GEETA UNIVERSITY

Panipat, Delhi NCR, INDIA

POWERING EDUCATION, EMPOWERING MINDS.

STUDENT HANDBOOK

2025-26

1. Please read the document carefully.

2. Every effort has been made to provide accurate and current information; however, the right is reserved to change, without notice, any of the Rules and Regulations of the University at any time. All such changes are effective at such time as the University Authorities determine, and may apply not only to prospective students but also to those who are already enrolled in university.

3. The document is intended to serve only as a general source of information about the university and is in no way intended to state contractual terms.

4. Any errors and omissions are subject to corrections.

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ABOUT

GEETA UNIVERSITY

Geeta University is a state private university established by the Haryana State Legislature through the Haryana Private Universities act, 2006; Amendment Act 2021 (Haryana Act No. 7 of 2022).

Geeta University is located at Panipat, a historical city of Haryana. It has a smart wi-fi campus with aesthetically designed buildings and the start-of-the-art infrastructure with well-developed academic, sports and co-curricular facilities. Geeta University is the culmination of aspiration, ambitions and an honest attempt at creating a world class professional curriculum spread over an invigorating campus environment.Geeta University is poised to take to great heights because its wings are made of the vision of higher global knowledge and it is rooted in the philosophy of Karma.

At the University Campus you will find a whole world of intellectual opportunities, exciting adventures and lasting friendships. Whether you're seeking academic excellence, participation in your favourite sport, a delicious meal, outings to explore the spectacular historical places or a safe place conducive for learning, you'll be in good care at Geeta University and you'll have fun too.

VISION

To achieve academic excellence and to create technocrats, professionals, scientists, leaders and entrepreneurs having a vision for nation building is necessary.

MISSION

- To achieve academic excellence using student centric and outcome-based teaching learning process.
- To strongly present knowledge, skills, behaviour, and attitude among the students.
- To promote inter-disciplinary research.
- To build strong industry academia connect
- To build strong academic and industry-oriented connect.
- To nurture the spirit of entrepreneurship and support innovative ideas of students.
- To inculcate right moral values and professional ethics to become a responsible citizen.

THE SCHOOLS OFTHE UNIVERSITY

Geeta University currently offers wide range of Undergraduate, Postgraduate, Diploma, certificates and Doctoral programs under various Schools:

School of Computer Science and Engineering

B.Tech. CSE; B.Tech. CSE (H) Full Stack & Web Development; B.Tech. CSE (H) Artificial Intelligence & Machine Learning; B.Tech. CSE (H) Cyber Security; B.Tech. CSE (H) Data Science & Business Analytics; M.Tech.;BCA; BCA Software Engineering;BCA FSWD; BCA Cyber Security; BCA Data Science & Business Analytics; BCA Artificial Intelligence & Machine Learning; MCA.Ph.D.

School of Commerce and Business Management

BBA; BBA (H) Digital Marketing; BBA (H) International Accounting;BBA (H) Artificial Intelligence & Data Analytics;BBA (H) Human Resource Management; BBA (H) Import & Export Management; BBA (H) Banking & Finance; BBA (H) Marketing; BBA (H) Entrepreneurship & Innovation; BBA (H) Fin.Tech; MBA (Finance); MBA (Marketing); MBA (Human Resource Management); MBA (Pharmaceutical Management); MBA (Supply Chain Management); MBA Elite; MBA ExecutiveB.Com; B.Com. (H) Auditing & Taxation; B.Com. (H) International Accounting; B.Com. (H) Financial Market; B.Com. (H) Banking & Insurance; B.Com. Advance Accounting; M.Com; Ph.D.

Geeta Institute of Pharmacy

D. Pharm.; B. Pharm.; M. Pharm.; Ph.D.

School of Health and Allied Sciences

B.Sc. N&D; M.Sc. N&D.; Master of Public Health; Ph.D.

School of Sciences

B.Sc. (H) Forensic Science; M.Sc. Forensic Sciences; Ph.D.

School of Humanities and Social Sciences

B.A. (H) Economics; B.A. (H) Pol. Sc.; B.A. (H) Psychology; M.A. Pol. Sc.; M.A. Psychology; Ph.D.

School of Agricultural Studies

B.Sc. (Hons.) Agriculture, M.Sc. Agriculture (Agronomy), Ph.D. Agriculture

School of Hospitality and Hotel Management

Diploma (Food & Beverage Services); Diploma (Food Production); B.Sc. Hotel Management.

Geeta Global Law School

BA LLB*; BBA LLB*; LLM; Ph.D.

Geeta School of Nursing

B.Sc. Nursing*; GNM*

SPECIAL FEATURES OF THE UNIVERSITY

Geeta University is a progressive, new-age University that lays great emphasis on constant innovation and adopting the best teaching-learning practices. Some of the distinguishing features of the University include:

MULTIDISCIPLINARY EDUCATION: Attain a better professional base

We are at the threshold of the 4th Industrial Revolution (4IR), which is characterized by emerging technological breakthroughs in fields such as Artificial Intelligence (AI), Internet of Things (IoT), Business Intelligence (BI) and Automation amongst others. This would require intense multitasking and interdisciplinary skills in order to cope up with the pace of change.

Geeta University realized these trends early. As a futuristic University, it promotes inter-disciplinary education by offering a range of courses through open electives, flexible combinations of vocational and other professional skills which help to a student to develop unique ability to handle new job challenges.

The university addresses many queries, which are now asked by young aspirants. "Can I study Technology with Music, Agriculture with Cyber Security or Computer Science with Economics"? "Will my university allow me such multi-disciplinary immersion that will equip me to handle a range of skills and roles in my professional and personal life"?Geeta University says why not.

Design Your Own Degree:

Geeta University allow students toearn a degree in their chosen program as per their professional interest. All the UG Honours Programs of 4 years duration are being offered as per UGC directions and NEP2020 guidelines. However, student can exit after completion of 3 Years and have a UG Degree. The students who secure 7.5 or above CGPA till 6th Semester can continue in the 4th year to take Honours Degree with Research. The various categories amongst the students can choose the courses as per their choice.

1 Core Courses: Core courses of the study refer to a selection of courses that the students are required to complete to earn their respective degrees.

2 Core Elective Courses: A selection of the courses that students can choose as per their choice at different levels of the program from the list provided or beyond through a MOOC platform after approval of the respective department.

3 Skill Enhancement Courses: Skill enhancement courses are offered to inculcate the various skills among the students as per their interest and keeping in mind the employabilityafter completion of the program. The students can opt the vocation skill basket, as per their interest. Another facet of our skill enchantmentcategoryis toenhance the Soft Skills with an emphasis on communication skills.These are integral part for preparing students to face an interview panel, regular Mock tests are organised to polish students'skills inQuantitative aptitude and Logical Reasoning.University has made its prime focus to sculpt our students as a complete corporate citizen.

4Open Electives: At Geeta University, students are encourage to follow their career without giving up their passion. The University also focuses on the interdisciplinary approach and offers wide range of passion and interdisciplinary Open Elective courses to all the under graduate students. The students can chose courses amongst Dance, Singing, Theatre, Photography, Cricket,Volleyball, Kabaddi Graphology, Entrepreneurship, Nutrition for Youth Fitness, Blogging and WordPress etc. This list of open electives is updated time to time as per passion and interest of the students. The grades earnin these courses will be calculated in the CGPA.

5 General Proficiency: At Geeta University students are also encourage to participate in various activities, events, competitions organised in the campus and outside as well. So that our students can be skilled at Global pace and able to handle the various situations in the corporate life with confidence and proficiency in future. The students are also encourage to participate in various competitions at National and International level. They are also motivated to participate in various skill enhancement courses being offered through various MOOC platforms in online mode and earn the certificates. The student can earn General proficiency credits through participation in such types of competitions and upload the certificate on ERP to earn the GP credits. The grades earned in GP will also be included in calculation of CGPA.

Industry Embedded Programs

The University offers Industry Embedded Programmes to the students in different domainswith our following industry partners:

Code Quotient, Hindustan Agricultural Research Welfare Society,Plantica Foundation, Vita International Health Agency, ISDC Global and Samatrix.io

This programme shall enrich Trainings/Workshops/ Internships/Joint Certification in the latest technology.

Earn While You Learn Programs

Learning by doing' and 'Earning While Learning' is one of the most important pillars of future career development. Vocational Skills is a great combination of work and learning. This helps the students to gain first-hand experience of the corporate world and thereby develop their self-confidence and personality. This includes several techniques such as Digital Marketing, Content writing, Data Visualization, AI and ML, Business Analytics, Web Development, Full Stack Development, Cyber Security, Leadership and Motivation, Video editing and Entrepreneurship and Family Business.

New Age Technologies

Industry-academia collaboration along with corporate, enabled us to align the curriculum to industry trends and make it industry-centric which paved the way to

bridge the industry-academia gap. Courses in New Age Technologies offered through Industrial Partners. The partners are Academia, Red Hat Academy, Cisco, Github, etc.

Entrepreneurship and Innovation Development Cell

GU incubation is supported by MSME (Micro, Small and Medium Enterprises - Govt. of India) to boost the innovative and entrepreneurial ecosystem of New India. GU provides infra support, computing facilities and varied equipment for business incubation.

Digitally Enabled Campus

Students can use technology into all aspects of campus life. Geeta University is providing technology enabled e-governance at all stages of the student journey.

FINANCIAL ASPECTS

FEE PAYMENT SCHEDULE

1. Students are required to submit their respective fee (Academic, Hostel, Transportation and other dues) for the Academic Year **latest by 10th April for odd semester and by 10th November for even semester**.

2. Fee may be deposited in university account through ERP, NETBANKING, NEFT, Fund Transfer, and Draft.

3. No Cash/Cheque shall be accepted.

4. Any other charges (Examination Fee, Summer Semester, Supplementary Examination and Scrutiny etc.) will be deposited, as applicable, from time to time.

LATE FEE SUBMISSION CHARGES

Late fee submission charges will be levied on the following basis:

S.N	Fine	Point of Time of late fee
1	Rs.50/- per day	• **Upto 10 Days** after the last date of fee.

2	Rs.500 + Rs.100/- per day	• **11thDay onwards upto 20thday** after last date of fee.
3	Rs.1500 + Rs.200/- per day	• **21stDay onwards upto 30thday** after last date of fee.

After 30thday of the last day of the fee, name of the student shall be struck off from the roll and shall be re-registered on paying the re-registration charges of Rs. 3500/-. Such students will only be eligible for registration for the next semester after the readmission.

LATE SEMESTER REGISTRATION CHARGES

Late registration charges will be levied on the following basis:

S.N.	Fine	Late Registration Charges
1	Rs.50/- per day	• **Upto 10 Days** after the last date of Registration.
2	Rs.500 + Rs.100/- per day	• **11thDay onwards upto 20thday** after last date of Registration

- After 20thday of the last day of the fee, name of the student shall be struck off from the program and the concerned student shall be required to re-register after paying the **re- registration charges of Rs.2500/- upto 30thday of the last date of Registration.** No student will be able to register in the current semester after 30 days.
- It is mandatory for all the students to maintain 75% attendance to appear in End Semester Examination.
- The classes shall commence as per academic calendar according to the time tables uploaded on ERP and the attendance of the classes shall be counted from the very first day of the classes as notified in academic calendar.

- The students, who have completed their late registration, will not be granted any type of relaxation in order to maintain 75% attendance to appear in MSTs and Examination etc.

- Readmitted students of previous semester will only be eligible for registration for next semester only after paying the academic fee of last semester with a fine of Rs. 5000/- as mentioned in point A. No registration fine will be charged for such students. However, the clause of attaining attendance of 75% will be applicable on such cases.

REFUND POLICY

Geeta University follows Refund Policy notified by the UGC in October 2018/July 2023.This Fee Refund Policy shall be applicable for Academic Year 2025-26.

