

## COMMENCEMENT OF ACADEMIC SESSION 2024-25

Dear Students,

Congratulations on your admission to Galgotias University for the Academic Year 2024-25.

We welcome you to our beautiful and vibrant campus, where you will embark on a transformative journey of intellectual, social, and personal growth. At Galgotias University, our dedicated team of highly qualified and experienced faculty and staff is committed to providing you with an enriching educational experience that prepares you for future success.

Our university embraces the principles of the new Education Policies, offering you flexibility, freedom, and independence in your academic pursuits. With state-of-the-art infrastructure, innovative teaching pedagogies, a nurturing learning environment along with opportunities for research, we ensure that every student has the tools and opportunities to excel.

As you join us, you will be exposed to new ideas, diverse perspectives, and cutting-edge knowledge that will shape your intellectual journey. We are excited to support your academic aspirations and personal development throughout your time at Galgotias University.

The academic session for 2024-25 will commence on 11th September 2024. Please find detailed information and schedules for the Orientation Programme, Registration, Hostel Reporting, Commencement of Classes, contact details of contact the Deans/HoDs attached as annexures.

[Annexure I:](#) Orientation Programme/ Registration Schedule/ Hostel Reporting

[Annexure II:](#) Commencement of Classes & Academic Activities Schedule

[Annexure III:](#) The list of Deans/HoDs

For your convenience, the Google Map location of our campus can be found [here](#).

If you require any assistance or have questions, please feel free to contact the Deans/HoDs of your respective School/Department.

We eagerly anticipate your arrival and look forward to meeting you in person at Galgotias University. Get ready to embark on an exciting academic journey filled with learning, growth, and success.

Warm regards,

Dr. Nitin Kumar Gaur  
Registrar

**ANNEXURE I: SCHEDULE OF HOSTEL REPORTING, REGISTRATION AND ORIENTATION ON THE CAMPUS OF FIRST YEAR STUDENTS ADMITTED IN 2024-25**

SNo.	Departments	Date for Hostel Reporting	Date for Registration	Dates for Orientation (Online Mode)
1	All Department Lateral Entry/Migration Students (2 <sup>nd</sup> year)	<b>09.08.2024 Friday</b>	<b>10.08.2024 Saturday</b>	<b>Not Applicable</b>
2	Department of Nursing	<b>10.08.2024 Saturday</b>	<b>10.08.2024 Saturday</b>	<b>12.08.2024 Monday</b>
3	Department of Computer Applications Polytechnic Department of Media & Mass Communication Department of Design Department of Humanities Department of Hospitality & Tourism Department of Education Department of Law	<b>16.09.2024 Monday</b>	<b>17.09.2024 Tuesday</b>	<b>11.09.2024 to 15.09.2024</b>
4	Department of Computer Science & Engineering Department of Mechanical Engineering Department of Electrical, Electronics & Communication Engg. Department of Civil Engineering	<b>17.09.2024 Tuesday</b>	<b>18.09.2024 Wednesday</b>	<b>11.09.2024 to 15.09.2024</b>
5	Department Basic Sciences Department of Biological and Life Sciences Biomedical Sciences Department of Agriculture Department of Pharmacy Department of Management Department of Allied Health Sciences Department of Finance & Commerce	<b>18.09.2024 Wednesday</b>	<b>19.09.2024 Thursday</b>	<b>11.09.2024 to 15.09.2024</b>

**Important Dates:**

- **Commencement of Classes Nursing I year: 12.08.2024 (Monday)**
- **Commencement of Classes I year: 20.09.2024 (Friday)**
- **Commencement of Classes of Lateral Entry/Migration Students: 12.08.2024 (Monday)**

## REPORTING TO THE HOSTEL

Students who are availing the hostel facility should report on the date mentioned against their school in Annexure I.

<b>GIRLS HOSTEL</b>	
<u>Girls should report at the following address:</u> <b>Galgotias College of Engineering</b> Knowledge Park-II, Near Pari Chowk, Greater Noida, Uttar Pradesh 201310	<b>Girls Hostel Wardens:</b> <b>Ms. Namrata Singh</b> : +91-9149303189 <b>Mr. Asheesh Mishra</b> - +91- 9818736003
<b>Google Map Location Link:</b> <a href="https://www.google.com/maps/d/u/0/viewer?mid=1_xhn2GW2vjr8FFkQ_77oI_HJlwM&amp;ll=28.457129410164796%2C77.49778125768853&amp;z=16">https://www.google.com/maps/d/u/0/viewer?mid=1_xhn2GW2vjr8FFkQ_77oI_HJlwM&amp;ll=28.457129410164796%2C77.49778125768853&amp;z=16</a>	

