



**GEETA**  
**UNIVERSITY**

PANIPAT, DELHI NCR, INDIA—

POWERING EDUCATION, EMPOWERING MINDS.

# STUDENT HANDBOOK

2026–2027

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 reach the pinnacle of academic excellence and nurture the dreams and aspirations of students aspiring to evolve into well-rounded technocrats, professionals, scientists, leaders, and entrepreneurs dedicated to nation-building.

## MISSION

- To inspire academic excellence through a student-centered and outcome-based teaching-learning process
- To develop the right knowledge, skills, behavior, and attitude among students
- To promote interdisciplinary research
- To establish a strong industry-academia connection
- To nurture entrepreneurship and support the innovative ideas of students

## THE SCHOOLS OF THE 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; B.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.

### SP Bansal School of Business

MBA (AI For Business); MBA (Digital Marketing); MBA (FinTech); MBA (Finance); MBA (Marketing); MBA (Human Resource Management); MBA (Supply Chain Management); MBA (Entrepreneurship and Family Business)

### 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; B.A. (H) English; B.A. (H); M.A. Pol. Sc.; M.A. Psychology; M.A. Economics; 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; M.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 to earn 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 NEP 2020 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 6<sup>th</sup> Semester can continue in the 4<sup>th</sup> 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 employability after completion of the program. The students can opt the vocation skill basket, as per their interest. Another facet of our skill enchantment category is to enhance 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 in Quantitative aptitude and Logical Reasoning. University has made its prime focus to sculpt our students as a complete corporate citizen.

**4 Open 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 choose 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 earn in 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 domains with our following industry partners:

HCL, Hindustan Agricultural Research Welfare Society, Plantica Foundation, Vita International Health Agency, TalentGro, 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 10<sup>th</sup> April for odd semester and by 10<sup>th</sup> November for even semester.**
2. Fee may be deposited in university account through ERP
3. No Cash/ Cheque shall be accepted.
4. Any other charges (Examination Fee, Summer Semester Fee, 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	• <b>Upto 10 Days</b> after the last date of fee.
2	Rs.500 + Rs.100/- per day	• <b>11<sup>th</sup> Day onwards upto 20<sup>th</sup> day</b> after last date of fee.

3	Rs.1500 + Rs.200/- per day	• <b>21<sup>st</sup> Day onwards upto 30<sup>th</sup> day</b> after last date of fee.
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After 30<sup>th</sup> day 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	• <b>Upto 10 Days</b> after the last date of Registration.
2	Rs.500 + Rs.100/- per day	• <b>11<sup>th</sup> Day onwards upto 20<sup>th</sup> day</b> after last date of Registration

- After 20<sup>th</sup> day 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 30<sup>th</sup> day 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 above. No registration fine will be charged for such students. However, the clause of attaining attendance of 75% will be applicable on such cases.