According to the policy, if a student withdraws from his / her program and refund shall be process as per the table given below:

S.N.	Refund Percentage of Fee	Point of time when notice / application of withdrawal of admission is received in the Higher Educational Institution.
1	100%	• 15 days or more before the formally notified last date of admission.
2	90%	• Less than 15 days before the formally notified last date of admission.
3	80%	• 15 days or less after the formally notified last date of admission.
4	50%	• 30 days or less, but more than 15 days, after formally notified last date of admission.
5	00%	• More than 30 days after formally notified last date of admission.
Note: **Caution money and security deposit, which are not part of the fees chargeable, shall be refunded in full.**		
Last date of admission shall be applicable as notified by the University/UGC.		

ABSTRACT OF ACADEMIC REGULATIONS

SEMESTER REGISTRATION

It is mandatory for each and every student of the university to complete the semester registration process before the commencement of regular classes in each semester as per schedule prescribed by notification.

a. Semester registration has to be completed as per specified schedule. It will include:

   i. Clearance of all dues of the University

   ii. Filling the Registration form on the specified date.

b. A student who does not fill the registration form will be deemed not a registered student, and will not be allowed to attend classes and take examination, even if s/he has paid the fees.

c. For freshmen, the process of filing up the registration form (choice of courses to be studied in the coming semester) will be done during semester registration only.

d. A student must ensure that s/he satisfies the pre-requisites, if any, for each course he registers for. The sole responsibility for registration rests with the student concerned.

e. The student will not be allowed to undergo academic registration if the 'Maximum Duration for Completion of the Program' does not permit so.

f. There is a common place allocated for the registration of the students by ERP team. Students can also email to the given email id regarding queries in the registration process.

erpgu@geetauniversity.edu.in

Late Registration:

a. The maximum time stipulated for late registration on payment of prescribed late fee is two weeks from the final date of registration as stipulated in the notification.

b. The late registration may be allowed only for valid reasons after the approval of the same from the Dean/Director/ Principal of school or any other authorized official subject to certain condition(s), if deemed necessary.

c. The late registration of a freshman, who is admitted after the start of the semester, may be done at the time of admission by the authorized official.

d. Late Registration may be allowed for a student who is on disciplinary probation, only with the approval of the Vice Chancellor.

REGISTRATION OF COURSES

a. Every Student will register in each semester for courses that s/he wishes to pursue in that semester subject to availability.

b. A student will get credits only for registered courses where his/ her name will appear in the roll list of each such course. No credit shall be given if a student attends a course for which s/he is not registered.

c. The Dean/ Director/ Principal/ Head of schools shall issue the list of courses to be offered for the next semester before the Pre-Semester Academic Registration, dates as specified in the Academic Calendar.

d. Each Head of Department with the approval from Dean/Director/Principal/ Head of schools shall nominate **Faculty Mentors** from amongst the faculty of the department to provide necessary information on the courses and advise students on registration.

Minimum/ Maximum Credit Limits For Course Registration

Unless prescribed otherwise in the Regulations of any specific program, a student will normally not be allowed to register for more than 30 credits or less than 12 credits in a semester. However, a student carrying out the last registration (Last Semester) of his/ her Program will be permitted to register less than 12 credits if the minimum credit requirements for the completion of Program so require.

Summer Semester:

The university may offer courses during the summer semester only on the recommendation of Academic Council (AC) with the approval of the Vice Chancellor. The maximum numbers of credits a student can register during a summer are 18.

Pre-Semester Academic Registration (for continuing students):

a. The process of selection of courses to be studied in the next semester by the continuing students will be completed before the End- semester Examinations as per the schedule specified in the Academic Calendar. This will help the University in getting prior intimation about the choice of the students regarding courses.

b. Students will fill Pre- semester academic registration form, listing the courses to be studied in the following semester in consultation with the concerned Faculty Mentor.

Adding and Dropping of Courses:

a. A student may, on recommendation of Faculty Mentor/ HOD, add or drop maximum one course within **one** week of the beginning of the semester or the last date(s) as specified in the Academic Calendar with the permission of the Dean/Director/ Principal of school.

b. For this, s/he must fill up the prescribed form, get the endorsement of the Faculty Mentor and the Head of Department, and submit the form to the Dean/Director/ Principal of school for getting approval.

c. A student who is on disciplinary probation may be allowed to change/ add/ drop the course, only with the approval of the Vice Chancellor.

d. A student shall be required to drop a course at any stage if it is found that he does not meet the pre- requisites of the course, or if there is a clash in the student's timetable preventing him from attending the classes, or if he is found not entitled to register for that course for any other reason(s).

e. In case a student has been allowed to change the course during the current semester by the University, the classes attended in the previous course may also be considered in calculation of attendance to determine the eligibility for appearing in ESE in the corresponding manner.

CREDIT SYSTEM AND GRADE POINT EVALUATION

CREDIT SYSTEM:

Each course of a program shall be assigned some integer numerical value termed as credit, which is indicative of relative weightage of such course. The following procedure shall be adopted to assign number of credits to each course:

1. One hour of lecture per week shall be assigned one credit.

2. One hour of Tutorial per week shall be assigned one credit.

3. One hour of laboratory work per week shall be assigned half credit.

4. One hour of other practical work e.g. industrial/field training, seminar/dissertation, internships, project report including viva-voce shall be assigned 1/3 credit depending on the quantum of work required to be performed assigned by the concerned Board of Studies.

5. In every semester of Diploma/ UG/ PG program except last semester, one credit shall be assigned for General Proficiency and Discipline termed as GP.

6. In case the total number of credits for a course is fractional, it shall be raised to next integer.

7. The credits assigned to a course in which a student has obtained pass grade or higher will be counted as credits earned by him/ her. A letter grade, corresponding to specified number of grade points, is awarded in each course for which a student is registered. On obtaining the pass grade, the student accumulates the course credits as earned credits.

CHOICE BASED CREDIT SYSTEM (CBCS):

PREAMBLE

Present day Employers expect students to have multi-disciplinary competency, leadership skills and be Information and Communication Technology (ICT) ready. The rigid system of teaching and learning in many institutions offers little flexibility to students in selecting the courses of their choice and helps little in becoming a well-rounded personality.

As part of its objective of providing quality education and making the graduates employable, the University is taking a step in this direction by introducing the Choice Based Credit System (CBCS) and implementing the recommendations of National Education Policy - 2020 into its academic curriculum.

FACULTY MENTOR

Upon joining the University, each student will be assigned a Faculty Mentor, who will act as a guide and advisor for the entire duration of the program. The Faculty Mentor will discuss with the student his academic performance and suggest the number and nature of courses the student should register during the ensuing semester, within the framework of that Program curriculum. The Faculty Mentor may advise students having many backlog courses to register for lesser number of credits (subject to the minimum credits specifications) and prepare a revised plan of study for the student with a slower pace.

COURSE DISTRIBUTION

The curriculum of each Program contains courses that are grouped into Core (C), Core Elective (CE), Open Elective (OE), Skill Enhancement (SE) and General Proficiency (GP).

i. Core (C):

Courses listed under Core are fundamental in nature and are expected to enhance student's knowledge in the chosen discipline. Core courses may be added or removed from time to time. Core courses will be listed by specific course code and course title. The total number of credits from the Core Group to be earned shall vary from program to program.

ii. Core Elective (CE):

By opting Core Elective courses, students get an opportunity to study courses which are more advanced or applied or specialized than the fundamental courses s/he studies as part of core courses listed under the curriculum. These courses will generally provide an in-depth knowledge of a specific sub-field the student has chosen as his/ her specialization. In a program, where the University offers honors, the Core Elective Courses will be kept in separate baskets. If a student completes all the required number of CE courses from one basket, he/ she will be awarded degree with honors/ specialization in that area. Project Work, Internship and seminar are partial requirement for successful completion of a Program as

per curriculum. The students can choose Projects, Internships, seminars in the domain based on their specialization or as per their Individual Career Path. The Faculty Mentor will guide him/ her in choosing the CE courses.

iii. Open Elective (OE):

Open Electives are generally Courses that a student chooses from courses being offered by other departments/ Schools at University level. A course declared as Open Elective for one Program, may be declared as Core/Core Elective for any other Program. This gives an opportunity for students to satisfy their interest in other disciplines and also follow their passions. Since OE courses offered by a particular School or University level are expected to be taken by other discipline students, they may not have a prerequisite. The total number of open electives at UG level shall be fixed.

iv. Skill Enhancement Courses (SE):

Besides the Open and Core Courses, every student is required to take up **skill enhancement courses** during the entire duration of the program as prescribed in the course structure for that program. These courses are believed to improve the required vocational and employability skills among the students, and will be Credit Courses in nature. The grades earned by the student will be included in the calculation of SGPA/CGPA. If a student fails to obtain a Pass Grade in SE program then student shall have to give a supplementary exam whenever it takes place.

v. General Proficiency (GP):

In every program (UG as well as PG) of the University, in each semester, except in the final semester, a course GP of one credit shall be prescribed. The GP marks to the students shall be awarded as prescribed from time to time.

For indiscipline the marks may be suitably deducted from the marks awarded in GP. It is clarified that (i) GP course shall remain of 1 credit as such, (ii) grade obtained in this course shall be considered during

calculation of **SGPA/CGPA** but (iii) passing in this course shall not be compulsory for **Award of Degree** and (iv) improvement of grade obtained in this course shall not be permissible.

vi. Self-Study Courses/ Swayam Courses:

As per New Education Policy NEP-2020 and UGC guidelines, Geeta University shall permit students to complete some of their credits through the Swayam mode. MOOCs provide an easy and flexible way to learn new skills, advance careers and deliver high quality courses to the students, which might not have been available to the students. These Courses will be vetted by the respective head of department for replacing the core courses and additional courses may be considered to offer the core elective categories as per availability of the courses. The departments shall on the approval of the Vice Chancellor publish a list of such courses, which would be recognized by Geeta University as credit courses. Only those courses shall be considered for earning of credits. The students would be required to complete the courses in the particular semester in which it is being offered in the University. The method of evaluation for such courses shall be decided by the Dean of the Faculty for the credits and the grade to be awarded.

MINIMUM CREDIT REQUIREMENT:

The minimum credit requirement for the completion of the Program and award of Diploma/ UG/ PG degree shall be given in the course structure of that program. Due to various features of CBCS, it is possible for a student to reach the minimum credit requirements without completing the courses under C/CE or without meeting the credit requirements under OE/SE. Under such circumstances, though the student has met the minimum credit requirements, it is mandatory for the student to complete required credits under C, CE, OE and SE to become eligible for the Degree.

COURSE EQUIVALENCE:

Regular updating of curriculum and syllabi is essential to reflect the advancement in various fields. CBCS permits a student to register a course

again to clear the backlog. When the student registers a course next time, there could be some modifications carried out in the syllabus of course(s). If the changes effected are marginal, both the syllabi are considered to be equivalent and the student has to undertake the new syllabi currently offered to the first time registrants only. After careful study of syllabi, the University may identify new courses considered equivalent to the courses that were dropped from the curriculum for various reasons. Course equivalence is applicable to all curricula, present and past. However, the number of credits to be earned cannot be altered. Course equivalence will be distinguished by the **VERSION** of the course. If the course Version is represented by the same numerical digit at unit place, the two courses are equivalent. Slight change in the syllabus will be designated by Course Version, which is having same numerical digit at unit place but different digit at first place after decimal point in the Version of the course. Thus, Course Versions 1.0, 1.1, 1.2 are equivalent courses, and there is only a little change in their syllabi. But course versions 1.0, 2.0, 3.0 are courses having major changes in the syllabus. Major changes in syllabus would mean more than 20% content is revised from the initial version. Therefore major change may be treated as different course for the purpose of ESE paper setting and evaluation.

EXAMINATION AND GRADING

A. SEMESTER SYSTEM OF EXAMINATION:

(1) The University shall normally adopt semester system for imparting instructions and holding examinations in all the programs, unless stipulated in the requirement of the approving statutory body/ council.