<b>BOYS HOSTEL</b>	
<u>Boys should report at the following address:</u> <b>Galgotias University</b> Plot No.2, Sector 17-A, Yamuna Expressway Greater Noida, Gautam Buddha Nagar, Uttar Pradesh 203201	<b>BOYS Hostel Wardens:</b> 1. <b>Mr. Ramveer</b> : +91-8178111319 2. <b>Mr. Anoop Tewari</b> : +91-9026677234
<b>Google Map Location Link:</b> <a href="https://goo.gl/maps/LV8R6D4sWJWSlyfy9">https://goo.gl/maps/LV8R6D4sWJWSlyfy9</a>	

The faculty and wardens will be at the hostel registration desk to guide/assist you through the hostel registration process. The students will be given a hostel registration form and after submission of the filled form and hostel fee receipt, they will be allotted a room opted for as per the fee paid. The students should bring with them the following items at the time of reporting to the Hostels.

- Mattress
- Bedsheet
- Pillow + Pillow covers
- Blanket or Quilts
- Toiletries
- Lock

**ANNEXURE II: COMMENCEMENT OF CLASSES & ACADEMIC ACTIVITIES SCHEDULE**

<b>GALGOTIAS UNIVERSITY</b>			
<b>CALENDAR OF EVENTS FOR THE ACADEMIC YEAR 2024-25</b>			
<b>IMPORTANT DATES AND EVENTS FOR FIRST YEAR STUDENTS</b>			
<b>FIRST YEAR STUDENTS (odd semester)</b>			
<b>Sem</b>	<b>S. No</b>	<b>Event</b>	<b>Date(s)</b>
<b>ODD SEMESTER</b>	1	Date of Online Registration	17-09-2024-19-09-2024
	2	Last date for Registration	20.09.2024
	3	Commencement of Classes	20.09.2024
	4	Mid Term	11-11-2024-20-11-2024
	5	Last Instructional Day	24-12-24
	6	SEE (Practical)	16-12-2024-23-12-2024
	7	Winter Break	25-012-2024 - 01-01-2025
	8	SEE(Theory)	03-01-2025-21-01-2025

- IT IS COMPULSORY FOR STUDENTS TO BRING WITH THEM THEIR OWN LAPTOPS.

## University Calendar for the Academic Year (2024-25)

### Odd Semester (First Year) 2024-25

Month	Date	Day	Event
September	11-09-24	Wednesday	Online orientation program of First Year students starts
	15-09-24	Sunday	Online orientation program of First Year students Ends
	16-09-24	Monday	Registration of First Year Students Starts
	19-09-24	Thursday	Registration of First Year Students Ends
	20-09-24	Friday	Commencement of First Year Classes
	23-09-24	Monday	Mentor-mentee allocation
	25-09-24	Wednesday	CR Selection
October	04-10-24	Friday	Notification to Conduct Internal Assessment 1 by CoE
	14-10-24	Monday	Mentor-mentee meeting 1
	18-10-24	Friday	Mentor-mentee meeting 1 ATR to be documented
	21-10-24	Monday	Internal Assessment 1 Starts
	25-10-24	Friday	Internal Assessment 1 Ends
	28-10-24	Monday	Last date for uploading of the Internal Marks
	29-10-24	Tuesday	Identification of Slow and Fast Learners from IA
	30-10-24	Wednesday	Notification to Conduct MTE by CoE
November	30-10-24	Wednesday	Assign activities and Action Plans for Slow and Fast Learners

	08-11-24	Friday	Assign activities and Action Plans for Slow and Fast Learners to be submitted
	11-11-24	Monday	Mid-Term Exam Starts
	20-11-24	Wednesday	Mid-Term Exam Ends
	21-11-24	Thursday	Mentor-mentee meeting 1
	25-11-24	Monday	Notification to Conduct Internal Assessment 2 by CoE
	26-11-24	Tuesday	Mentor-mentee meeting 2 ATR to be documented
	29-11-24	Friday	Last date to complete the evaluation of MTE
<b>December</b>	02-12-24	Monday	Internal Assessment 2 Starts
	07-12-24	Saturday	Internal Assessment 2 Ends
	09-12-24	Monday	Notification to Conduct Practical Examinations by CoE
	14-12-24	Saturday	Uploading of Internal Marks Ends
	16-12-24	Monday	Practical Examination Starts / Notification to finalize the eligible students for SEE by CoE
	21-12-24	Saturday	Practical Examination Ends
	23-12-24	Monday	Uploading of Practical Marks Ends and Publish provisional detention list for SEE
	24-12-24	Tuesday	Last Instructional Day
	25/12/2024 to 01/01/2025	Wednesday to Wednesday	Winter Break and Preparatory Holidays for Examinations
<b>January</b>	03-01-25	Friday	Semester End Examination Starts
	04-01-25	Saturday	Semester End Exam Script Evaluation commence
	21-01-25	Tuesday	Semester End Examination Ends