### SCHOLARSHIPS

SCHOLARSHIPS AT GEETA UNIVERSITY (GU) Batch 2026-27 Version 1.0 Date: 06 December, 2025					
Geeta University strongly believes that monetary constraints should not become an obstacle for a student to gain access to quality education. To ensure the same, the University has a well-defined Scholarship Scheme that offers financial support to deserving students passionate about pursuing higher-education programs. This initiative by the University aims to cultivate the talent of students that might get hidden due to financial constraints. Scholarship can be availed in all the Programmes* of the University ranging from Diploma to Ph.D. The different types of scholarships offered by GU include the following: * The following scholarships shall be applicable for all the programs except MBA-Elite, MBA-Executive, Ph.D programs.					
Sr. No.	SCHOLARSHIPS				Scholarships- Conditional/Unconditional
1	GUTS (GEETA UNIVERSITY TEST OF SCHOLARSHIP) SCORE <small>(Not Applicable to all Post Graduate programs, Pharmacy, Nursing and Para-Medical Programs)</small>				CONDITIONAL
2	MERIT / PERCENTAGE IN QUALIFYING EXAMINATION				CONDITIONAL
3	NATIONAL LEVEL TESTS / ENTRANCE (JEE/NEET/CAT/MAT/CUET/CLAT)				CONDITIONAL
4	SOCIAL RESPONSIBILITY				CONDITIONAL
5	SPORTS SCHOLARSHIP				UN-CONDITIONAL
GUTS (GEETA UNIVERSITY TEST OF SCHOLARSHIP) SCORE					
GUTS is conducted by GU to ascertain the credibility of the applicants about their zeal to achieve academic excellence. Students can earn up to 100% scholarship on their tuition fee based on their GUTS Score. Students can appear for GUTS even if they are already availing of any other scholarship offered by the University to increase their scholarship value. Students can avail of the following discount on their tuition fee based on their GUTS performance. <b>(Not Applicable to all Post Graduate programs, Pharmacy, Nursing and Para-Medical Programs)</b>					
Particulars	95% or above	90-94.99 %	80-89.99 %	70-79.99 %	60-69.99
Scholarship Offered	100% of Tuition Fee	50% of Tuition Fee	40% of Tuition Fee	30% of Tuition Fee	10% of Tuition Fee
SCHOLARSHIP ON BASIS OF MERIT / PERCENTAGE IN QUALIFYING EXAMINATION					
Geeta University also offers scholarships to students based on their performance in the qualifying exam. These may include the percentage achieved in class 10 for admission to a Diploma program and the percentage achieved in the 12th board or equivalent exam for admission to an Undergraduate program. For students seeking admission to Post-graduate and Ph. D. courses, their aggregate marks in the Bachelor's and Master's degrees respectively will be considered for the scholarship.					
Note: For students seeking admission to a program by 30th April the marks obtained by them in Term 1/Semester-1 shall be considered for the scholarships given below.					
Particulars	95% or above	90-94.99 %	80-89.99 %	70-79.99 %	60-69.99
Scholarship Offered	100% of Tuition Fee	50% of Tuition Fee	40% of Tuition Fee	30% of Tuition Fee	10% of Tuition Fee
SCHOLARSHIP ON BASIS OF PERFORMANCE IN NATIONAL LEVEL ENTRANCE TESTS					
Geeta University is well aware of the hard work put in by the students to get a good ranking in the various entrance exams conducted at a National level. Sadly, many students fail to get the desired rank in these exams despite their best efforts. To show its appreciation for the efforts and persistence of such students and keep them motivated, Geeta University offers a scholarship to them. The following scholarships are offered to students based on their performance in such tests.					