(2) The end semester examination shall be conducted by means of paper-pencil mode or online mode, as prescribed in the curriculum.

(3) Assessment of the student's performance shall be made through a combination of continuous internal assessment and evaluation in End Semester Examination.

B. ELIGIBILITY FOR APPEARING AT END SEMESTER EXAMINATION:

(1) A student, who has been admitted to any program and has attended a

regular course of study for one semester and has undergone continuous evaluation process in the concerned School of this University, shall be admitted to the first semester examination of that program. So also a student, who after taking his first semester examination has attended a regular course of study and has completed the other prescribed requirements of second semester, shall be admitted to the second semester examination.

(2)   A student who, after being promoted to that particular year of the concerned program has attended a regular course of study and has completed the other prescribed requirements for the respective semesters shall be admitted to such semester examinations of the program.

(3)   For the award of the diploma/ degree a student shall have to complete all the prescribed requirements, including the minimum and maximum duration requirement of the program, for award of that diploma/ degree.

(4)   **Attendance requirements:**

In general, the students are required to attend 100% classes and participate in different activities of the University. Nevertheless, owing to exigencies, some relaxation in attendance can be granted, and thus all the students must attend 75% or more classes. The students, on the basis of attendance, may be classified in two categories.

(a)   **Attendance Category-I**

A student has attended 75% or more in aggregate of delivered classes, in registered course of theory (lectures plus Tutorial) and practicals (including workshops training, seminar, projects, industrial training etc.) of the concerned semester individually.

(b)   **Attendance Category - II**

The student's aggregate attendance in some or all registered courses of theory(lectures plus Tutorial) and/ or practical (including workshops

training, seminar, projects, industrial training etc.) of the concerned term is less than 75%.

A student will be allowed to appear in ESE as per the following rules:

(i) If a student's attendance falls under <u>Attendance Category–I,</u> he will be allowed to appear in ESE of all the courses registered in the term.

(ii) If a student's attendance falls under <u>Attendance Category – II</u>, she will not be allowed to appear in the ESE of such registered course(s) in which his/ her attendance is less than 75%. However, the Vice Chancellor shall have discretionary power to condone the attendance by 15% if s/he is satisfied by the reasons explained by the student in his application.

(iii) There is no provision of condoning the attendance, on any ground whatsoever including medical leaves, if the attendance is below 60%. He will not be permitted to appear in ESE in such course(s) & will be awarded Debarred (DB) grade in the course(s).

(iv) Those students who have been debarred from appearing in the ESE and have been given a 'DB' grade will appear for the supplementary examination in those respective courses in the next available opportunity after attending the summer semester.

(v) These students will have to attend the Summer Semester and attain the requisite attendance on payment of the prescribed Fee for the courses in which they have to appear for supplementary examination as per the **Summer Semester Policy**. There would be a capping on the grade for these students as per the Summer Semester Policy.

(vi) However, if for a particular program, the regulatory authority has imposed stricter condition(s) on attendance, the same shall prevail.

(vii) In case a student has been allowed to change the course or program during the current semester by the University, the classes

attended in previous course/ program will also be considered in the calculation of attendance for the changed course/ program, and then his eligibility for appearing in ESE will be determined accordingly.

(viii) In case of first semester students, calculation of attendance for determining the eligibility to appear in ESE will be based on the date of actual registration of the candidate, if the University has permitted late registration. For students of other semesters, the attendance shall be calculated from the date of commencement of the session.

(ix) If a student falls under Category II and have attendance more than 60% but less than 75%, A student may apply for condoning of the shortage of attendance on the prescribed form to the Director/ Dean/ Principal or any other designated official stating the reason of absence enclosing all the documents in support of his/ her claim. The papers shall be forwarded with recommendation to the Vice Chancellor for the final decision as per the rules. The vice Chancellor shall take decision on case-to-case basis. His decision shall be final and binding.

(5) An approved list of students who are not eligible to appear in the End Semester Examination because of shortfall in attendance shall be prepared & notified by respective Head of the School/College at least one week before the commencement of Examinations and submitted to COE with an intimation to Registrar.

(6) Hall Ticket will be issued for appearing in the End Semester Examination. However, while appearing in any Examination, a student must be in possession of the Identity Card issued to him/her by the University.

(7) For Carry over examinations the Student(s) shall be required to apply online and will be required to generate the hall ticket from the student portal. A student who fails to produce the Identity Card and hall ticket (in the exam hall) will not be allowed to appear for the examination.

(8) In case there are any dues/outstanding against a student from any department, he/she may not be allowed to appear in the End Semester / Carry Over Examinations. Also before graduating, the student will have to produce a no dues certificate from Finance, IT, Library, Laboratory In charge, Course Coordinator / Dean/ Director as per the prescribed format.

(9) In any program for which the requirement of practical/ industrial/ establishment training etc. is prescribed, a student shall have to submit certificate issued by the concerned establishment/industry to the effect that the student has satisfactorily completed that practical training to the concerned Dean/ Director/ Principal. And Respective Dean/ Director/ Principal has to upload the same on the ERP.

(10) If a candidate has fulfilled the minimum attendance requirement in a course, but gets 'F' grade in ESE, she will have to obtain a pass grade in that course in subsequent Carry Over Examination conducted by the University on payment of the prescribed Carry Over Examination Fee. His internal marks shall be carried forward.

C. GRADING SYSTEM:

The academic performance of a student shall be graded on a ten- point scale. The letter Grades awarded to a student in all the courses shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) respectively.

(1) General Guidelines for Award of Grades:

Unless mandated by the Statutory Councils the general guidelines for the examination and marking system shall be as follows:

a) The marks of both the components of evaluation for a course shall be added to get total marks out of 100. The rounding off shall be done on the higher side.

b) For less than 30 students in a course, the grades shall be awarded on

the basis of cut off in the absolute marks, as in Table – 1.

c) For 30 or more than 30 students in a course statistical method shall be used for the award of grades. The salient features of the statistical method are given in Table – 2.

d) The evaluation of theoretical/ Practical courses shall be done under two categories viz. Continuous Internal Evaluation (CIE) having weight-age of 50% and End Semester Exam (ESE) having weight-age of 50% (unless some other weight-age specified by respective regulatory body) specified by in the manner given below.

e) Continuous Comprehensive Evaluation (CCE):

(i) Continuous Internal Evaluation (CIE) having weight-age of 50% and End Semester Exam (ESE) having weight-age of 50% (unless some other weight-age specified by respective regulatory body).

(ii) The CIE component may include Mid Semester Examination; Attendance; Weekly Tests; Graded Assignments; Mini Projects; Lab Projects; Student Seminar & Presentation; Case Study; Simulation; Knowledge Application and Analogy; Surprise Test; Class Performance; Lab Record and such other components of assessment as prescribed in the syllabus.

(iii) The students will not be allowed to improve their CIE marks related to theory as well as practical courses unless they register the course.

(iv) There is no minimum passing marks in CIEcomponent(unless some other weight-age specified by respective regulatory body).

f) End Semester Examination(ESE):

(v) This part shall consist of (50%) component for all courses for all students admitted in the University. The University shall adopt the system of **Central evaluation of the answer books** (Theory) of examinees with coding of answer sheets. Head Examiner, Examiners and Scrutinizers shall be appointed as required.There is no minimum

passing marks in ESE component(unless some other weight-age specified by respective regulatory body) but appearance in the ESE is mandatory. The grades shall be decided on the basis of your CCE including CIE and ESE as explained below.

i. Failing grade will be **'F'** grade. If a candidate has fulfilled the minimum attendance requirement in a course, but gets 'F' grade in ESE due to poor academic performance, s/he will have to obtain a pass grade in that course in subsequent Carry Over Examination conducted by the University on payment of the Prescribed Fee. His/ her internal marks shall be carried forward.

ii. A student, who is debarred from appearing in the End Semester Examination (ESE) on account of shortage of attendance in any course and is awarded 'DB' grade in that course, shall re-register for such a course in Summer Semester to attend the special classes in order to fulfil his/ her attendance criteria. Subsequently, s/he shall be permitted to appear in Carryover Examination to be held after the Summer Semester. His/ her internal marks shall be carried forward.

g) Earned Credits (EC):

The credits assigned to a course in which a student has obtained 'D' (minimum passing grade) or a higher grade will be counted as credits earned by him/her.

h) Grade Moderation:

The grades awarded based on statistical method (for 30 or more students) shall be moderated to satisfy the following norms of the University:

(i) A$^+$ (A Plus) grade shall not be awarded for percentage of marks less than 75 in any case.

(ii) No student having 35% or more marks shall be awarded failing grade 'F'.

(iii) The overall distribution of number of different grades should be according to the normal statistical distribution to the extent possible i.e.

a) Maximum number of students should obtain grade C$^+$, B or B$^+$.

b) The number of students getting higher grades A or A$^+$ and lower grades C or D should be in the descending order on both sides.

(iv) If statistical method is adopted and it is giving absurd results i.e. the value of (X+1.5σ) is more than 100 or the value of (X – 1.5σ) is negative, then these values may be adjusted so as to satisfy above conditions (i) to (iii).

(v) The highest grade that will be provided to students appearing in Summer Semester Examination shall be capped to B+. A and A+ grades will not be given in Summer Semester Examination.

Table - 1 Award of Grades based on absolute marks (For less than 30 students)

Lower Range of marks	Grade			Upper range of marks
91	≤	A+	<	100
82	≤	A	<	91
73	≤	B+	<	82
64	≤	B	<	73
55	≤	C+	<	64
46	≤	C	<	55
35	≤	D	<	46
		F	<	35

Table – 2 Award of Grades using statistical method (For 30 or more than 30 students)

Lower range of marks	Grade		Upper range of marks
X+1.5σ	≤ A+		
X+1.0σ	≤ A	<	X+1.5σ
X+0.5σ	≤ B+	<	X+1.0σ
X	≤ B	<	X+0.5σ
X-0.5σ	≤ C+	<	X
X-1.0σ	≤ C	<	X-0.5σ
X-1.5σ	≤ D	<	X-1.0σ
	F	<	X-1.5σ

Where X denotes average marks & σ denotes standard deviation.

Table 3 – Structure of grading of academic performance

S.N.	Academic performance	Grades	Grades points
1	Outstanding	A^+	10
2	Excellent	A	9
3	Very good	B^+	8
4	Good	B	7
5	Satisfactory	C^+	6
6	Average	C	5
7	Marginal	D	4
8	Very poor/ Fail	F	0

i)   Structure of Grading:

The structure of grading of academic performance together with the concerned grade points is given in Table – 3.

j) Calculation of SGPA & CGPA:

The result of each student for each semester shall be worked out and provided in terms of Grades for each course, the semester grade point average of a student shall be calculated on the basis of the number of credits (C_i) assigned to i^{th} course and grade points (P_i) earned in i^{th} course (based on overall grade obtained) of that semester by the following formula:

(a) SGPA calculation: -

$$SGPA = \frac{\sum (Credits) \times (Grade\ Point)}{\sum (Credits\ of\ a\ semester)} \qquad SGPA = \frac{\sum C_i G_i}{\sum C_i}$$

(b) Cumulative grade point average (CGPA)

$$CGPA = \frac{\sum (SGPA) \times (Credits\ in\ a\ semester)}{\sum (Total\ Credits\ of\ all\ semesters)}$$

where C_i is credit assigned to particular case

G_i is graded point earned in a particular case

The CGPA shall be calculated by the same formula used for calculation of SGPA but now C_i will be the number of credits of the ith course, upto the semester for which CGPA is to be obtained and p_i is the Grade Point earned in i^{th} course.

k) Carryover Examinations:

Carryover Examination will be conducted for the following category of students to help them to clear the course/ improve upon their grade and thereby meet the SGPA qualifying criteria as well as individual course qualifying criteria: -

(a) Students desirous of clearing the courses in which they have missed the End Semester Examination, OR fail to meet the qualifying SGPA criteria as defined in Examination and Allied Provision Regulations but qualify in all courses individually, OR students who fail to qualify in one

or more individual courses including dissertation/seminar/summer internship / project work. Carryover Examination will be permitted only in such courses in which a student has secured a fail grade as per UG/PG, F or Ab.