### **ANNEXURE III: ON CAMPUS REGISTRATION**

- a) On arrival at the campus, proceed to the registration desk of your Department/ School, where a team of faculty members will guide you through the registration process.
- b) Registration Form has been attached as Annexure VI. You should bring the filled form along with you to complete the registration quickly.
- c) A copy of the fee receipt should be attached with the registration form.
- d) The balance fee, if any, can be paid at the fee counter at the university. Original Documents and a copy of the same should be carried for verification (document checklist is given in Annexure III).
- e) After your school/ departmental registration your Id Card will be issued (in case not issued yet) by the ERP/ admission department. At the time of issue of id card, you will be provided with your student iCloud login. All class related information will be available on your iCloud login.
- f) You will be added to the School/Department WhatsApp group after the due completion of the admission process.

### **IMPORTANT PHONE NUMBERS**

#### **Office of the Registrar**

1	Registrar	Dr. N K Gaur	Document Verification & Registration	9599066262
2	Deputy Registrar	Mr. Dharmendra Kumar		9971365653
3	Sr. Office Executive	Mr. Govind Vats		9999400785
4	Section Officer	Mr. Ram Vilas Maurya		9015676639

#### **Controller of Examination Office**

1	Controller of Examinations	Dr. Amitabh Bhattacharya	Biometric ID & Examination Related Query	7500473754
2	Director Academics & Examination Operations	Dr. Raghavendran Venugopal		7517274242
3	Deputy Controller of Examinations	Mr. Sudhanshu Sharma		9997705353

#### **ERP Office**

1	Director ERP	Dr Anurag Kumar	Registration & Time Table	9536841474
2	ERP Manager	Mr. Rahul Rai		7011117197

#### **IT Team**

1	IT Head	Mr. Pradeep Tiwary	Email Ids	9582575274
2	IT Manager	Mr. Nitin Varshney		7530939603

#### **FINANCE DEPARTMENT**

1	Chief Finance Officer	Mr. Naveen Parashar	Finance Related	80585 19903
2	Account Officer	Mr. Rajeev Yadav		9717130792

<i>Important E-mail IDs</i>
<b>Office of the Registrar</b> - ps.registrar@galgotiasuniversity.edu.in
<b>Controller of Examination Office</b> - coe@galgotiasuniversity.edu.in
<b>ERP Office</b> - anurag.singh@galgotiasuniversity.edu.in
<b>IT Team</b> - Itsupport@galgotiasuniversity.edu.in
<b>FINANCE DEPARTMENT</b> - cfo@galgotiasuniversity.edu.in
<b>ACCOUNT OFFICER</b> - rajeev.yadav@galgotiasuniversity.edu.in

### LIST OF SCHOOL DEANS/HODS

S.No	SCHOOL	NAME OF OFFICER	DESIGNATION	PHONE	EMAIL
1	School of Computer Science & Engineering	Dr. Suneeta Yadav	Associate Dean	9873587500	dean.scse@galgotiasuniversity.edu.in
2	School of Computer Applications & Technology	Dr. Vineeta Khemchandani	Dean	9818898460	vineeta.khemchandani@galgotiasuniversity.edu.in
3	School of Business	Dr. Jagannath Mohanty	Dean	9158046397	dean.sob@galgotiasuniversity.edu.in
4	School of Allied Health Sciences	Dr. Shagun Agarwal	Dean	9910259583	shagun.agarwal@galgotiasuniversity.edu.in
5	School of Engineering	Dr. Deepak Soni	HOD	9896871533	hod.sce@galgotiasuniversity.edu.in
		Dr. Meenakshi Awasthi	HOD	9911871195	hod.seece@galgotiasuniversity.edu.in
		Dr. Sudhir Kumar Singh	HOD	9818547947	hod.sme@galgotiasuniversity.edu.in
6	School of Basic Sciences	Dr. Sanjeev Kumar	Dean	9999908675	dean.sbs@galgotiasuniversity.edu.in
7	School of Biological & Life Sciences	Dr. Sarita Malik	In charge	9726786768	dean.sbls@galgotiasuniversity.edu.in
8	School of Agriculture	Dr. Sahadeva Singh	Dean	9999641545	dean.soagri@galgotiasuniversity.edu.in