Course Category	Exam Type	Scholarship Amount	Scholarship Amount	Scholarship Amount									
B.Tech.	JEE (Main) - Joint Entrance Examination	50% of Tuition Fee Percentile $\geq 95$	40% of Tuition Fee Percentile 90 - 94.99	30% of Tuition Fee Percentile 85 - 89.99									
B.Pharmacy/Paramedical & Allied Health Programs / Agriculture & Other Biology Based Programs	NEET - National Eligibility-cum-Entrance Test	50% of Tuition Fee Rank $\leq 75000$	40% of Tuition Fee Rank 75001 - 150000	30% of Tuition Fee Rank 150001 - 200000									
MBA	CAT / XAT / MAT / CMAT / NMAT	50% of Tuition Fee CAT / XAT percentile $\geq 90$ MAT / CMAT percentile $\geq 95$ NMAT Score $\geq 280$	40% of Tuition Fee CAT / XAT percentile $\geq 85$ MAT / CMAT percentile $\geq 90$ NMAT Score $\geq 260$	30% of Tuition Fee CAT / XAT percentile $\geq 80$ MAT / CMAT percentile $\geq 85$ NMAT Score $\geq 240$									
SCHOLARSHIP ON BASIS OF CLAT for Law Programs													
LL.M. - 1 year Programme	CLAT-Common Law Admission Test	50% of Tuition Fee Rank $\leq 50$	40% of Tuition Fee Rank 51 - 100	30% of Tuition Fee Rank 101 - 200	Not Applicable								
BALLB/BBALLB 5 years Programme	CLAT-Common Law Admission Test	100% of Tuition Fee Rank - 01 to 2500	50% of Tuition Fee Rank - 2501 to 5000	40% of Tuition Fee Rank - 5001 to 10000	30% of Tuition Fee Rank - 10001 to 20000 10% of Tuition Fee Rank - 20001 to 30000								
SCHOLARSHIP ON BASIS OF CUET (AGREGATE)													
					<b>Eligibility Criteria for CUET-Based Scholarship for UG Programs</b>								
					<table border="1"> <thead> <tr> <th>Program Category</th> <th>Required CUET Subjects</th> </tr> </thead> <tbody> <tr> <td>Engineering (B.Tech)</td> <td>Physics, Mathematics and Chemistry/Bio/Computer Science/IT</td> </tr> <tr> <td>B.A., B.Com, BBA, B.Sc.B.A., B.Com, BBA, B.Ed, M.A, Law, Nutrition &amp; Dietetics</td> <td>English</td> </tr> <tr> <td>B.Pharmacy, B.Pharm, B.Sc. Forensic Science, B.Sc-Agriculture</td> <td>Physics, Chemistry and one of the subject Bio /Computer Science/IT</td> </tr> </tbody> </table>	Program Category	Required CUET Subjects	Engineering (B.Tech)	Physics, Mathematics and Chemistry/Bio/Computer Science/IT	B.A., B.Com, BBA, B.Sc.B.A., B.Com, BBA, B.Ed, M.A, Law, Nutrition & Dietetics	English	B.Pharmacy, B.Pharm, B.Sc. Forensic Science, B.Sc-Agriculture	Physics, Chemistry and one of the subject Bio /Computer Science/IT
Program Category	Required CUET Subjects												
Engineering (B.Tech)	Physics, Mathematics and Chemistry/Bio/Computer Science/IT												
B.A., B.Com, BBA, B.Sc.B.A., B.Com, BBA, B.Ed, M.A, Law, Nutrition & Dietetics	English												
B.Pharmacy, B.Pharm, B.Sc. Forensic Science, B.Sc-Agriculture	Physics, Chemistry and one of the subject Bio /Computer Science/IT												
All programs (Applicable to all the candidates appeared in CUET-UG Entrance Examinations)	CUET-UG	100% of Tuition Fee Percentile 95 & Above	50% of Tuition Fee Percentile from 80 to 94.99	30% of Tuition Fee Percentile from 50 to 79.99									
All programs (Applicable to all the candidates appeared in CUET-PG Entrance Examinations)	CUET-PG <small>*Score shall be considered of the respective subject in which admission is sought</small>	100% of Tuition Fee Score 270 & Above	50% of Tuition Fee Score-210 to 269	30% of Tuition Fee Score-150 to 209	10% of Tuition Fee Score-120 to 149								
SOCIAL RESPONSIBILITY SCHOLARSHIP													
We, at Geeta University (GU) understand the great sacrifices that our defense personnel make to keep us and our country safe. We are also aware of the difficulties and challenges that single parents or the parents of physically handicapped children go through, to ensure that their children get good-quality higher education. Most importantly, we appreciate the role that the teachers and current and former students of GGI institutions play in enhancing its growth. Hence, we consider it our primary responsibility to support the children of such parents and fulfill their dream of achieving academic excellence by offering the following scholarships.													

CATEGORY	Scholarship	Remarks
Freedom Fighters	30% of Tuition Fee	Son/Daughter or Grandson/Granddaughter of Freedom Fighters. (Applicable for Indian Students only)
Defense	30% of Tuition Fee	Son/Daughter of Armed / Para -Military Forces / State Police. (Applicable for Indian Students only)
Disability	30% of Tuition Fee	Students having more than 50% Physical Impaired where specified disability has been defined in measurable terms, as certified by the certifying authority. (Excluding Deaf & Dumb Disability)
Employee	30% of Tuition Fee	Geeta University or GGI Employee enrolling any course at University, till the staff is in service.
Employee's Sibling/Spouse	30% of Tuition Fee	Son/Daughter/Spouse of GGI / GU Employee, till the staff is in service.
Existing Student / GGI Alumni	50% of Tuition Fee	Students (with 60% or above) Pursuing Higher Studies
Alumni / Existing Student's Sibling/Spouse	30% of Tuition Fee	Sibling / Spouse of GGI / GU student or Alumni
Child of Single Mother	30% of Tuition Fee	The child looked after by the mother alone without a husband. The woman may be divorced or whose husband/partner is dead.
Orphan Child	50% of Tuition Fee	Orphan is a child who's both parents are dead, or he/she is an abandoned child. The applicant is not legally adopted by any individual or couple or group.
Girl Child	10% of Tuition Fee	Girl Students will be eligible to receive only one scholarship, which will be the highest scholarship for which they qualify.
<b>SCHOLARSHIP ON THE BASIS OF PERFORMANCE IN SPORTS</b>		
Geeta University (GU) believes education should promote and support talent, rather than be the cause of its suppression. Unfortunately, a majority of talented students have to compromise their careers because of their financial difficulties forcing them to choose between pursuing their studies or following their passion. It gives GU great pleasure to offer a scholarship to such talented students based on their performance in sports at national and international levels. Our action is more rewarding than support.		
Category	Scholarship Amount	
International Players	100% of Tuition Fee	
National Medal Winners	50% of Tuition Fee	
National Participation	30% of Tuition Fee	
<b>SPECIAL CHANCELLOR'S SCHOLARSHIP FOR STUDENTS FROM JAMMU &amp; KASHMIR AND LADAKH</b>		