(b) After completion of the program the candidate can improve his/ her CGPA in one attempt in any ESE by appearing in not more than three theory courses offered by the university at the time of attempt availed by the candidate with in the five years.

(c) Students debarred from appearing in the End Semester Examination on the grounds of shortfall in class attendance requirement and have fulfilled the attendance criteria by attending the Summer Semester.

(d) Any other disciplinary action, which does not prohibit a student from appearing for any examination of the University.

I) Summer Semester:

(a) The Vice Chancellor may decide to hold a summer semester on the recommendation of the Academic Council (AC)in certain selected courses.

(b) Summer semester is a special privilege to be offered at the discretion of the University, and the University will not be under any obligation to offer Summer Semester every year. The student(s) shall not have any right to cite the non-availability of this facility as an excuse for his poor performance. Students are advised not to wait for summer semester and perform to the best of their abilities in the regular semesters.

(c) Summer semester, if offered, may be allowed, in general, only to the students who are not on disciplinary probation.

(d) Summer semester may be offered to a student, only if there is no other obligation of the program and enough time is available after close of the current semester (after ESE and evaluation process) and beginning of next semester.

(e) A list of courses to be offered in the summer semester is brought out

during the even semester before the ESE. Only a few selected courses, as decided by the University, may be offered during the summer semester.

(f) Unless prescribed otherwise in the Regulations of any specific program, the summer semester is a fast-paced semester where all the rules for the normal semester shall apply, but the registration shall be limited to maximum 18 credits.

(g) Whenever possible, the deficient students may be allowed to clear the backlog courses in the summer semesters on payment of necessary fees per course.

(h) A student, who is debarred from appearing in the End Semester Examination (ESE) on account of shortage of attendance in any course shall be awarded 'DB' grade, and shall re-register for such a course in Summer Semester to attend the special classes in order to fulfil his/ her attendance criteria. Subsequently, he/she shall be permitted to appear in Carryover Examination to be held after the Summer Semester.

(i) The highest grade that will be provided to students appearing in Summer Semester Examination shall be capped to B+. A and A+ grades will not be given in Summer Semester Examination.

(j) If a student fails to maintain attendance during the summer semester and does not achieve the attendance as prescribed, she shall again be debarred and would not be allowed to attend the Carryover Examination.

(k) In view of the short duration of the summer semester, late registration and adding and dropping of courses are not permitted.

D. PROMOTION TO NEXT HIGHER CLASS:

The promotion of students to next higher class shall be made on semester/ annual basis as per the Program. Candidate would be allowed to carry forward the courses where candidate was debarred (Db), or obtained F Grade except the programs governed by regulatory councils.

E. FINAL YEAR GRADE SHEET/ PASSING CERTIFICATE/AWARD OF DEGREE:

A student may be provided final year grade sheet/passing certificate and conferred degree only after candidate fulfils the following requirements:

(a) The student may have earned the minimum number of credits prescribed for award of the degree under the general institutional and departmental requirements as per curriculum of the program, within the maximum duration prescribed as per the respective regulatory body.

(b) The student should have secured minimum CGPA of 4.5 in the program.

(c) The student has paid all the dues of the university.

(d) The student should have no case of indiscipline pending against him/her.

F. MAXIMUM DURATION OF VARIOUS PROGRAMS:

The maximum duration of any program shall normally be 02 years more than the normal duration of that program as per UGC norms. If the candidate is not able to successfully complete all the requirements for the award of a degree in the maximum duration of his program, candidate may apply to the Vice Chancellor for the extension of duration of the program by 01 more year in the prescribed format, which will be processed on a case-to-case basis on payment of the prescribed fee. If the candidate is still not able to successfully complete all the requirements for the award of a degree in the n+2+1 duration of his program, candidate may apply to the Academic Council through Registrar for the extension of duration of the program by more years in the prescribed format, which will be processed on a case-to-case basis on payment of the prescribed fee in the Academic Council. However, in-line with guidelines of NEP 2020, multiple entry and exit shall be allowed and exit duration will not be counted in the program duration.

G. DIVISION AWARDED:

DIVISION	CGPA

First with Distinction	>= 7.5 CGPA
First	>= 6.0 CGPA < 7.5
Second	CGPA < 6.0

The CGPA conversion to percentage will be CGPA x 10 = Percentage of marks

COMPUTER LAB RULES

1. The Computer Labs are for students currently enrolled at Geeta University. To use the University Computer Lab, you must possess a current student ID Card. It is against policy for you to let another person borrow your ID card to gain access to the computer Lab. If violated, Your Card Will Be Confiscated.

2. Your Geeta University Student ID card must be presented when requested by a Lab Technician.

3. Don't share your passwords with others. Change your password right away if you think someone else may know it.

4. The Computer Lab is for academic purposes. Therefore, a quiet atmosphere is required. Studentfound making noise may be asked to leave the Lab.

5. Computer Lab Assistants are available to assist with basic computer and software problems. They are not tutors and will not tell you how to complete your assignments.

6. Food and drink are not permitted in the computer Lab.

7. The use of cell Phones is prohibited in the computer Labs. Cell phone usage in the computer Lab is a distraction to others. Please take your calls out side. It is suggested to put your Cell phone on vibration & silent mode.

8. Students are not allowed to use Pen Drives, CDs, DVDs etc., in a Computer Lab. Only prescribed official Pen Drives, CDs, DVDs etc. will be used in the Computer Lab to avoid VIRUS in Computers.

9. No duplicate or pirated Software(s) will be allowed to be used in a Computer Lab.

10. Using /exchanging peripherals like mouse, keyboard etc. of one system to another system isprohibited.

11. Playing games in the Lab is strictly prohibited.

12. Before leaving the Lab, users must close all programs positively and log out.

13. Students are strictly not allowed to modify or delete important files or install any software.

14. Students are requested to put their bags/ folders outside the Lab.

15. The user will have to spare the system if demanded by in-charge, if required for some urgency/ maintenance / any others.

16. Internet facility is only for educational/ study purpose. Material related to entertainment is strictly prohibited.

17. Silence must be maintained in the Lab at all times.

18. The Lab must be kept clean and tidy at all times.

19. If any problem arises, please bring the same to the notice of lab in-charge immediately.

20. In case of theft /destruction of the computers or peripherals, double the cost of the loss will be charged from the student/ user.

GEETA UNIVERSITY IT POLICY

Purpose:

This IT policy aims to establish guidelines and standards for the appropriate use of information technology resources by students at Geeta University. This policy aims to promote responsible and ethical use of IT resources, ensure the security and integrity of the university's systems and data, and foster a conducive environment for learning and collaboration.

Acceptable Use

1. **Access to IT resources:** Students are granted access to IT resources provided by Geeta University, including but not limited to computers, software, networks, email, and internet connectivity, for academic and authorized university-related purposes.

2. **Responsible use:** Students are expected to use IT resources responsibly, ethically, and lawfully. This includes adhering to all applicable laws, regulations, and university policies, and refraining from any activities that may disrupt or compromise the integrity of IT systems or networks.

3. **Prohibited activities:** The following activities are strictly prohibited:
    a. Unauthorized access or use of IT resources, including attempting to gain unauthorized access to accounts, data, or systems.

    b. Intentional spreading of malware, viruses, or any other malicious software.

    c. Engaging in any form of hacking, cracking, or unauthorized tampering with IT systems or networks.

    d. Violating copyright laws, including unauthorized distribution, or downloading of copyrighted materials.

    e. Harassment, bullying, or any form of offensive or inappropriate communication via IT resources.

    f. Using IT resources for commercial or personal financial gain, unless expressly permitted by the university.

4. **Data and information security:** Students are responsible for maintaining the security and confidentiality of their accounts and passwords. Sharing or disclosing account information to unauthorized individuals is strictly prohibited. Students must also respect the privacy and confidentiality of others' information.

Network Usage

1. **Internet access:** Students are provided with internet access for educational purposes. Internet usage should be focused on academic

research, learning, and university related activities. Accessing inappropriate or offensive content is strictly prohibited.

2. **Bandwidth management:** Students should use network resources responsibly and avoid excessive or non-essential use of bandwidth that may negatively impact the network performance for others.

3. **Peer-to-peer file sharing:** The use of peer-to-peer file-sharing applications for the unauthorized sharing or downloading of copyrighted material is strictly prohibited.

Email and Communication

1. **Email usage:** Students are provided with university email accounts for official communication. Email should be used responsibly, professionally, and in adherence to university policies. Users must not send or distribute spam, chain emails, or any form of unsolicited communication.

2. **Social media and online behaviour:** Students are expected to maintain a respectful and professional online presence when using social media platforms or any other online communication channels associated with the university. Inappropriate or offensive content, cyber bullying, or harassment are strictly prohibited.

Software and Hardware

1. **Software installation:** Students must comply with software licensing agreements and only install authorized and licensed software on your personal laptops used for university purposes.

2. **Hardware usage:** Students should use IT hardware responsibly and report any damage or malfunction to the appropriate university personnel.

Enforcement and Consequences

1. Violation of this IT policy may result in disciplinary actions, including but not limited to the temporary or permanent suspension of IT privileges, academic penalties, or legal consequences as determined by the university.

2. Geeta University reserves the right to monitor and review IT resources to ensure compliance with this policy and to investigate suspected policy violations. Such monitoring may include reviewing email content, internet usage logs, and other relevant data, as applicable laws and regulations permit.

Policy Acknowledgment

1. All students of Geeta University are required to read, understand, and comply with this IT policy. Students acknowledge their understanding of this policy by accessing or using any university-provided IT resources and agree to abide by its terms and conditions.

2. Students are responsible for regularly reviewing the IT policy and staying informed about any updates or revisions. It is their obligation to ensure their continued compliance with the policy.

3. Failure to comply with this IT policy may result in disciplinary actions, as outlined in "Enforcement & Consequences" section. Geeta University reserves the right to modify this policy at any time, and any updates will be communicated to students through official university channels. By adhering to this IT policy, students contribute to the responsible and secure use of information technology resources at Geeta University, fostering an environment that promotes learning, collaboration, and innovation.

LABORATORIES RULES AND REGULATIONS

1. No eating and/ or drinking is allowed inside any lab.
2. Carrying Water / Soft Drinks / Snacks etc. are strictly prohibited.
3. No group discussions inside the Labs are permitted.
4. Identity card must be carried at all times and shown on demand.
5. Anyone found chatting, playing music, playing games, watching videos or indulging in any objectionable non-academic work on their Laptops/ Notebooks/ Handheld Devices will be barred from the use of Lab facilities.

THE GU LIBRARY

"The World Belongs to Those Who Read" – Rick Holland

26,000+Books; Online Library-Online Journals-E Books
Magazines-Periodicals-Publications-Newsletters

Geeta University understands that a library & information center of an exceptional quality forms the nerve center of any good University. Connecting both students and faculty with global resources of knowledge, the Geeta University Library continues to adapt to challenging new demands and provides a very conducive learning atmosphere for the empowerment of its users.

Library Hours

Weekdays	:	8:00 a.m. – 10:00 p.m.
Sundays	:	10:00 a.m. – 5:00 p.m.

BOOK BORROWING FACILITY

All Diploma, UG & PG students can get up to 3 textbooks for a maximum period of 14 days including Sundays & Holidays. Ph.D. scholars can get up to 5 textbooks issued for a maximum period of 30 days including Sundays & Holidays. After this period the student needs to return the book to the library and, if not already booked by others, can get it re-issued.The following charges shall be levied if the book is not returned within due date:

S.N.	Fine	Duration
1	Rs. 05/- per day	• **Upto 15 Days** after the last date of return of the book. The fine shall be charged per book.
2	Rs. 100 + Rs.05/- per day	• **16^{th}Day onwards upto 30^{th}day** after the last date of return of the book. The fine shall be charged per book.

