



GENERAL INSTRUCTIONS

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Counseling Process

Candidate would have to personally appear before the Counseling Committee on the date and time specified. Failure to do so will result in rejection of the application. The candidates would be required to be in possession of the documents as given in the IMPORTANT INSTRUCTIONS at the time of counseling. Please note that for the programs with no entrance tests the seats will be allocated based on the marks obtained by the candidate in the qualifying examination specified under eligibility criteria and entrance test/interview conducted by Geeta University (where ever applicable).

Registration

The candidate must get registered for a program on the first day of the academic's session. If a student fails to register and continuously absents himself/herself for a period of one week or more then his/her name shall be struck off the rolls of the University.

Reservation

- (a) 25% of the seats are reserved for bonafide candidates of Haryana in Geeta University (Haryana).
- (b) Allocation of seats for the reserved categories (SC/ST/OBC/Physically Handicapped/Others) shall be as per HPU Act, 2006.

Payment of Fees & Confirmation of Seat

Students will be admitted only after receipt of full fee at the time of counseling.

1. The fee shall be paid either by Netbanking/Debit Card/ Credit Card or Demand Draft in favor of "Geeta University" payable at Panipat. Cheques shall NOT be accepted.
2. All enrolled students shall pay their fees semester-wise in the months notified by the University.
3. Delayed payment of fee will attract a fine as per the rules and regulations of the University.

REFUND POLICY

1. Geeta University follows refund policy of UGC for fee refund in universities.
2. There are some fee components mentioned in the policy are refundable and other are non-refundable which are as follows:
 - a. Admission Fee – Non Refundable
 - b. Uniform Fee – Non Refundable (if Measured)
 - c. Tuition Fee – Refundable (Semester) as mentioned in table 1.
 - d. Academic Services Fee – Refundable (Semester) as mentioned in table 1.
 - e. Examination Fee – Refundable if deposited
3. Refund policy is applicable only on refundable components of the fee.
4. Fee refund for refundable fee components is summarized in table 1

Table 1: Percentage of Refund / Time of withdrawal.

S. No.	Percentage of Refund of Fees	Point of time when notice of withdrawal of admission is received
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 the formally-notified last date of admission
5	0%	More than 30 days after the formally-notified last date of admission

5. Rs. 2000/- will be charged for every refund case as refund processing charges.
6. After final settlement of refund the amount shall be paid to an eligible student within 15 days from the date of receiving a written application from him/her in this regard.
7. In case fee is paid partially or in installments then deposited Fee will adjusted in the sequence of fee components mentioned in point no 2 of the policy.
8. Fee refund in case of Hostel, Mess and Transport will be done on pro rata basis.

IMPORTANT INSTRUCTIONS

Candidates should not the following:

1. Attested copies of the following documents must be attached with the admission form;
 - Certificate and Mark Sheet of Class X & Class XII.
 - Certificate and Mark Sheet of graduation (only for post graduate programs).
 - Migration Certificate from the Board/University last attended.
 - Rank card of qualifying examination, if result is not declared then attach Admit Card (where ever applicable).
 - Copy of Aadhaar Card.
 - Character Certificate as per the format given on the website.
 - Medical fitness certificate as per the format given on the website.
 - Reserve category certificate, if applicable.
 - Affidavit signed by Executive Magistrate/ Notary Public required in case of gap in the studies for not being involved in any criminal activities during the gap period.
2. Incomplete Admission forms will not be accepted.
3. Attach two additional passport sized photographs with your name & date of birth clearly written on the reverse. The photographs need not to be attested.
4. The marks will not be rounded off to determine the eligibility criteria e.g. 59.99% will not be considered equivalent to 60.00%.
5. If two or more candidates have equal marks in the qualifying examination then marks of the next lower examination will be taken into consideration. In case there is any tie then the candidate senior in age will be given preference.
6. All admissions are given on provisional basis subject to the verification of eligibility for the program as laid down by the University.
7. Since no mid-course admissions can be made by the University to fill a vacancy caused by mid-course withdrawal. No objection certificate or Migration/Transfer Certificate for a mid-course withdrawal to a student of any category including child/ward of NRI/ International students shall only be given by the University to a student after he/she has clear all the pending dues and any other dues outstanding to the University.
8. Candidates must bring the Photocopy of the application form filled and all the original certificates with them at the time of counseling. Failure to do so will debar them from attending the counseling process.
9. All admissions will be subject to verification of facts from the original certificates/ documents of the candidate.
10. All disputes will be subject to jurisdiction of the Courts at Panipat City only.

11. Regarding Admission last date and for other regular updates, Candidates are advised to visit the University website www.geetauniversity.edu.in.
12. Kindly submit the application form along with relevant documents in the enclosed self-addressed envelope.

Uniforms

The students of Geeta University are required to wear the University uniform on the prescribed uniform days.

Attendance

University is of the view that regular attendance of the classes would go a long way in ensuring that a student derives full benefit from the academic delivery at the University. Accordingly, University lays a lot of emphasis on regular attendance of the classes. However, 100% attendance is desirable but it is mandatory to maintain 75% attendance for each and every course to appear in end semester examination.

In case documents are not available at the time of admission they may be submitted at the commencement of the session.

For other important instruction please visit www.geetauniversity.edu.in regularly.