Geeta University (GU) believes education should promote and support talent, rather than be the cause of its suppression. Unfortunately, a majority of talented students have to compromise their careers because of their financial difficulties forcing them to choose between pursuing their studies or following their passion. It gives GU great pleasure to offer a special Chancellor's scholarship to such talented students based on their performance belongs to region of Jammu & Kashmir and Ladakh.	
Criteria	Scholarship Amount
60% and above	10% of Tuition Fee
<b>SPECIAL PRAGATI SCHOLARSHIP (MP/MLA SCHOLARSHIP SCHEME) FOR STUDENTS FROM JAMMU &amp; KASHMIR AND LADAKH</b>	
Geeta University (GU) believes that education should nurture and empower talent rather than hinder it; however, many deserving students are compelled to compromise on their academic and career aspirations due to financial constraints, often having to choose between continuing their studies and pursuing their passion. To support such meritorious students, GU is pleased to offer the MP/MLA Recommended Pragati Scholarship for candidates from Jammu & Kashmir and Ladakh, aimed at recognizing and promoting academic excellence across various Undergraduate (UG) and Postgraduate (PG) programs. The scholarship is available in two categories, each offering 5 seats, of which 2 seats are exclusively reserved for girl students.	
Criteria	Scholarship Amount
Minimum 70% and above either in 10th or 12th	100% of Tuition Fee
Minimum 60% and above either in 10th or 12th	50% of Tuition Fee
<b>SCHOLARSHIP HARYANA PRIVATE UNIVERSITIES ACT</b>	
Geeta University (GU) also offers the "Merit Cum Means Scholarship for Domicile Students of Haryana" as envisaged in the Haryana Private Universities Act.	
<b>*All above mentioned scholarships will be continued subject to the fulfillment of the following conditions:</b>	
<b>The cumulation of Scholarship is not applicable, only the highest eligible scholarship shall be applicable.</b>	
<b>(A) Scholarship is Un-conditional for the 1st year [1st &amp; 2nd Semester] but for all the upcoming years scholarship will only be continued if students clear the semester / annual examination without any backlog in the 1st attempt.</b>	
<b>(B) To continue availing the scholarship from the 3rd semester onwards, a student must secure a minimum SGPA of 6.0 in each semester starting from the 1st semester.</b>	
<b>(i) If a student fails to secure 6.0 SGPA in either the 1st or 2nd semester, the scholarship will be discontinued from the 3rd semester onwards.</b>	
<b>(ii) From the 3rd semester onwards, if a student fails to secure 6.0 SGPA in any semester, the scholarship will be discontinued from that semester itself.</b>	
<b>(C) The student is required to maintain a minimum of 80% attendance to continue the scholarship in every semester.</b>	
<b>For example, if a student does not secure 6.0 SGPA or 80% attendance in the 3rd semester, the scholarship will be discontinued from the 3rd semester itself, and the student will be required to pay the balance fee that was previously exempted under the scholarship.</b>	
<b>(D) If a student is found involved in any grave act of indiscipline and held responsible, leading to action by the competent authority, their scholarship will be discontinued from the same semester.</b>	

**For continuation of the scholarship, the student has to maintain minimum 80% attendance and 6.0 CGPA in each semester throughout the program.**

### **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 2026-27. According to the policy, if a student withdraws from his / her program and refund shall be process as per the table given below:

<b>S.N.</b>	<b>Refund Percentage of Fee</b>	<b>Point of time when notice / application of withdrawal of admission is received in the Higher Educational Institution.</b>
1	100%	<ul style="list-style-type: none"><li>• 15 days or more before the formally notified last date of admission.</li></ul>
2	90%	<ul style="list-style-type: none"><li>• Less than 15 days before the formally notified last date of admission.</li></ul>
3	80%	<ul style="list-style-type: none"><li>• 15 days or less after the formally notified last date of admission.</li></ul>
4	50%	<ul style="list-style-type: none"><li>• 30 days or less, but more than 15 days, after formally notified last date of admission.</li></ul>
5	00%	<ul style="list-style-type: none"><li>• More than 30 days after formally notified last date of admission.</li></ul>

**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.**

## **ABSTRACT OF ACADEMIC REGULATIONS**

### **SEMESTER REGISTRATION**

It is mandatory for each and every student of the university to complete the semester registration process by physically present on the day of semester registration 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 on ERP.
- b. A student who does not complete the registration 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 the registration completion (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.

[erpqu@geetauniversity.edu.in](mailto:erpqu@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 semester 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 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 Attendance Category-I, he will be allowed to appear in ESE of all the courses registered in the term.
- (ii) If a student's attendance falls under Attendance Category – II, 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 generated on ERP 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 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% and the evaluation of practical courses shall be done under 100% under Comprehensive Continuous Evaluation (CCE) (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 CIE component (unless some other weight-age specified by respective regulatory body).
- f) End Semester Examination (ESE):
- 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<sup>+</sup> (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<sup>+</sup>, B or B<sup>+</sup>.
  - b) The number of students getting higher grades A or A<sup>+</sup> 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  $(X+1.5\sigma)$  is more than 100 or the value of  $(X - 1.5\sigma)$  is negative, then these values may be adjusted so as to satisfy above conditions (i) to (iii). However, if on adoption of statistical method the grade lowers then the grade by absolute marking shall be considered.
- (v) The highest grade that will be provided to students appearing in Summer Semester Examination shall be capped to B<sup>+</sup>. A and A<sup>+</sup> 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 <sup>+</sup> <	100
82	≤ A <	91
73	≤ B <sup>+</sup> <	82
64	≤ B <	73
55	≤ C <sup>+</sup> <	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
$X+1.5\sigma$	$\leq$ A+	
$X+1.0\sigma$	$\leq$ A <	$X+1.5\sigma$
$X+0.5\sigma$	$\leq$ B+ <	$X+1.0\sigma$
X	$\leq$ B <	$X+0.5\sigma$
$X-0.5\sigma$	$\leq$ C+ <	X
$X-1.0\sigma$	$\leq$ C <	$X-0.5\sigma$
$X-1.5\sigma$	$\leq$ D <	$X-1.0\sigma$
	F <	$X-1.5\sigma$
<p><b>Where X denotes average marks &amp; <math>\sigma</math> denotes standard deviation.</b></p>		

**Table 3 – Structure of grading of academic performance**

S.N.	Academic performance	Grades	Grades points
1	Outstanding	A <sup>+</sup>	10
2	Excellent	A	9
3	Very good	B <sup>+</sup>	8
4	Good	B	7
5	Satisfactory	C <sup>+</sup>	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  $i^{\text{th}}$  course and grade points ( $P_i$ ) earned in  $i^{\text{th}}$  course (based on overall grade obtained) of that semester by the following formula:

(a) SGPA calculation: -

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

(b) Cumulative grade point average (CGPA)

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

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  $i^{\text{th}}$  course, upto the semester for which CGPA is to be obtained and  $p_i$  is the Grade Point earned in  $i^{\text{th}}$  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.

l) 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	$\geq 7.5$ CGPA
First	$\geq 6.0$ CGPA $< 7.5$
Second	CGPA $< 6.0$

The CGPA conversion to percentage will be  $CGPA \times 10 = \text{Percentage of marks}$

### 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. Student found 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 is prohibited.
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 centre of an exceptional quality forms the nerve centre 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/ Holidays : 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	• <b>Upto 15 Days</b> after the last date of return of the book. The fine shall be charged per book.
2	Rs. 100 + Rs.05/- per day	• <b>16<sup>th</sup> Day onwards upto 30<sup>th</sup> day</b> after the last date of return of the book. The fine shall be charged per book.

After 30<sup>th</sup> 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