After 30th day, the actual cost of the text book along with fine of 30 days shall be levied on the student per book.

REFERENCE SECTION

For the added benefit of the students, the library has established a reference section in which books are issued for reading within the library premises during library hours. The books of the reference section cannot be issued for carrying outside the library.

OTHER FACILITIES

1. Xerox Facility (on payment basis).

2. Scanning facility for students (on demand).

3. Program Syllabi and old question papers available online.

4. Digital Library: The GU-Library has membership of DELNET, NPTEL, INFLIBNET etc. It has an impressive collection of e-books and e-magazines in the form of CDs and Internet resources.

LIBRARY RULES & REGULATIONS

1. Only registered members are allowed to use the Library. Students and Faculty members should always carry their ID cards while using the Central Library.
2. Before coming students have to scanned their ID cards through Electronic Gate Management System
3. Outsiders are not allowed in the library without the permission of the authority concerned.
4. It is mandatory for all students that before entering in the library they must Sign in the register at the entrance/exit counter.
5. Every staff/ student of the University is eligible for membership of the Library.
6. Mobile phones must be kept in silent mode in the library premises.

Circulation Rules

1) Borrowing facilities are available to the students against the Identity Card cum Library card issued to them. Books are issued from the counter on presenting the Identity card.
2) No one is allowed to get books issued on others' Library card. Renewal is not automatic. For renewal, it is necessary that the book shall be presented at the counter. If there is a pending demand for the book, the request for renewal may be turned down.
3) If a book is not returned within the stipulated time or lost the book, the student will be charged a fine as mentioned in Book Borrowing Facility Section.
4) If the book of a multi volume set is damaged or lost, the student concerned shall be liable to replace the whole set and pay the necessary fine or pay double the cost of the same and the necessary fine.

5) Students should return the book borrowed from the library before they proceed on long leave (end semester) to avoid payment of a fine beyond the issue date.
6) Books once issued, should not be brought inside, unless it is to be returned.
7) Books cannot be returned on the same day when these are issued
8) More than one book of the same author/title and same edition at one time cannot be issued.
9) The Librarian can recall books and publications at any time to meet any urgent requirement.

Care of Library Books

Students are require to handle the books/ Journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

General Library Rules

a) Personal belongings should be kept in the racks provided at the entrance. Do not keep any precious items in the bags kept at the property counter.
b) Students will not be permitted in the library premises without their library cum identity card.
c) All library users must sign in/out in the registers available with the Librarian.
d) Students should maintain silence in the library and should not disturb others.
e) Smoking/eating/drinking/talking/chewing gum playing songs is strictly prohibited in the library premises.
f) Books and other materials taken from the library stacks should not be left on the table and must be submitted at the reception table for the library staff to rearrange.
g) Users of the library must not steal, mark, cut, or damage the reading materials in any way. Any person found doing so will be fined heavily, apart from being asked to pay the cost of the damaged document. In case a person repeats the offence for the second time, his/her ID card will be impounded and strict

action will be taken as per university norms or decision taken by the proctorial board.

h) Any kind of misbehaviour with Library staff is strictly prohibited. If found guilty, strict action will be taken as per university norms or decision taken by the Proctorial board.

i) Periodicals, Reference books, Journals, Dissertation/ Project report are only for reference and will not be issued to any student. The photocopy of any page is allowed with the permission of Librarian on payment basis.

j) Visitors are not permitted in the library without the permission of the Librarian.

k) Textbooks, printed materials and issued books are not allowed to be taken inside the library. Only loose papers and notebooks are allowed inside the library premises.

l) It is compulsory to record books and other materials which are being taken out of the library at the entrance counter.

m) Readers are advised not to leave their precious and valuable items like money, passport, credit card etc. at the Property Counter.

n) Every staff/student of the college is eligible for Library usage& avail the services of the library.

o) Library can be utilized by the students and staff as per prescribed timings only.

p) Students who have not cleared their dues for more than one month or against whom there are other dues pending will not be allowed to borrow books.

q) The members will be responsible for any loss or non return of books issued to them.

r) Students before leaving the issue counter must satisfy themselves as to whether the books which they intend to borrow are in good condition and any damage should be reported immediately to the Librarian or Library staff, failing which the member to whom the book was issued will be held responsible.

Action for Non Compliance

1) Those who do not comply by the rules may be asked to leave the library by any member of the library staff and their names will be forwarded to the University Disciplinary Board for further action.

2) S/he will be barred permanently from library may also be cancelled permanently if decided by authorities

3) Unauthorized removal of books or damaging the property of library or misbehaviour with library staff shall be considered as an act of indiscipline, which will call for strict action and or fine.

4) Not with standing anything contained in these rules, the decision of the authorities of the University shall be final and binding on all members.

5) Any matter not covered by the above will be solely decided by the Registrar.

ACCOMMODATION ON CAMPUS

A wonderful life on the GU Campus awaits students Administration, estate officer, wardens, supervisors and students ensure that accommodation on campus is a very wholesome experience for the GU Campus is a green, aesthetically pleasing, Wi-Fi campus, away from the city noise & pollution and well provided with all the amenities. Hostels have 24x7 security. All the hostels for boys and girls house a well equipped gymnasium. Campus has three multi-storeyed hostels (three for boys and one for girls) with modern amenities which can approximately accommodate 600 plus students. Regular outings, games & sports, dance & music, bonfires and a host of workshops are some of the special privileges enjoyed by the hostlers.

HOSTEL ADMISSION

1. Hostel shall be allotted for the complete Academic Year only. Students shall not be permitted to leave the hostel in the middle of the Academic Year.

2. Unless the complete semester fee is paid in full, the hostel room shall not be allocated.

3. Hostel & Mess facility is allocated for the Academic Session only. Any additional requirements of Hostel and Mess, even during summer semesters and trainings, etc., have to be paid extra.

4. Power backup facility shall not be available in the Hostels between 9:00 AM to 4:00 PM except during examination and holidays.

5. Hostel Rooms to be vacated strictly after end of each Academic Year.

6. Students are responsible for keeping their rooms neat and tidy. There shall be weekly inspection of the rooms. If found untidy, fine shall be imposed on the students.

7. For students in AC Rooms, ACs should strictly be switched off when the room is not occupied, keeping the energy conservation requirements in mind. If found otherwise, fine shall be imposed on all the students of that room.

8. At the time of room occupation, the students shall check all the accessories provided to them & make a declaration in the Check List provided by the Hostel Supervisor. Any loss or damage will be borne by the concerned student/s.

9. Reallocation of Hostel rooms for new Academic session is not an automatic process. Old students should apply afresh for hostel allotment before the last working day of the ongoing semester along with hostel fee. Their merit and their conduct in the hostel in the previous session will be taken into consideration for reallocation of the rooms. It is to be noted that admission to the hostel is not a matter of right.

10. Students seeking admission to the hostel are expected to read all the hostel rules and regulations announced/updated from time to time. A resident student can be asked to vacate the hostel if caught indulging in any indiscipline as per the university/ hostel rules.

11. All parents before seeking admission of their wards in the hostel are requested to study the hostel rules mentioned below thoroughly, and guide their wards accordingly, and submit an undertaking on a Rs. 20 Non Judicial Stamp Paper duly complete along with their signature, with the hostel admission form.

HOSTEL ATTENDANCE

1. Attendance will be recorded on daily basis by hostel warden in the Hostel Warden Room in between 9:00 pm to 9:30 pm every night. If any student doesn't record his/her attendance it would lead to a fine of Rs. 100/- day and his/her parents would be informed.
2. Students have to seek prior permission to leave the University premises from the Competent Authority.

OUTPASS

1. If a student wishes to go out of the University premises they should seek outing in the prescribed manner:
2. Fill the Out Pass form, after getting it issued and signed from the Hostel supervisor.
3. Seek final approval from the following authorities:
4. Registrar/ Deputy Registrar   (ii)   Chief Warden /Warden
5. Students whohave gone out onan outing should be back in the University premises before 6:00 PM (for Girls) and 8:00 PM (for Boys). On Sundays & holidays, the timing would be extended up to 7:00 PM for Girls
6. Late comers shall be levied a penalty of Rs. 150/-, tobe deposited in the accounts office.

LEAVE/ NIGHT PASS

1. If a student wishes to go out of the University premises for a night, they should seek permission from either of the following authorities one day prior to the night out only after SMS / Whatsapp / Email confirmation by the Parents only:
    (i) Registrar/ Deputy Registrar   (ii) Chief Warden/ Warden
2. All students who have gone for a night out should be back in the University premises as per the time defined in the Night Pass.
3. Late comers shall be levied a penalty ofRs. 250/-, to be deposited in the Account Office.

HOSTEL RULES & REGULATIONS

Hostel is the home of the students residing on campus. Students are expected to conduct themselves, both on and off the campus, in such a manner that brings grace to them and to their University.

All students residing in the hostels are required to observe the following rules. Violation of these rules will make students liable for disciplinary action including expulsion from the hostel.

1. No student will indulge in any kind of ragging in the University campus/ outside the campus/ hostels/ mess, cafe and other areas on the premises. Anyone found indulging in any form of ragging (detailed information is mentioned in 'Anti-Ragging policy') would be punished as per rules laid down by university which adhere to UGC and Supreme Court guidelines in this regard. Students and their parents are advised to read University Anti-Ragging Policy carefully as University has zero tolerance for ragging activities.

2. A student once admitted in the hostel continues to be a hostel resident throughout the year. He has to pay the room rent for the full academic session. The amount will be forfeited if the resident student decides to leave the hostel in mid-session.

3. Every student should stay in the accommodation allotted to him. He will not be allowed to change t h e accommodation once allotted without permission of concerned authority.

4. A student should not enter the room of others in their absence.

5. Attendance will be taken after dinner. If the student is not present at the time of roll call, disciplinary action shall be taken against the student and parents of the concerned students shall be informed.

6. Students must not keep valuables in their rooms. Extra money must be deposited in the post office/savings bank account. They should lock their rooms properly when they go out.

7. A student is responsible for the custody of all of his/her belongings. The University will not be held responsible for any loss incurred due to his negligence or any other reason whatsoever.

8. No one will use the belongings of other students without their prior consent.

9. All the hostlers should be back in the hostel latest as per the time below:
   Summers   : 10:00 PM (for Boys) and 9:00 PM (for Girls).
   Winters   : 9:30 PM (for Boys) and 9:00 PM (for Girls).
10. Students should carry their identity card at all times and produce the same whenever demanded by the authorities.
11. Visitors / Parents are not permitted to stay in the hostels.
12. No day scholar is allowed to enter in the hostel without permission of Registrar.
13. Students are advised to keep the windows closed while leaving the room, as, in case of high wind / bad weather, any glass can break or books & furniture can get damaged. This shall be the responsibility of the students residing in the room.
14. A student shall not hand over the keys of his/her room to any other student/person except the Warden/ Supervisor of the hostel.
15. The Warden/Supervisor or a member of University staff nominated by the Registrar can inspect the room of any student at any time.
16. It has been observed that the students by virtue of their numerical strength are sometimes involved in cases of physical violence or nuisance at public places outside/inside the University campus. The university will treat such incidents as act of indiscipline and appropriate action will be taken as per University and Govt. rules.
17. All instructions/ notices displayed on notice boards/ ERP will be deemed to have been read by all residents and non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board/ ERP everyday to acquaint them with latest information/ instruction.
18. Hostel residents are advised not to paste any poster/announcement on the walls of the hostel. Official poster/material can be displayed on the notice boards with the permission of Hostel Warden only.
19. The students are expected to be in their classes. No student shall be allowed to stay in their rooms/hostel during classes without the prior permission of Department Head and Warden. Only in case of medical emergency the student may be allowed to stay back in the hostel with the permission of the Warden, with information to the respective Department Coordinator within first

hour of the working day.