S.No	SCHOOL	NAME OF OFFICER	DESIGNATION	PHONE	EMAIL
9	School of Architecture & Design	Ms. Ruchi	HOD	9811974789	dean.soa@galgotiasuniversity.edu.in
10	School of Finance & Commerce	Dr. Anurag Kumar	Dean	9990640982	Dean.sfc@galgotiasuniversity.edu.in
11	School of Hospitality & Tourism	Dr. Rajeev Mishra	Dean	9449104554	dean.soh@galgotiasuniversity.edu.in
12	School of Law	Dr. Naresh Kumar Vats	Dean	7086336601	dean.law@galgotiasuniversity.edu.in

13	School of Media & Communication Studies	Dr. A. Ram Pandey	HOD	9911893074	dean.smcs@galgotiasuniversity.edu.in
14	School of Liberal Education	Dr Anuradha Parasar	Dean	8918726497	dean.sole@galgotiasuniversity.edu.in
15	School of Biomedical Sciences	Dr. Ranjana Patnaik	Dean	7897712091	dean.sbms@galgotiasuniversity.edu.in
16	School of Medical & Allied Sciences	Dr. Shaik Abdul Rahman	Dean	9849702527	dean.sma@galgotiasuniversity.edu.in
17	School of Nursing	Dr. Lekha Bisht	Principal	7042421598	dean.son@galgotiasuniversity.edu.in
18	School of Education	Dr. Satyendra Gupta	Principal	9899696608	dean.soe@galgotiasuniversity.edu.in
19	Galgotias Polytechnic	Dr. Mohit Gaharwal	Principal	9368627931	principal.polytechnic@galgotiasuniversity.edu.in
20	Life Long Learning	Mr. Neeraj Sahani	HOD	9897002318	dean.slll@galgotiasuniversity.edu.in

**ANNEXURE IV: DOCUMENT CHECKLIST**

S.No.	Certificates/Testimonials	Check box
1	10th Mark Sheet	
2	10th Passing Certificate	
3	12th Mark Sheet	
4	12th Passing Certificate	
5	Migration Certificate/Transfer Certificate	
6	Gap year affidavit if applicable	
7	Character Certificate	
8	Medical Fitness Certificate (Original)	
9	2 Recent Passport size photos	
10	Diploma/ITI Mark Sheet (For Lateral Entry Students)	
11	Graduation Mark Sheet & Degree (If Applicable)	
12	Post-Graduation Mark Sheet & Degree (If Applicable)	
13	Entrance Exam Score/Rank card (If Applicable)	
14	Aadhaar Card	
15	Admission Offer Letter	
16	Caste Certificate (In case of SC/ST/OBC)	
17	Certificate(s) for Sports Quota Admission (If Applicable)	
18	Certificate of Armed Category (If Applicable)	
19	Certificate of Differently Abled (If Applicable)	
20	AIU Equivalence Certificate: Required from Students holding foreign Certificate / Diploma / Degree against the last qualification	
21	Anti-ragging Certificate (Mandatory)	

**Note:** - Students are informed to bring the original documents for verification and two sets of Photocopies of the same along with two recent passport size photos for submission.

**REGISTRATION FORM**  
*To be filled in BLOCK LETTERS*

Programme .....

Application No .....Admission No .....

Aadhaar Card No:..... Academic Session .....

Category: -  General  OBC  SC  ST  Minority

Full Name of the Student .....

Nationality..... Religion: - ..... Blood Group .....

Gender: - Male  Female  Blood Group:.....

Father's Name .....Mobile No.....

Mother's Name ..... Mobile No .....

Father's /Mother's Occupation .....

Grand Father's Name..... Mobile No .....

Emergency Contact No.....Date of Birth .....

**Correspondence Address**

Address .....

..... City.....Pin Code.....

Contact No. (Landline) .....Student Mob. No.....

Student's E-mail ID .....

Father's/Mother's E-mail Id.....

**Permanent Address**

Address .....

..... City ..... Pin Code.....

Contact No. (Landline) .....

Local Guardian Name:.....E-mail Id:.....

Address.....Mob. No.....

Date:

\_\_\_\_\_  
Signature of the student

AAPAR Id/ABC Id: .....

