Second & Fourth Saturdays will be observed as Working Days

The University, based on necessity/emergency with due notice may declare a holiday as working day.

## NOTICE

Fine/ Penalty for student misconduct, as applicable with effect from 15 March 2024.

Any student who is found indulging in undesirable activities such as ragging, physical assault, possession/consumption of tobacco/ liquor/ intoxicants/ drugs/ unauthorized substances, damage to property, causing inconvenience to other students, faculty, staff & vendors 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:-

- a) **Smoking inside the Campus or/and carrying/possessing E-Cigarette / Vape cigarette packets** **Rs. 10000 and double if repeated**
- b) **Consuming Alcohol/ found drunk inside the Campus or/and carrying/possession of Alcohol Bottles-** **Rs. 25000 and double if repeated**
- c) **Substance abuse inside the campus-** **Rs. 25000 and double if repeated**
- d) **Rash-driving/over-speeding and playing loud music in vehicles within the GDG campus are strictly prohibited and would attract a fine of Rs. 10000 for the first time and double if repeated.**
- e) **Unauthorized Parking of any commercial/private vehicles obstructing the passage of GDG Campus Gate Nos. 1, 2 & 3 are strictly prohibited and would attract a fine of Rs. 10000 for the first time and double if repeated.**
- f) **Exiting the campus without the exit slip (applicable for hostlers) 1<sup>st</sup> Offence Warning Subsequent Offence Rs. 5000**
- g) **Not carrying the I-Card - Rs. 500**
- h) **Breaking any other rule - Rs. 5000**
- i) **Misbehavior or speaking in disrespectful manner with any university personnel including Faculty, Staff and Security Personnel -appropriate action by the Discipline Committee subject to the level of misconduct.**
- j) **Any repeat of offence or even first-time misconduct, may lead to even rustication from the roles of the university, if the improper behavior is observed to be grievous, intentional and unbecoming of the university student. This shall be decided by the disciplinary committee of the hostel/university. Such a decision shall supersede any of the strictures/censures mentioned above.**

**All the fines will be doubled if the offense is repeated.**

**by order**

**GD Goenka University, Sohna**

**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.