20. In case of acute illness or emergency at night, the night shift Assistant/Warden/ Security Officer should be informed personally, or through roommates in order to get assistance for treatment in hospital.

21. Boy students are not allowed to enter girl's hostel and vice- versa.

22. No parties and group celebrations are allowed inside the hostel whatever be the occasion; it may be organized in open areas or Spoon and Zaika Cafe with prior permission of Hostel warden and Registrar.

23. All the residents have to follow the mess timings strictly and beyond the timings no food will be served under normal conditions.

24. Students are expected to follow dining etiquette and decent dressing sense. During academic hours, residents shall be permitted in the academic and dining areas only in proper University uniform.

25. Strict disciplinary action will be initiated if resident is/are caught committing a crime or theft of any kind & the case may be referred to the Police for necessary action under IPC and resident may be evicted. Prior to eviction, residents will have to settle all outstanding charges as deemed applicable including forfeiture of unutilized period of the hostel fee.

26. Residents are not allowed to keep weapons (legal or illegal) & life threatening items in their possession in the hostel and University premises under any circumstances.

27. Vandalism and any damage to the University property is a very serious offence. Residents found guilty of committing such an offence may be evicted from the Hostel with immediate effect.

28. Resident students will not leave the hostel without prior permission of the warden. Warden of the hostel may turn down the request in absence of valid reasons/ permission of University authorities/ consent of parents.

29. Any collection of fund by student without prior permission of warden is not allowed.

30. Maintenance of hygiene and cleaning of hostel rooms shall be undertaken by all the students staying in each room. Also keeping hostel public areas clean such as the corridor, lounge, lift lobby etc is the collective responsibility of all the hostel students staying on each floor.

31. Do not litter/ spit in hostel area and don't leave any items in the corridor, to prevent the environment from being dirty and messy. Garbage must be disposed off in the garbage bins only.
32. Sitting or standing on the balcony, corridor bars and windows are prohibited to avoid accidents. Offenders are fully responsible for any accidents which happen due to such negligence.
33. Do not make loud noises, sing or shout within the hostel area. Noises or actions affecting others w h o are studying or sleeping are prohibited.
34. Residents can avail the usage of the hostel's computer network (Wi-Fi) and services which have been provided to add value and service to residents.
35. Any cyber crime, indiscriminate imaging with mobile camera or digital camera, MMS etc. will be taken very seriously and action shall be taken against residents found guilty of such activities.
36. Students found and confirmed to have committed the following offence will be punished under University/hostel rules which may lead to expulsion either from University or hostel.
37. Smoking, gambling, taking alcoholic drinks, drugs or fighting in the hostel.
38. Damaging hostel and other property including fixtures, electrical equipments, doors, fans   and other furniture etc. will be considered as punishable offence which may lead to monetary and other fines depending on the decision taken by proctorial board/ concerned authorities.
39. Using prohibited electrical appliances (such as heater, cooker, electric kettle, induction, stove, electric iron and others) and cooking is not allowed. If found the appliances will be seized and necessary disciplinary action will be taken.
40. All the students have to follow the instructions given by the security guard and other hostel/mess staff. Complaint against any staff may be registered to the warden and in no case are the students authorized to handle the situation by them.

INTERNET

Free Wi-Fi service is available in all the hostels. It is very convenient for the students to get their laptops registered for Wi-Fi access from the System Administrator.

LAUNDRY FACILITIES

Laundry service is available for the hostel students on campus. Students can avail this service for up to 50 clothes per month. Student can also avail Laundry service beyond this limit on payment basis. Hostels are also equipped with water heaters. Professional housekeeping and maintenance agencies maintain the entire facility.

MESS

Geeta University has Mess and Cafeteria that are hygienic and well-furnished. They provide food for staff and students, and remain open on all days, offering an assortment of Indian cuisines. The Mess Committee and the University administration closely monitor the quality of food served on campus. Day scholars are not allowed in the mess, Spoon and Zaika cafeteria is available for them.

MESS TIMINGS:

Breakfast   : 7:50 AM to 8:50 AM

Lunch   : 12:30 PM to 2:00 PM(Monday to Friday)

                                      1:00 PM to 2:00 PM (Saturday, Sunday& Holidays)

Evening Tea and Snacks : 5:00 PM to 5:30 PM

Dinner   : 8:00 PM to 9:00 PM

These timings are to be strictly adhered to since time is required for preparation of the next meal. Under no circumstances shall the students be served meals at timings other than mentioned above.

CAFETERIAS

Spoon and Zaika cafeteriasare available for all the students where a range of healthy eatables and snacks are served as per the menu.

HOSTEL PENALTIES

Misuse of Electricity:

- If room locked and tube light /Fan or both are on Rs. 100 will be charged as fine from each student in caseof first warning.

- If room locked and tube light /Fan or both are on Rs. 200 will be charged as fine from each student in caseof second warning.
- If room locked and tube light /Fan or both are on Rs. 500 will be charged as fine from each student in caseof third warning.
- **After 3 warnings, the name of student will be struck off.**
- If room locked and AC is on Rs. 500 will be charged as fine from each student in case of first warning.
- If room locked and AC is on Rs. 1000 will be charged as fine from each student in case of second warning.
- If room locked and AC is on Rs. 5000 will be charged as fine from each student in case of third warning.
- **After 3 warnings, the name of student will be struck off.**
- If room locked and tube light, Fan and AC are on Rs. 1000 will be charged as fine from each student incase of first warning.
- After 1 warning, the name of student will be struck off.

Smoking / Drinking/ Narcotic Drug
- If cigarette is found in any room Rs. 1000 will be charged as fine from each student in case of firstwarning.
- If cigarette is found in any room Rs. 5000 will be charged as fine from each student and expulsion fromhostel for 1 week in case of second warning.
- If cigarette is found in any room Rs. 5000 will be charged as fine from each student and expulsion fromhostel for whole year in case of third warning.
- If cigarette is found in individual possession he will be fine
  1st time: -1000/-
  2nd time:-2000/-
  3rd time:- 5000/-
- If Liquor/ Narcotic drugs are found in any room Rs. 5000 will be charged as fine from each student and expulsion from hostel for one week in case of first warning.

- If Liquor / Narcotic drugs are found in any room Rs. 15000 will be charged as fine from each student andexpulsion from hostel for whole year in case of second warning.

Electrical Appliances:

- If electrical appliance is found in any room Rs. 2000 will be charged as fine from each student in case of first warning.
- If electrical appliance is found in any room Rs. 5000 will be charged as fine from each student in case of second warning.
- If electrical appliance is found in any room Rs. 5000 will be charged as fine and struck off the name of student in case of third warning.

Damage of Property

- The three times amount or any loss of property will be charged.

Others

- If any student stays the outside hostel without permission of Hostel warden, a fine up to 2000/-may be imposed and he/ she has to take prior permission from Registrar before entering in the hostel again.
- Student comes late after permitted time Rs. 100 will be charged.
- Outsiders are strictly prohibited in the hostel. If any outsiders are found Rs. 1000/- will be charged fromhim along with a penalty of Rs. 1000/- on the student's in whose room outsider is found

TRANSPORTATION

The Geeta University for its staff and students has authorized its Transport Manager/ Bus In-Charge to manage the affairs of the Transport. The Transport Manager is responsible for the management of running and maintenance of transport with the help of supervisory staff.

1. REGISTRATION FOR TRANSPORTATION FACILITY:

a. The university transport facility will be allocated for full academic year. No student is authorized to drop transport facility during the year.

a. Request for availing Transport Facility is to be submitted to the Bus In-charge in the prescribed format or ERP.

b. An admission to Transport is open to staff members and all admitted students on annual basis. The Transport Fee and related charges are payable in advance for each year, as decided by the Competent Authority.

c. Transport Fee and related charges are subject to revision by the Competent Authority.

d. All students can apply and will be considered for Transport Facility, but the same cannot be claimed as a matter of right by any staff or student. The number of seats in the Transportation being limited, the admission to Transport facility will be on First Come First Served basis, but preference will be given to staff members and students from distant places or admitted to a particular program or under any particular category, to be decided by the Competent Authority. Registration to the Transport will be at the sole discretion of the Bus In-Charge.

e. Routes and pick up points will be decided by the University, which can be changed from time to time as per the requirement. Staff members and students shall board the transport vehicle only from the assigned boarding point/location at the scheduled time.

f. The allotment of applicants to a particular Transport will be made by the Transport Manager/Bus In-charge. Students and staff members should not change their allotment without the written approval of the Transport Manager/ Registrar.

g. Staff members and students from contagious disease will not be admitted to the Transport Facility. Such staff members and students will be asked immediately to leave the transport in case the sufferance from contagious disease comes to the notice of the authorities at some subsequent stage.

h. If a student is expelled from the University for any reason he/ she will be immediately divested of the Transport facility. His/her traveling in the Transport will be treated as unauthorized. Any payment made by such students for the transport facility will be forfeited to the University and no refund will be admissible.

i. Students and Staff members can not avail the University Transport occasionally without prior permission of Transport Manager.

2. **GENERAL INSTRUCTIONS:**

a. The staff and students are personally responsible for the safety and security of their belongings such as purse, calculators, cell phones, computers and books etc. They alsoshould not carry with the large amounts of cash or valuables like gold ring, costly Wristwatch, etc. with them. Management will not be responsible in the event of loss or theftof such articles nor will it entertain any investigation or inquiries.

b. Pets are not allowed to be carried in the University Transport.

c. The student will be liable to pay charges for transport for the industrial visits, tours, bridgecourses, workshops, practical training, placement visits or for visiting such otherplaces/events as may be specified by the University from time to time, in addition to thetransport fee for the academic session(s).

3. **TRANSPORT DISCIPLINE:**

a. Student and staff members should not enter into any unnecessary conversation, discussion, quarrel or altercation with the transport staff. Use of abusive, vulgar and provocative orunparliamentarily language against the transport staff/co travelers is strictly forbidden.Complaints, if any, against any employee of the Transport Service may be submitted to the Registrar office in written format.

b. Smoking, gambling in any form – such as playing cards (even without stake money), consumption of alcohol, use of drugs and narcotics and even possession of such thing in theUniversity Transport is strictly prohibited. Anyone found indulging in the use of such things will not only be asked to vacate the Transport, but will also be subject to other disciplinary action as per the General Code of Conduct.

c. Possession of any lethal weapon or any instrument/contrivance, which is likely to cause physical harm to others, is strictly prohibited in the Transport.

d. Hostellers are allowed in the Transport only with the prior written permission of the Transport Manager and after making necessary payment for such occasional usage.

e. A separate Identity Card will be issued to each staff member and student availing Transport facility. The ID-card must be produced for identification at the time of surprise checking by Transport Manager/any authorized official.

f. The Transport ID-card shall remain the property of the University.Staff members/studentswill return the same when they stop usage of the transport facility. In case of loss ofTransport ID-card a duplicate card will be issued on payment of Rs.100/-.

g. The University shall not be liable for any damage, loss, accident and/ or mishapcaused to staff members and students while in transit, or otherwise.

h. Violation of any of these rules would result in punitive action. Serious cases of violations would be referred to the "Disciplinary Committee", whose decision shall be final and binding.

i. Staff members and students shall board the transport vehicle only from the assignedboarding point/location at the scheduled time.

4. DAMAGES AND RECOVERY:

a. Staff/students using the transport facility will ensure that no damage is caused to any part ofthe vehicle in which they travel.

b. In case any damage is noticed, the cost thereof repair will be recovered from the identifiedindividual (s) or collectively from the regular commuters of the vehicle.

5. PAYMENT OF TRANSPORT DUES:

Users of transport facility must understand and accept that Transport is operated on a self- financed, no profit-no-loss basis by recovering the actual cost of running and maintainingthe Transport Facility.

a. The Transport Fee and related charges are payable in advance for each year as may bedecided by the Competent Authority. The Transport Fee and related charges are subject torevision from time to time as decided by the Competent Authority.

b. The amount once collected is not refundable on any account.

6. PAYMENT POLICIES:

Transport payments are accepted via ERP of Geeta University.

DEPARTMENT OF TRAINING & PLACEMENT

SKILLS ENHANCEMENT CERTIFICATIONS: Geeta Technical Hub (GTH) maps students level on various skill sets, provides them trainings based on industry requirements & as per Global standards. They enhance students by Outcome oriented technical training, ELQ (English, Logical & Quantitative Aptitude & Logical Reasoning) Soft Skill Training, IT skills Programming, Fundamental (Logics, Algorithms and Flowcharts), Programming (C & C++), Data Structure, Database (SQL) and Networking (Virtualization and Linux Administration), Aptitude and Reasoning (Verbal Ability, Communication Skills, Behavioural Skills, GD & Interview Preparation) and Mock Placement Drives.

GO GLOBAL WITH GU: International Credit Transfer for Twinning Program Semester Exchange Program, Summer School, Winter School, Immersion Programs with Swiss School of Management, Rome, University of California, Hog school, Belgium, and many more.

PLACEMENTS

350+ COMPANIES VISITED

HIGHEST PACKAGE 2022

INR 40 LPA

BY APISERO PUNE

Geeta University has an inspiring and commendable placement record over the years. Students have been successfully placed across various industrial verticals including the top MNCs.

STANDARD OPERATING PROCEDURE (SOP) & GUIDELINES FOR PLACEMENT PROCESS

1. Students are advised to submit their preferred area of specialization where he/she would like to pursue his/ her career.

2. It is compulsory for all the final year students from all streams to attend the pre-placement talks (PPT).

3. Students who have not attended placement presentations during placement drive and corporate meet would be relegated to last priority for placement assistance from the University.

4. Once a student has applied for a particular company after the PPT/display of placement notice for the company it would be assumed that he/she is interested in the company and hence the excuse of not liking the profile of the company or the job would not be entertained later.

5. Campus placement is first job of a student. In order to progress fast in professional career, it is expected that the students also look for job profile as against for other benefits including salary.

6. Once placed, the students should continue with it reasonably to gain the best advantage in terms of experience and also create good repo for institute–industry relationship. In case of unavoidable circumstances, the students must contact and seek necessary advice from Training and Placement Cell before communicating their decision to the company.

7. Placement Policy:

   a. It is mandatory for interested students to get registered with the Placement Department to take part in campus placement activities.

   b. One student One Offer is our placement policy. Exceptions to this rule, as below:

   - Placed CSE/IT students can appear for product based company with Higher Package as Dream Status Company.

   - Once the student is placed with a product/core based company, he/she will not be allowed to appear in any other company.

   - Students from Core branches placed in software companies will be allowed to appear in Core companies.

   - Students may get multiple offers due to non-disclosure of the result in time

by the company.

c. Students are strictly not allowed to communicate with company officials. All queries should be routed through placement department only.

Need based changes can be made in placement policy as and when required, with the permission from Vice Chancellor

PLACEMENT RULES AND REGULATIONS

1. Registration in Placements Cell is compulsory to participate in the placement drive organized by the University. Every student has to fill in the Undertaking, as specified by the Placement Cell.

2. Any student having attendance below 75% in the previous Semester will not be allowed to appear in any placement drive organized by the University.

3. Any student found violating the rules & regulations of the University will not be allowed to appear in the placement drives.

4. It is mandatory that every student must report at the correct time as mentioned in the notice for the placement drives.

5. Student must carry their CV (in University format) and passport size photographs in all the placement drives.

6. Students are advised to know the complete details about the company by visiting company website. This knowledge will help during interview.

7. The eligibility criteria to appear in a placement drive shall vary from company to company.

8. If any student does not complete the placement process or skips/ leaves any process of placement drive in between, either in University or off campus, without taking prior permission citing a valid reason, an action can be taken against such defaulting students.

9. Already placed student (one time) will be allowed to sit in further placement drive only if the brand value & package gap of the second company is higher by 1 Lac in the previous company in which he has already been placed. In case of a core profile, Product Development Company or a dream company with a huge package, the placement cell has the discretion to give permission to the student to appear in the process.

DOCUMENTATIONS

1. Please keep up-to-date your LinkedIn profile.
2. Keep 3-5 hard copy of resume ready for any interview process.
3. Keep minimum of 3 recent passport size photographs (coloured in University Uniform).
4. Keep all your Photostat documents handy and ready in file.
5. Carry white papers and pen in your file.

DRESS CODE AND PHYSICAL APPEARANCE

1. During the campus, recruitment processes in on-campus/pool-campus/off-campus you need to be in your University uniform (neat and clean) with University tie and identity card and do not let your tie hang below your belt.
2. Please wear clean and polished black leather shoes.
3. Do not wear casual trousers, jeans, T-shirt or any other casual shoes.
4. Boys should have clean shave or well-trimmed beard and decent hair style. Do not carry yourself with casual appearance.
5. Always wear your I-card for any placement process.
6. Students must behave politely and calmly during the process. No student is allowed to interact with the company HR staff directly during on-campus/off-campus/pool campus interviews. Any query regarding the placement drive should be clarified with the University placement officer only (Key person who will assist you during placement drive) who will speak to the HR in order to clarify students' queries.

OUR RECRUITERS

The main recruiters of Geeta University are Byju's, Tech Mahindra, Genpact, Philips, IDFC Kotak Mahindra, Laborate, Infosys, Commerce V3, Munjal Kiriu Group, Hyatt, Chegg India Flipkart, Mcfee, JBM Group India Mart, British Telecom, Sanmar Group and many more.

SPORTS, HEALTH AND SECURITY

Students have the chance to use world-class sporting and fitness facilities. They may join sports club of Geeta University and participate in the game of their choice. The University conducts a wide range of sporting events and competitions. Active participation is highly appreciated.

Outdoor Facilities: Courts of Badminton, Kabaddi Volleyball and a Cricket ground along with Cricket Practice Nets, and Football ground.

Indoor Facilities: Table Tennis, separate Gyms for boys and girls, Chess, Badminton, and Pool table.

SPORTS RULES AND REGULATIONS:

Clauses	Act of Indiscipline during sports activities and sports tournament	Penalties
1	Improper playing kit/ attire during official practice sessions and tournaments	1st offence- Warning 2nd offence- Rs 500 fine 3rd offence-Debar from participating in upcoming extramural/ Intramural tournament
2	Use of abusive language/ bullying on the field/ court	1st offence- Reprimand and written apology letter 2nd offence- Debar from ongoing tournament/ practice session for one week and Rs 200 fine. 3rd offence- Debar on permanent basis from using sports facilities, equipment and services of coaches/ sports officers.
3	Damage to the courts/ fields and misusing respective courts/fields	Debar from respective sport and fine for the damage that has been caused.
4	Intentional breakage of equipment/ sports goods (Sports officers will decide whether breakage is intentional or not)	Fine of MRP (with tax) of that equipment and Debar on permanent basis from using sports facilities, equipment

5	Physical violence	Decision as taken by Proctorial board, which may lead to expulsion/ suspension from university.
6	Possession /taking liquor and or smoking	Debar on permanent basis from using sports facilities, equipment and services of coaches/ sports officers and Rs. 500 fine.
7	Eve teasing/sexual harassment during competitions (intramural/ extramural) & practice sessions	Decision as taken by Proctorial board, which may lead to expulsion/ suspension from university.
8	Argument and disobeying with coaches and officials and disobedience	1st offence- Warning and written apology letter by offender through sports convener
		2nd offence- Rs 500 fine and written apology letter by offender through sports convener
		3rd offence-Permanent ban on using sports facilities, equipment and services of coaches/sports officers
9	Students leaving premises during extramural(s) without permission of accompanying sports officer or not accompanying team while going from and coming back to campus	1st offence-Debar from next tournament/ match and written apology letter by offender through sports convener.
		2nd offence- Matter shall be escalated to Proctorial Board, which may lead to ban for one year from using sports facilities and services of coaches/sports officers.
10	Exhibiting dangerous behaviour or getting down from the coach/train/bus without official permission during journey	1st offence- Warning and written apology letter by offender through sports convener
		2nd offence- Debar from participating in upcoming extramural/ Intramural tournament.
		3rd offence-Permanent ban on using sportsfacilities, equipment and services of coaches/sports officers.
11	Delay in reporting on the field during Sports Tournaments	Individual person/team will not play in next match
12	Additional penalty for offences made during Sports Tournaments	Deprive of Sports Tournaments medal and certificate
13	Students indulging in sports activities during 'quiet	1st offence-Warning
		2nd offence-Reprimand

	hours'*	3rd offence- One month ban from using sports facilities, equipment and services of coaches/sports officers

The hours of 9.20 AM to 4.20 PM on teaching day (or class days) must be strictly observed as "quiet hours" when boisterous behaviour, games and sports activities or other type of activities which result in creating a lot of noise are not allowed except when prior permission of the DSW/ Head (Sports) has been given for a specific activity for a specific time.

STUDENT HEALTHCARE

Health and fitness of students is a top priority at Geeta University. A doctor is available in the campus for providing the first-aid, although Geeta University has a tie-up with a nearby super specialty hospital "NC Hospital" and a vehicle is stationed on campus round the clock to handle any emergencies.

SAFETY ON CAMPUS

Student safety is top priority at Geeta University. Adequate safety measures are followed throughout the campus in the best possible manner. Treated water is supplied to all on campus. Sophisticated fire alarm systems and fire extinguishers are strategically positioned throughout the campus, while training in safety and first aid is conducted as a routine for students. The security is deployed round the clock, throughout the year, making it intense yet non-obtrusive campus. Additionally, areas including the main gate, inner gate (operational area surrounded by green fencing) and hostel common areas are monitored by CCTV.

DEPARTMENTAL CLUBS

Finance Club (Mudra Club):

The Finance club is to promote among the members and the community around us to have financial literacy and make people aware of the opportunities that are available to them. Finance club also aims at becoming a platform for its members to explore the world of finance and the technical details of various forms of accounting to the new world of blockchains. It's our purpose to be an inclusive club with people from all backgrounds collaborating with each other.

Human Resource and Marketing Club (Emporia Club):

The HR Club of Geeta University is named People's Hub and has been functioning for Geeta University students whose interests lie in Human Resource Development. The purpose of HR club activity is to bring together the students who are interested in the field of Human Resources Management and marketing. This club helps them to develop intrapersonal and interpersonal skills needed to survive in the corporate jungle. The club aims at becoming an incubation space for future leaders through fun, education and synergic networking.

Entrepreneurship Club (Wolf Pack Entrepreneurship Club):

The Entrepreneurship Club aims to provide a conduit by which students can access entrepreneurial resources, network with community entrepreneurs, and share ideas. The club is dedicated to furthering understanding about new and small businesses. A student learns about being innovative and bring in out of the box thinking. They learn new idea generation and feasibility analysis of the various start-ups. They deliberate on the various government schemes supporting the start-ups.

Literary Club:

Writing is a continuous art which requires continuous skilling and up gradation. The club identifies this need and promotes the use, practice and remembering new literary writing skills. Building on to the vocabulary and articulation of thoughts holds the key wherein the student non only understands various contemporary styles of writing and take it forward to write new age blogs, web[ages and social media content. This separately makes them equipped to write research articles and papers in the reputed journals.

Void Main Club: Void Main club is a hub of collaboration for tech enthusiasts. Members engage in hands-on projects, workshops, and discussions, fostering creativity and skill development across various domains, from coding challenges to hackathons. The club cultivates a dynamic environment for passionate exploration of technology.

AI Innovators' Club: The AI Innovators' club will lead the frontier of technological advancement. Participants will delve into cutting-edge AI research, crafting

innovative solutions across industries, from neural network optimization to ethical AI integration. Activities under this club will empower minds to shape the future of artificial intelligence, bridging the gap between theory and transformative applications.

WOMEN WELFARE CELL/ ICC

Women Welfare Cell has been constituted in the campus in order to prevent any kind of Gender based discrimination, exploitation and harassment, if any occurs in the campus.

The foremost objective of this cell is to safeguard the self-esteem and rights of the women students. The female students can approach any member of the WWC for issues related to their safety and security on campus. The current members of the WWC are:

SN	Name	Position	Contact No.	Email
1	Dr. Sarita	Chairperson	9996204880	Pharma.p1@heetauniversity.edu.in
2	Dr. Farhat Mohsin	Member (External)	9871144250	farhat.fms@mriu.edu.in
3	Dr. Rekha Narang	Teaching Member	8889767888	dsw@geetauniversity.edu.in
4	Dr. Sangeeta	Teaching Member	9996748478	drsangeeta.mgmt@geetauniversity.edu.in
5	Mr. Pramod Sharma	Non-Teaching Member	8594900000	dy.registrar@geetauniversity.edu.in
6	Mr. Deepak Bhardwaj	Non-Teaching Member	9254041803	dydirector.it@geetauniversity.edu.in
7	Mr. Manan Singal	NGO Representative	9991055093	Manansingla19@gmail.com
8	Ms. Rashi Aggarwal	Student Member	7056858219	rashicse@gmail.com
9	Ms. Anmol Singh	Student Member	9717494840	2305401030.anmol@geetauniversity.edu.in
10	Ms. Parul S. Ghangas	Student Member	9996863322	parulmgt@geeta.edu.in
11	Ms. Aarti	Member Secretary	9416873371	cse.ap1@geetauniversity.edu.in

UNIVERSITYFESTS & EVENTS
SANGRILA:

Sangrila fest is intense lucrative for both students and universities because it helps students decide where they want to apply to go to college and also helps colleges sell their vibe. It is a weekend celebration of college life. It takes place on college

campuses and is attended by people from all over the country. Activities at the college fest include football games, concerts, carnivals, and much more!!!

BIZZ FIESTA:

Bizz Fiesta is an annual management fest. With an objective to provide an opportunity for all the BBA Students to enhance their team building, interpersonal communication, problem-solving skills, etc, and to inculcate a feeling of healthy competition amongst themselves, an intra-course Management Fest "BIZ -FIESTA-2023" 4th Annual Management Fest of UG Campus for BBA Students, is organized at the institute. Winners and participants shall be awarded exciting prizes, Medals & Certificates.

ACADEMIC EVENTS

Conference and Seminars

Every year, a member of conferences and seminars take place in Geeta University. The research papers in these conferences are presented by scholars coming from all over India. The proceedings of these conferences are published in various International and National Journals.

Workshops

Workshops on various leading technologies, art and culture are organized regularly by Geeta University. The workshops are sponsored by leading companies and agencies such as Cisco, Redhat Academy, Github etc. deliver courses in new age technologies.

Industry - University Interactions

Interaction with Industry is prime requirement and the University continues to work with them in different domains by signing MOUs. Geeta University has also signed an MOU with Swiss School of Management, University of California to offer student exchange programs.

SPORTS EVENTS

Pratispardha (The Annual Sports Meet)

This inter-university event takes place once a year and teams from various Universities and colleges take part in this event.

DISCIPLINE AT UNIVERSITY

A humble and cultured behaviour is expected from all the students of the University. Strict action will be taken if a student is found roaming around campus while his classes/ activities are going on. Laboratory hours are to be utilized well for better understanding of the concepts. University has mentorship program for students. Every student will be assigned a mentor who will solve the student's day to day problems. Mentor will take care of student academic and non academic activities. Student will report to mentors and discuss the problems. There may be some problems which may need to be addressed to higher hierarchies like Dean Student Welfare/Registrar. However, such problems will also be addressed through mentor only.

PROCTORIAL BOARD

The rules and regulations of the University, which are to be followed to maintain a cordial atmosphere in the campus (among the students, faculty members and non teaching staff), the Proctorial Board of the University is constituted. The members of the proctorial board are as follows:

S.N.	Name	Designation	Contact Number
1.	Dr. Yuvraj Yadav	Chief Proctor	9870898846
2.	Dr. Reenu Rana	Deputy Proctor	9105063129
3.	Dr. Sunil Jawla	Member	9456039139
4.	Dr. Amit Gupta	Member	9896348400
5.	Dr. Sarita	Member	9996204880
6.	Dr. Rekha Narang	Member	8889767888
7.	Dr. Sangeeta	Member	9996748478
8.	Dr. Jaskaran Singh	Member	8283864936
9.	Dr. Parmjeet Kaur	Member	8295862899
10.	Mr. Kapil Saini	Member	9044800001
11.	Warden-Girls Hostel—(Ex-Officio)	Member	8295422255
12.	Warden-Boys Hostel—(Ex-Officio)	Member	8295141000

DISCIPLINARY ACTIONS

1. Discipline is an integral part of the culture at Geeta University. We maintain a proper code of conduct for all. We expect & promote good manners & well disciplined students.

2. The Proctorial Board has been constituted for the same purpose which takes care of the deployment & maintenance of disciplinary practices.

PUNISHABLE OFFENCE

1. Not appearing in classes/labs/activities without prior permission of concerned authority.
2. Not attending the examination without any valid reason.
3. Agitation of any nature.
4. Misbehaviour with faculty/staff members/fellow students.
5. Day scholars staying in hostel without proper permission.
6. Damaging University property.
7. Misbehaviour in class.
8. Involvement in ragging activity.
9. Bursting crackers in buildings and restricted areas.
10. Eve teasing.
11. Wastage of food in mess and cafe.
12. Noise in hostel/corridors.
13. Not attending classes after vacation/holidays.
14. Use of mobile phone in during classes/ examination.
15. University does not promote/ allow any religious activity by the students on campus.
16. Mass bunk in classes.
17. Boycotting the examination.
18. Wearing of Gamcha/Parna/Shawl in the campus.
19. And others as notified from time to time.

ACTION TAKEN UNDER INDISCIPLINE ACT

1. Debar from scholarship.
2. Debar from training and placement classes.

3. Debar from classes.
4. Debar from skill development.
5. Debar from hostel facility.
6. Debar from transport facility.
7. Penalty of General Proficiency marks.
8. Suspension from classes.

To maintain & monitor the discipline at the campuses of GEETA UNIVERSITY, General Proficiency marks have been introduced, which serves two purposes: Discourages the involvement of students in any act of indiscipline. Encourages students to participate in cultural /sports & other extracurricular activities.

ANTI-RAGGING

Regulations on Curbing the Menace of Ragging

Ragging is a Criminal Offence as per the Supreme Court verdict. Ragging is an offence under Penal Code and under Section 116 which defines as:"Causing, inducing, compelling or forcing a student, whether by way of practical joke or otherwise, to do any act which detracts from human dignity or violates his/ her person or exposes him/ her to ridicule from doing any lawful act. By intimidating, wrongfully restraining, wrongfully confining, or injuring him or by using criminal force on him/her or by holding out to him/her any threat of intimidation, wrongful confinement, injury or the use of criminal force." "Ragging in all its forms is totally banned in this University including in its departments, constituent units, all its premises (Academic, Residential, Sports, Kiosks, Cafeteria & the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The University shall take strict action including but not limited to criminal proceeding and/or cancellation of admission against those found guilty of ragging and/or of abetting ragging and the burden of proof shall hereby lie on the perpetrator of alleged ragging and not on the victim. An offence of ragging may be charged either on a written complaint by the affected or on independent findings of the Anti Ragging Squad. The University is bound by the U.G.C. Regulations on Curbing the Menace of Ragging in Higher Educational Institutions.

THE ANTI RAGGING CELL AT GEETA UNIVERSITY

1. Geeta University campus is ragging free & zero tolerance to ragging. To ensure the implementation of anti-ragging directions of the Hon'ble Supreme Court, Govt. Of India, an anti- ragging squad and Proctorial Board is well constituted as per UGC norms and Hon'ble Supreme Court, Govt. Of India guidelines to maintain strict discipline in campus in all aspects.

2. Formation of anti-ragging committee is defined. Proctorial board is working as a support center. Proctorial board and Women Cell will support the anti-ragging committee.

3. To ensure prompt response as per UGC norms and Hon'ble Supreme Court, Govt. Of India, an anti- ragging control room is maintained in campus, with all the necessary facilities.

S.N	Name	Designation	Department	Contact No.	Email
1	Dr. Sunil Jawla	Principal (Chairperson)	Pharmacy	9456039139	principalgip@geeta.edu.in
2	Dr. Rekha Narang (Ex-Officio)	Dean-Student Welfare	Student Welfare	8889767888	dsw@geetauniversity.edu.in
3	Dr. Amit Gupta	Professor	Engineering	8725032877	deangec@geeta.edu.in
4	Dr. Jaskaran Singh	Associate Professor	Sciences	8283864936	drjaskaran.fs@geetauniversity.edu.in
5	Dr. Sangeeta	Associate Professor	Management	9996748478	drsangeeta.mgmt@geetauniversity.edu.in
6	Dr. Bhawna Sharma	Associate Professor	Humanities	9958862296	bhawna.sharma@geetauniversity.edu.in
7	Dr. Yuvraj Singh	Associate Professor	Agricultural	9870898846	dryuvraj.agri@geetauniversity.edu.in
8	Dr. Reenu Rana	Associate Professor	N&D	9105063129	drrenu.nd@geetauniversity.edu.in
9	Mr. Pramod Sharma	Deputy Registrar	Admin	8594900000	dy.registrar@geetauniversity.edu.in
10	Warden- (Ex-Officio)	Warden	Hostel (Boys)	8295141000	hostelwarden@geetauniversity.edu.in
11	Warden- (Ex-Officio)	Warden	Hostel (Girls)	8295422255	assistantwarden@geetauniversity.edu.in
14	Iddu Khan	Parent (Representative)	-	9729210780	-
15	Mr. Ram Mehar	Parent (Representative)	-	9671530728	-
16	Gautam Dawar	Student	B. Tech	8295840276	gautam.2201301021@geetauniversity.edu.in
17	Naveen Deswal	Student	B. Pharm	-	2207301050.rajini@geetauniversity.edu.in
18	Komal Verma	Student	MBA	-	2305401043.komal@geetauniversity.edu.in
19	Dr. Sushil Kumar	Professor (Member Secretary)	Hotel Management	9896413400	principalhm@geeta.edu.in

GRIEVANCE READRESSAL CELL

The Students 'Grievance Redressal Cell desires to promote and maintain a conductive and unprejudiced educational environment. The objectives of Students Grievance Redressal Cell include the following:

a) To ensure effective solution to the student's grievances with an impartial and fair approach without causing any breach of university rules & regulations.
b) To make the systems of the University responsive, accountable and considerate in dealing with the students.

The Cell enables a student to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the University. The approach of the Students 'Grievance Redressal Cell' is student centric. The constitution of **Student Grievance Redressal Committees (SGRC)** of Geeta University, Panipat is as per the University Grants Commission Regulations, 2023. The details of Grievance Redressal Committee are given below.

SN	Name	Position	Contact No.	Email
1	Dr. Ashok Kumar	Chairperson	9253032100	registrar@geetauniversity.edu.in
2	Dr Bhawna Sharma	Member	9958862296	bhawna.sharma@geetauniversity.edu.in
3	Dr. Neha Arora	Member	8198900091	neha.mgmt@geetauniversity.edu.in
4	Dr. Mamta	Member	9887595300	pharma.ap4@geetauniversity.edu.in
5	Mr. Ashish	Student (Special Invitee)	8053650811	aashish.gorayan@gmail.com
6	Mr. Pramod Sharma	Member Secretary	8594900000	dy.registrar@geetyauniversity.edu.in